

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

6.30 pm Wednesday 16 January 2019

Present:

Sandy Turner (ST), Chair
Chris Plummer (CP), Treasurer
Katie Ford (KF), Club Secretary
Marco Cecioni (MC),
Mark Ireland Spicer (MIS),
Chani Van Wyk (CVW)

Next meeting: Wednesday 13th February 2019 at 6.30pm at CAC

Item	Comments	Actions
1.Meeting Opening		
1.1 Introductions & Acknowledgements	ST thanked the organisers and management of the Camp. A thank you letter will be issued to all. There was discussion of the timings of meals and pool sessions. Also the arrival time of the swimmers for the Open session	CVW to provide feedback to Kirsten
1.2 Agenda Confirmation	All agreed	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None declared	
1.5 Environmental Scan	Camp Criteria – this needs to be set and published earlier so all swimmers are aware. There is a possibility of a Winter camp, but school holidays need to be confirmed. Concern over the number of swimmers attending a single session during the holiday period, when there were approx. 50 swimmers and 1 coach, and another occasion where there were no life guards on poolside, only our coach	CVW to speak to Jon to ensure the criteria for camps are published with plenty of notice. CVW to contact CAC about lack of lifeguards on deck

	Wgtn LC champs – there are a few gaps for parent help to be filled	
2. Governance & Policy Matters		
2.1 Sub Committees	Swim Operations – Marco, Chani, Racesec, Jon Winter, parent of Shark or Penguin (possibly Vida Kelly) Marketing & Comms – one parent has declined, Dawn I-S will be on this sub-committee Fundraising – no action yet Club spirits – Erin has agreed, will check with Lizzie Plummer and Kirsten Finance and Grants - still looking for another member to assist ST, CP and GT	MC/CVW to ask VK KF to speak LP and KJ ST to speak to Lisa Gray
2.2 Board member Nominations	Bryan Jackson is refusing all requests to stand on voluntary Boards. He has made some suggestions, some have refused.	ST to approach other possibilities. KF to ask a parent
2.3 Policy Development	Complaints procedure - a draft policy has almost been completed and should be available for consultation prior to the next meeting No further action has been taken on the Social Media Policy;	ST to forward draft policy when received
2.4 Financial Audit	Lion Foundation Audit – all information provided. No further requests have been received GST for coaching costs have been incorrect and need to be addressed. It was noted that KCDC charges will be increasing in the next financial year	CP to process a GST adjustment.
2.5 Health & Safety – Incidents & Planning	Camp H&S was checked. Identified that as a Club, we do not have medical information poolside, this includes information about allergies.	KF to investigate whether SNZ database can/does contain medical information. MIS to investigate alternative options
2.6 Risk Register – Environment assessment	Nothing to report at this meeting.	CVW to formulate a Risk and Issue Register
3 Strategy & Performance		
3.1 Strategic Statement and Action Plan	After consultation and discussion, it was felt that RSC is a competitive Swimming Club and should continue to be the best small club in Wellington.	ST/MIS to brainstorm

3.2 Board Calendar	Ongoing.	ST to consult with JW and KJ to allow completion
4. Matters for Discussion		
4.1 Matters in Committee	Board went into committee at 19.40 Board came out of committee 19.42	
4.2 Parent Survey	CP talked through and summarised the responses.	
4.3 Club name and Ownership of Raptors Swimming Ltd	The name is now null and void. It may be possible to trademark Raptors Swimming as part of RSC. This is not with a view to a Club name change but solely to protect the Club brand.	CVW to investigate costs/options involved.
4.4 Uniforms		
4.5 Fundraising suggestions	The Board approved KJ's offer to hold a 2 nd hand gear sale Kapiti Run for Youth – all agreed that RSC should be a Fundrasing partner, if possible.	KF to confirm
4.6 Tuesday Night finish time	CAC have approached the Club about changing the finish time to 7.30. There are times (Club Champs) when this may not be possible.	KF to confirm costs if pool is returned early
4.7 Club records and Race secretary	It was agreed that Club records would fall under the responsibility of the Race secretary. A copy of the spreadsheet currently being used, will be forwarded to MIS as part of the IT review	
4.8 Pool closure for maintenance	We have been offered lanes at Waikanae pool for squad training whilst maintenance is carried out on the movable floor. Following consultation with Kirsten, it was agreed to postpone the start of Term 1 Tuesday night until 12 February	KF/CVW to consult with Jon to confirm squad sessions and publish
4.9 Prizegiving	CP volunteered Lizzie to manage this year's prizegiving. KJ has a folder of paperwork which she will pass on. Kevin Milne is no longer available to MC, so a new one will be required.	KF to facilitate
4.10 Coach attendance at meets	It was confirmed that a coach would be required at Manawatu Age Groups, DIV II . Expenses as per their contract would be reimbursed on production of receipts	CVW to advise coach.
5 Membership & Events		

5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Tuesday night – no info available this month Squad changes were discussed	
5.2 Club champs	This will take place on Tuesday 12 February, during the squad training session. This will be first night of the Tuesday night programme, concern about the swimmers who are coaching before the Champs.	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications	DIV II – accommodation, flights and coaching fees for March to be applied for SCAT conference in Wellington in September – ST would like JW to attend Engraving for prizegiving Moved CP Seconded CVW	KF to provide information to GT ST to approach JW KF to get costs to GT All agreed
6.2 Payments	Detailed list to be provided and emailed for consent	
6.3 Club Transfers	Transfer for Maia Adams approved	
6.4 Ordering of new caps, uniforms	Moved ST Seconded KF	All Agreed
6.5 Pool closure	Revised sessions to be approved	
7 Matters for Noting or Updating		
7.1 Action Item register	None presented	
7.2 Management / Coach Reports	No reports presented	
7.3 Finance Report	Expenses by Contact, Balance Sheet and P&L statements were presented and discussed.	

7.4 Board Committees - Assurance & Risk Report	Currently being set up	
7.5 SNZ database	The database has been updated to reflect names against roles. Dawn Ireland-Spicer has access in her previous role. This still has to be removed	KF to arrange for DIS to be removed
7.7 Topics to be brought forward or scheduled	Prizegiving	
8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	That the minutes be approved Moved ST Seconded MIS	All agreed
8.2 Matters Arising	None presented	
9 Meeting Close		
9.1 Meeting Evaluation	Actioned by board members and submitted.	Passed to ST for review and group feedback
9.2 Confirmation of Next Meeting	13 February.	
9.3 Meeting Close	Closed at 9.10pm	