

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

6.30 pm Thursday 11 July 2019

Present:

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

Next meeting: Thursday 15 August 2019 at 6.30pm at Landlink, Waikanae

Item	Comments	Actions
1.Meeting Opening		
1.1 Introductions & Acknowledgements	Meeting started at 6.47.	
1.2 Agenda Confirmation	All agreed	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None declared	
1.5 Environmental Scan	<p>There has been interest shown in purchasing the Club Rooms. The rooms cost \$60k when purchased in 1993, there is no depreciation on the buildings, only the internals. If it was sold, we would have to look at storage costs for the documents in the basement, as well as the trophies and other equipment, which includes an exercise machine and dumb bells. As a Club asset, any proposed sale would have to be agreed by the members at an SGM. It was agreed that a valuation would be advisable as a starting point, Sandy to arrange up to \$500.</p> <p>The Team Managers need to be independent of the Coach at meets.</p>	<p>Proposed KF Seconded MIS All agreed</p>

2. Governance & Policy Matters		
2.1 Sub Committee Reports	<p>IT – SNZ offer a website available for Clubs, which can be used, and includes prototype of a meet calendar. It may be possible to get assistance from other IT specialists in the Club. IT Room have sent a proposal regarding Microsoft Office 365, which needs to be further investigated. They have costed a full backup of the website as 0.5 hr work.</p> <p>Coach/pool – We are waiting for CWS goals/aims for 2019/2020. It was confirmed that under the current contract, the reimbursement for the next year was based on the total squad fees received from the previous 12 months, and would be over 10-15% drop for the coming year, and possibly the same for the next year.</p> <p>We need to replace equipment, more coaching esp the Juniors, and will not reduce the number of lanes. We need to know exactly what CWS needs regarding additional coaching support. ST is still waiting to have a meeting with CWS.</p> <p>Finance – it was agreed that any fee increase would not happen during Term 3. Email to members needs to be sent urgently, increases to be effective 1st October and Term 4.</p> <p>We need more parent involvement in all aspects of the Club.</p>	<p>MIS to arrange for backup and seek follow up on the Office 365 proposal</p> <p>ST to meet with CWS CP to finalise email ST to contact KJ re Tuesday night increases</p>
2.2 Board member	No action	
2.3 Policy Development	No action	
2.4 Health & Safety – Incidents	None logged	
2.5 Risk register	Bungies are getting worn and are at risk of breaking, as are the stretch cords	ST to contact CWS to get equipment checked and to provide a list of new equipment needed
3 Strategy & Performance		

3.1 Strategic Statement and Action Plan	No action	
3.2 Board Calendar	Meet for September 2020 has almost been confirmed. We are not hosting a meet in 2019/2020.	
4. Matters for Discussion		
4.1 Matters in Committee	Board went into committee at 20.04 Board came out of committee 20.05 It was noted that the Legal fees have been settled with Gibson Sheet.	
4.2 Raumati Raptors communication plan/policy 2019	Review to continue	
4.3 Coach contract	See 2.1	
4.4 Camp 2020	We need to start looking at this. We are uncertain if Kirsten wishes to continue to organise this again. It would be worth asking the parent of Junior swimmers to assist.	MIS to ask Dawn if interested
4.5 SW SC Relay Champs	The Relays are on 03/08/2019, cost of \$25 per team, being held at WRAC. Entries close on 28/7/2019. Racesec is waiting for swimmers from CWS. It is a good experience and a good opportunity for Team bonding. There need to be at least 3 Team managers.	
4.6 Club night September 2019	MC had spoken with Racesec and KJ, and agreed that a joint event should be held in December; to hold separate events in September, possibly on 10/9/2019 for an Official meet at 6pm. The end of Term 3 Fun night could include a coach race, at the end and immediately before squad training.	KJ/Racesec to speak to JW
5 Membership & Events		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Membership report available for review	
5.2 Prizegiving	A non-Board nomination was still required. Racesec was nominated and no objections raised. Engraving is in progress but one cup has still not been returned and will have to be engraved after the AGM. Photos will be taken by Paul Grout. Gillian Kalif and Graham are still to be invited, MC provided	

	<p>their email addresses. There will be no Raspberry award as no-one volunteered to organise. ST will recognise all non-Board volunteers at prizegiving.</p> <p>There are many old cups that need replacing. A photo of all will be taken and we can then decide what needs replacing and get costs and apply for funding.</p>	
5.3 AGM	Deadline dates were confirmed, AGM on Thursday 29 August.	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications	We need an updated list of what is ongoing and what still needs to be applied for.	KF to contact GT
6.2 Payments	As detailed in report.	
6.3 Club Transfers	No new transfers	6.1 - 6.3, Moved ST, seconded MC. All agreed
7 Matters for Noting or Updating		
7.1 Action Item register	<p>AKId juniors – need to apply for funding for coach. If unsuccessful, then the cost will have to be paid by the parents. It is not a National meet. We need to identify possible numbers of swimmers</p> <p>NZ SC in October – what interest in going/staying as a team? Quotes needed to apply for grants for T&A, for team, TM and Coach</p>	KF to look into
7.2 Management / Coach Reports	None	
7.3 Finance Report	Reports available	
7.4 Assurance & Risk Report		Next meeting
7.5 Topics to be brought forward or scheduled	Prizegiving, AGM, fees	
8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	To be updated and confirmed at a later date.	All agreed

8.2 Matters Arising		
9 Meeting Close		
9.1 Meeting Evaluation		
9.2 Confirmation of Next Meeting	Thursday 14 August 2019, to be confirmed	
9.3 Meeting Close	Closed at 9.00 pm	