

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

6.30 pm Tuesday 17 September 2019

Present:

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

Next meeting: Tuesday 15 October 2019 6.30pm

Item	Comments	Actions
1.Meeting Opening		
1.1 Introductions & Acknowledgements	Meeting started at 6.39. The Board welcomed Dean to the Board. Dean introduced himself and his background, esp regarding roles whilst at Carterton SC. The Board wanted to acknowledge the recent secondary Schools competition, which included 7 Raptors, with some great achievements. Also, to acknowledge those swimmers who competed in the AIMS games.	
1.2 Agenda Confirmation	All agreed. JW was invited and, although we have received no formal reply, he will not be attending.	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	CP – possible conflict with the cost of the AirBNB for NZSC.	
1.5 Environmental Scan	Senior Swimmers - a significant number of swimmers will be dropping out this year. How do we fill these gaps? We need to be able to discuss this with Jon, esp as CWS income may drop again. Camp – there has been little interest in camp. The figures published are based on 20 swimmers attending.	

2. Governance & Policy Matters		
2.1 Sub Committee Reports	New sub-committees to be formed. A Board member needs to be included in each subcommittee.	
2.2 Board member, volunteer roles	<p>Board Member – Sandy to approach Jimi Van Noort to see if he is still interested to be co-opted on till the next AGM.</p> <p>Chris will speak to Mark Skelsey, to see if interested in Xero data entry.</p> <p>Rachelle Fraser has volunteered to be Events/Social Secretary.</p> <p>Away trip co-ordinator – Marco.</p> <p>Board member Roles – Chair - Sandy.</p> <p>Treasurer – Chris</p> <p>Admin – Katie</p> <p>Sub committees –</p> <p>Finance, Grants & fundraising – Chris. Still need a Grants co-ordinator.</p> <p>Swimming Ops – Dean</p> <p>Marketing and Comms – Mark</p> <p>Club Spirit – Marco. This needs to include an awards person</p>	<p>ST to contact JVN re Board position,</p> <p>CP to speak to MS.</p>
2.3 Health & Safety – Incidents	None recorded – It may be necessary to remind everyone it is available.	
2.4 Risk register	Seniors leaving, promotion of the Club	
3 Strategy & Performance		
3.1 Strategic Statement and Action Plan	<p>Parents Meeting – Identified 4 priorities: Uniform, coach comms, celebration of success, and Prizegiving.</p> <p>Uniform – Sandy to talk to Annie and Eli, and Kirsten.</p> <p>Coach comms – Dean will speak with Jon.</p> <p>Celebration of success – Mark to look into different options. These should be on FB – Squad and public pages, local papers.</p> <p>Thoughts included: having a slideshow Hall of Fame at the CAC reception; selecting from old photos on FB; possible acknowledging swimmers who get into National squads, with a donation, with strict guidelines; caps and ribbons are handed out with little ceremony – how can this be celebrated?;</p> <p>Possible acknowledge all swimmers who attended national meets at prizegiving, and first time qualifiers; newsletters after SC and LC; acknowledge all who achieve PBs at SW or National Meets.</p>	<p>ST to speak squad reps and KJ re uniforms</p> <p>DA to look into different options for prizegiving and MIS celebration of success.</p>

	Prizegiving – Dean to consider different options, what could be included. Club Rooms – Sandy to progress with talks and negotiating for their sale.	ST to continue with talks re Club rooms.
3.2 Board Calendar	Next meeting	
4 Matters for Discussion		
4.1 Matters in Committee	Board went into committee at 19.45 Board came out of committee 19.57	
4.2 Coach	The Coach should be attending the monthly meetings, needs to provide a list of targeted meets and the squad attendance records – these will be required for camp criteria. RSC may want to send add a coach attendance to lower level meets. Holiday training – Board expectations are that training will be 5-6.30pm for both weeks, esp as no morning training. Term 4 – The Board would expect morning training to resume as normal.	ST to speak to Pete Adams KF to email DA with details of coach's proposed schedule.
4.3 Camp 2020	There has been no interest shown yet. DA questioned whether any other clubs had been invited. DA will speak to CWS and if Jon approves in principle, then contact other Clubs. It will require parent help form any other Clubs and any fundraising we get will only apply to RSC swimmers.	DA to speak to CWS, and other clubs if approved.
4.4 NZ SC champs	ST will contact Officials co-ordinator, regarding Team managers and uniforms expectations. Accom and Flights for the Coach have been booked. Rental car to be sorted this week.	ST to contact RH.
4.5 Club/ T2 meet 2019	The pool has been booked for Sunday 1/12/2019 for a Club event. To include Tuesday night swimmers through to Orcas. CWS needs to have input into the event. MC has been working with Fiona Morrison (Racesec) and Kirsten Johnson (Tuesday night co-ordinator). A flyer needs to be produced and any costs to be advised.	MC, FM and KJ to continue planning
4.6 SW awards	Nominations need be to entered. CWS needs to advise the Board of any swimmers to be considered, and this must included ALL squad swimmers. Also any volunteers, inc Jacqui Oliver who is currently a Tues night Coach.	DA to consult CWS MC to identify and complete information for volunteers.

4.7 Auckland Juniors	From the report available, there were 10 eligible swimmers. JW needs to push this meet	
4.8 SNZ join now option	On SNZ website, there is a 'join now' option. In the past, RSC has not been visible, so that our online registration is used. For some reason this has changed and the Club is now available as able to join, from SNZ.	KF to speak to SNZ, to find reason for change.
5 Membership & Events		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Membership report available for review	
5.2 Social Event	RF has organised a bowling event for 20/10/2019.	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications	Gareth had agreed to submit Camp funding requests.	KF to contact GT
6.2 Payments	As detailed in report. And, a platter per lane for bowling social event (previously \$30 each); \$100 +gst for new webhost annual fee	6.1 - 6.4, Moved ST, seconded MC. All agreed
6.3 Club Transfers and misc approvals	No new transfers Co-opt Jimi Van Noort to the Board, if still interested.	CP to get quotes for EOY accounting costs.
6.4 CWS monthly income	CWS monthly payment to be reduced to reflect the income received for 2018/19, as per the coaching contract.	KF/CP amend CWS payments WEF 1/10/2019
7 Matters for Noting or Updating		
7.1 Action Item register		
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	Club rooms	

8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	Available	Proposed ST, seconded MC All agreed
8.2 Matters Arising	None	
9 Meeting Close		
9.1 Meeting Evaluation	DA – opportunity to speak and be heard.	
9.2 Confirmation of Next Meeting	Tuesday 15 October 2019	
9.3 Meeting Close	Closed at 9.15 pm	