



CAPITAL SWIM CLUB
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MINUTES OF THE CAPITAL SWIM CLUB
HELD AT REFRESH PHYSIO, KILBIRNIE,
ON 17 FEBRUARY 2020 AT 7.15PM

1. *Present*

Catherine Millar, Matt Titcombe, Lynda Hart, Dave Clareburt, Mike Heath, Nathan Masters, Joe O'Callaghan, Gary Hollywood.

Meeting started at 7.18pm. Matt welcomed all members and thanked Gary Hollywood for attending the first part of the meeting. Lynda confirmed and agreed to take the minutes.

2. *No Apologies were received.*

3. Update on Action Points from Previous Minutes
Club Constitution

- Swimzone rewriting their constitution – happy to share with all Wgtn Swimming Clubs what is in their constitution. May not be available until June/July 2020.

Mike has received an email from Swimzone regarding this.

- Mike to discuss with Swimzone whether there is a circular resolution or amendment option regarding the Constitution.

Mike to action this.

Coaching and Membership

- Joe to arrange a mail chimp survey sent to current members on whether they think Capital is progressing as a club.

Joe to action this.

External relationships

- Mike to ensure WCC gets Capital Swim Clubs bank account details regarding the \$10k grant.

Mike confirmed money from WCC has now been received.

Coaching and Membership Reports

Documentation for Tommy Wilson vetting process has been completed and forwarded to Pam for processing.

Alternative Income Update

Nathan has completed and circulated a list of target organisations for feedback and any further suggestion welcome.

Communications

Newsletter completed and sent out by Catherine.

General Business

Nathan has spoken to Gary regarding the need for a Collegiate / Fitness Squad

Mike has drafted some comms on increase of squad fees and circulated amongst board for consideration.

Joe has spoken with Andre re: comms to families regarding what is being coached.

Matt has spoken with Gary re Andre's new offer.

Nathan has spoken with Gary the need for casual coaching.

Lynda still to look at Swim Wellington's availability online of Board Minutes.

Lynda to follow up on this.

4. *Approval of previous Board Minutes* Mike/Nathan
5. *Strategic Items For Discussion*
Capital Swim Club Strategy document – ongoing.
Deferred until the March.
6. *Coaching and Membership Reports*
 - a. *Squad management Report*

Joe provided an update on the number of squad members (attached). Gary contributed to this saying the need to grow the Junior Olympians was necessary. He mentioned the younger squads families were concerned with the competitive swimming membership fee and felt this was could be a contribution to the club losing swimmers. It was suggested the younger swimmers join as a club member and then the coaches can assess and speak with the swimmers and their family when they felt they would best progress through to becoming a competitive swimmer. Discussion was had around separating out the Clubs annual fee and Swim NZ competitive fee, however for simplicity, it was agreed to leave it as is and to offer those younger swimmers to become just club swimmers.

b. Membership Fees

It was agreed that any University Students, International Students etc. that return to Capital Swim Club during their holiday period pay a premium of \$220 per month in lieu of not paying any membership fee. Any out of town swimmer attending Capitals training sessions for the duration of a week or more will be asked to pay a contribution to the squad fee. If the swimmer is only training for the odd day here and there, then no contribution will be requested.

An increase in all membership fees has been agreed. Comms need to be sent out ASAP to members. Mike will forward comms to board for approval/feedback before sending this out.

c. Head Coach Report

Gary spoke to his report, elaborating on each numbered action point. It was noted and agreed that Gary should be made aware of the swimmers resigning from the club so he can share this information with the coaching team.

Gary would like the coaching team to meet with the clubs swimmers and their families to formally introduce Brandon.

Nathan to contact the hub and find a suitable date.

Gary to confirm with the coaching team the date and speeches to be given.

Catherine to send out comms once details are finalised.

Gary provided the board with a new restructured squad model that the coaching team has worked on and are keen to implement. The board agreed to look at this model and give feedback on the proposed changes at the next meeting.

Gary left the meeting.

7. Management, Risk and Finance

a. Financial reports

Mike commented that we are on track for the forecasted budget and that there was anything that needed reporting on in time for this board meeting.

b. Invoices

There were no invoices presented to the board for approval.

c. Health and Safety

Differed until next meeting.

8. *Alternative income Update*

a. Grants

We have been successful on two grants since we engaged Drew, however we haven't received anything further. It was confirmed that we can only apply every 6 months to Pak n Save Kilbirnie for grant money/funding.

b. Fundraising

Nathan sent the board a fundraising initiative and has requested this be looked at by board members and confirm back any thoughts, contacts etc. before the final document is circulated for approval.

9. *Events*

a. LC Summer Champs

A lot of great results and a positive meet for swimmers and coaches.

b. Ocean swim

The recent ocean swim held in Wellington was successful.

10. *Communications*

a. Newsletter

The recent newsletter sent to members has been well received with lots of positive feedback coming in. Great job Catherine.

11. *General Business*

a. Brandon has arrived safely and we are receiving a lot of positive feedback from the swimmers regarding his enthusiasm.

Matt to action the payment of Brandon's expenses as per his agreement.

b. Meet the coaches meeting to introduce Brandon and Andre and revisit the coaching teams philosophy and approach to coaching, led by Gary.

Catherine to send out comms once details are finalised by Nathan (re the Hub and dates) and Gary (re advising the coaching team).

c. Dee Lambie and requesting her services in an official role regarding employment contracts, KPI's, appraisals.

Matt and Nathan will contact Dee and meet to discuss the clubs requirements.

d. FAST squad. Thanks to Joe for her research and work to date on this initiative. The board agreed to implement this programme starting ASAP and trialling this until the end of this financial year. A squad fee of \$100 was agreed upon with training being available on Tuesday, Wednesday and Thursday from 4pm – 5pm. The board will offer this to Andre in the first instance to coach due to his support of the new programme.

Joe to meet with Andre and Brandon to discuss implementing the new training squad.

e. Mike will tidy up the policies for the website, brand them and send them through to the board for approval before posting them to the Capital Swim Club website.

Mike to forward policies on for approval.

f. Away Meets

Opens, Div II and Victoria State Champs. Brandon is keen to take a team to Dunedin for the Div II meet. Swimming Wellington are keen to collaborate with Capital regarding sending a team to Victoria State Champs later in the year.

g. Sharon sent an email outlining some over due squad fees and outstanding balances on uniform items purchased by swimmers. The board agreed to write off any over squad fees, however the board would like Sharon to chase the families owing monies for uniform items. Mike will correspond with Sharon regarding this.

Mike to email Sharon regarding the above.

h. Swim Wellington Board Meeting

Matt and Catherine attended the Swim Wgtn Board meeting as requested. Matt read the email Mike had written at the meeting and had this tabled in their minutes.

Matt asked some questions around the Swim Wgtn calendar.

Swim Wgtn expressed they were looking at the competency of Capital

Swim Clubs board members and Head Coach.
Feelers were put out for a High Performance Unit in Wellington with discussions being held with other regions regarding this.

In Committee Discussions

The meeting closed at about 10.26 pm.

Next Meeting:

REFRESH PHYSIO, Monday 16 March 2020 @ 7.15pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

CHAIRPERSON

DATE