



CAPITAL SWIM CLUB
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MINUTES OF THE CAPITAL SWIM CLUB

HELD AT THE BOTANIST, LYALL BAY

ON 21ST OF JANUARY 2020 AT 6PM

1. *Present*

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

Meeting started at 6.15pm. Matt welcomed all members. Nathan confirmed and agreed to take the minutes.

2. *Apologies received from Lynda Hart who was unable to attend*

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 to June / July 2020 though (Mike H)
- Action on Mike H – discuss with SwimZone whether there is a circular resolution or amendment option regarding the Constitution.

Coaching and Membership

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

External Relationships

- One of the grant applications (One Foundation) had to be redone as they had lost Capital's details when they re-platformed their system. The grant has been redone and resent
- Action on Mike H – ensure WCC gets Capital Swim Club bank account details

regarding \$10K grant

4. *Approval of previous Board Minutes* Mike/Nathan

Prior board meetings minutes approved by Mike Heath and seconded by Matt Titcombe

5. *Strategic Items for Discussion*
Capital Swim Club Strategy document – ongoing.
Deferred until February / March

6. *Coaching and Membership Reports*

a. *Squad management Report*

Lost five swimmers from the Youth Swim Squad but gained five members. Apparently, we are losing three swimmers from the Senior Squad (Che, Tommy and Thomas – this is TBC though).

b. *Head Coach Report*

One not provided as Nathan provided Gary H with limited time to produce a report. Head Coach is now aware of the next board meeting date and will provide a report for the February board meeting.

Tommy Wilson will assist Gary H for 6-hours a week now Dylan is moving to Australia

Action on MT & NM to ensure Tommy's vetting process is underway

c. *Volunteer Coaches*

Volunteer coaches need to be vetted before helping, they need to be registered with Swimming NZ / Swim Coaches & Teachers of NZ and read and agree to their code of conduct.

7. *Management, Risk and Finance*

a. *Financial reports*

Including \$10K from WCC but excluding any fee increase it looks like we will have \$25K in the bank post the final payment to Aidan.

This excludes term deposit income but includes \$34K in estimated grant money through to YE. Included is \$1600 per month in costs for casual coaching.

This includes Swim NZ money for Gary H coaching.

b. *Health and Safety*

Coordinate a First Aid and CPR session for all three (Andre, Gary and Brandon) coaches – do this when Brandon starts. Andre using App (Commit) that records attendees to swim sessions.

General reminder to all coaches on consistency of using Commit App

8. *Alternative income Update*

a. We have applied for the following grants and still awaiting the outcome:

Air Rescue Services Ltd \$19159.34

For lane hire at Freyberg and WRAC for March, April and May 2020.

One Foundation \$9023.52

For coaching salaries March, April and May 2020.

b. Fundraising – Nathan presented a sponsorship document which received feedback so Nathan is tweaking this document and will share before next board meeting.

Action on NM is to also put together a list of target organisations / businesses for the board

9. *Events*

Ocean Swim – Swim Wellington event – 15th of March (look to push this event to the Capital Membership base)

Wellington LC Champs – Capital performed well and was the overall winner.

Otago LC Champs

- Capital performed well, great bonding and all went smoothly. Kids that didn't go to NAGS or Div 11 achieved some great PB's. Unsure whether at 2020 trip will occur as other options might be available

NZ Open Swimming Champs – March 2020 - Auckland

Discussed taking a bus up to Palmerston North for our Junior Swimmers but simply not enough time to organise trip but will look into other away trips for our Junior swimmers

10. *Communications*

a. Newsletter

Action on Catherine to produce newsletter. Detail may include the following

- o New Coach announcement
- o Ocean Swim Event
- o IOT's recruitment
- o Board Minutes to be published
- o Queensland State Champs summary
- o Wgtn LC Champs summary
 - NZ Records / Wellington Records

b. Facebook

Joe continuing to sort out Facebook access and admin rights

c. Instagram

Really good updates coming out of the Wgtn LC Champs via Instagram – feedback is positive

11. General Business

Collegiate / Fitness Swim Group

Capital to introduce a Collegiate / Fitness Swim Squad – one lane, between 4pm – 5pm that swims four times a week. Pricing to be confirmed but likely to be circa \$80 - \$85 a month

Why? Interest from potential swimmers wanting to stay fit for other sports, potential channel from SwimWell Platinum Swimmers

Action on Nathan to raise and discuss with Gary H

Uniforms for coaches

Catherine to follow up options for our coaches.

Mike H getting in touch with Brandon M so we can get sizing for him so he can get a new Capital T-Shirt & Hoodie on his first day with us.

Capital Membership Fees

Agreed that if a family joins mid-year (December) that their fee would be pro-rata. In the above instance a fee of 50% would be due

Away Meets

Planning needs to be looked at for Div II 2020 event in Otago in May

Discussion around whether Capital sends a squad to Victoria State Champs or Queensland State Champs in Dec 2020

Additional Action Items

- Joe - to confirm back to Andre to continue comm's back to families on what is being coached (like what Aidan started to do)
- Nathan - to ask Gary on how the kids move up from Youth Squad to Senior Swim Squad
- Matt - to talk to Gary re new offer to Andre as Andre wanted to talk to Gary about the increased offer from Capital
- Nathan – next board meeting - need to have session with Gary H to really understand the need for casual coaches once we have Brandon onboard.
- Lynda - Board Meeting minutes to be available to Capital Club members. Lynda to look at how Swim Wellington record their minutes. What is 'in committee' and 'out of committee' from what is documented and what isn't made public
- Matt / Nathan – follow up on volunteer coaches getting them vetted and registered with Swimming NZ / Swim Coaches & Teachers of NZ

In Committee Discussions.

Meeting finished at 8.47pm

Next meeting on the 17th of February @ 7.15pm at Refresh Physio

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

CHAIRPERSON

DATE