



CAPITAL SWIM CLUB
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MINUTES OF THE CAPITAL SWIM CLUB
HELD VIA ZOOM DUE TO COVID-19 LOCKDOWN,
ON 12 MAY 2020 @ 7.00PM

1. *Present*

Catherine Millar, Lynda Hart, Mike Heath, Nathan Masters, Joe O'Callaghan (Deputy Chair), Matt Titcombe (Chair).

Meeting started at 7.04pm. Matt welcomed Gary Francis from Swimming NZ to the first part of the meeting. Lynda confirmed and agreed to take the minutes.

2. *Apologies*
None

3. *Approval of previous Board Minutes*

Minutes approved for Tuesday 5th May meeting

Matt/Catherine

Minutes approved for Friday 8th May meeting

Joe/Mike

4. *Urgent Business*

A. Board Update to Members on Financial Situation Update

Mike has offered to take Eileen's financial document and re-bridge this to create a document for members.

Eileen also brought to the Boards attention the coaches current expenses being sent through for approval. Eileen itemised this out and reminded the Board what is permitted to be claimed and what isn't.

Catherine questioned the coaches expenses. Mike was unaware there was a policy in place for such claims, so had been approving everything being sent through. A reminder needs to be sent to the coaching team to confirm what can be claimed for and what cant and reinforce Eileen's recent correspondence to them regarding this.

Mike will communicate the above to the coaching team.

B. Plan for Commencement of Swimming

Joe has been working hard on this with WRAC and the coaching team.

The club will return to swimming on Monday 18th May. The Senior squad will use the lanes in the morning and the rest of the squads will use the lanes in the afternoons. This schedule is intended for the first two weeks of being back in the pool. The squads will be broken up into training bubbles, allowing 10 swimmers per bubble, per lane.

Entry and Exit still to be confirmed with WRAC staff, and will include a contactless payment entry system. Joe will do a walk through with the coaching team to ensure everyone is aware of how WRAC will operate.. WRAC have confirmed they will have someone at the changing rooms, and the swimmers will be encouraged not to use the changing rooms if it can be helped. Contact tracing will be required and Joe will reiterate to the coaching team that the Commit App must continue to be used for each session. Joe will check with Andre and Brandon to make sure they are aware of how to use this app/programme.

The Board have agreed to renew the subscription for this app.

Matt spoke with all coaches today about returning to the pool. Andre and Brandon both expressed their keenness to start on Monday and were not requiring any PPE (Personal Protection Equipment), however Gary was anxious about returning to the pool and being exposed to a larger bubble. A suggestion was maybe some sort of care package could be given to Gary to help support his return and lessen his anxiety.

We will need to implement a Health & Safety Plan prior to opening. Swimming NZ and Swim Wellington should be able to provide some guidelines on the content required. Gary H has forwarded on some information regarding Health and Safety that he received. Joe will collate all the information and put together a policy for this. Catherine has offered Joe assistance with this.

5. *General Business*

A. Intro of CSB Work Programme for Business as Usual and Option Post CoVID19

Differed to the next board meeting.

B. Offer of Free Consultation From Ernest & Young

Matt spoke with Ernest & Young. The reiterated to Matt that we were on the right path, and suggested we ensure we follow the correct process from a legal perspective.

Matt to contact Eugene to ensure we are following the necessary procedures correctly.

C. Resuming Squad Fees

Communication is to be sent out to members advising them swimming resumes on Monday 18th May. Members will be charged Swimming fees for 2 weeks with a new plan for fees being rolled out 1st June.

Mike to advise Accounts of this decision.

Joe to send out comms to members regarding this.

In Committee Discussions.

Meeting closed at 9.33pm.

Next Meeting:

VIA ZOOM, Monday 18th May 2020 @ 7.30pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

CHAIRPERSON

DATE