



CAPITAL SWIM CLUB
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MINUTES OF THE CAPITAL SWIM CLUB
HELD VIA ZOOM DUE TO COVID-19 LOCKDOWN,
ON 20 APRIL 2020 @ 7.00PM

1. *Present*

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

Meeting started at 7.06pm. Matt welcomed all. Lynda confirmed and agreed to take the minutes.

2. *Apologies*

None

3. *Coaches Report*

Attached.

Gary spoke to his report. He advised he currently has 16 Swimmers in the senior group and has people applying to join. He said one of the people who were interested in joining Capital is Thomas Watkins (former Capital Swimmer) as he will not be returning to the USA to continue his studies in the coming months. Gary is keen to revisit and develop the Long Term Athlete programme and has been laying the foundations for this.

The feedback from Gary's Goal Setting sessions has been positive.

Gary will continue to pursue the options of working with Swimwell once the lockdown has moved to a level that will allow this.

Gary left the meeting at 7.15pm

4. *Approval of previous Board Minutes*

Mike/Joe

There were no General Business Items added.

5. *Urgent Business*

Financial Options based on Alert level 3, 2 and 1

Mike updated the clubs cash flow forecast to June 2020, provided two simple finance model documents.

Operating the club through the next levels of Covid-19 will see a drop in income coming in from squad fees and we may even lose members who choose not to return to the sport. Factors for this may include financial status of each family, being unable to train so loss of interest in the sport, meets being cancelled so no goals to work towards etc. It is safe to assume there will not be any swimming done in the pools at lockdown level 3. Restrictions may also continue when we move through to lockdown level 2. Mike suggested sending out a survey monkey to give us an indication on where members were at.

More thought needed to go into this to support what information a survey would provide to the club at this stage.

Joe has spoken to Trish from WRAC who has been working through the possibilities of reopening the pool, working being the key word, and has started planning what this may look like in the various lockdown levels. Trish will speak with WCC to gain more information and will meet again with Joe to share this.

Due to the clubs financial position, the board need to start looking at several scenarios for moving forward in these unknown times. The board confirmed the urgency surrounding the timing for implementing any changes needed.

Factors to take into consideration consisted of: the reduction of income at a rate of possibly 20 – 30%, a decline in swimmer/member numbers, the date in which we can start to provide a service again and what this service will look like.

Coaches have been asked and have agreed to a 20% drop in wages.

Matt is still clarifying this.

Someone from the board needs to contact MBIE to get clarification on this.

Nathan has agreed to ask an accountant for their view on this and report back.

Matt reminded everyone to be mindful of the timing of emails and the tone used when communicating amongst ourselves.

6. *General Business*

A. Updates on action points

- Joe is currently doing the newsletter, however Catherine has agreed to take this over. Joe will forward anything she has for the next issue onto Catherine.

- Coaches are encouraged to continue sending through items for the newsletter.
- Nathans draft letter to the members regarding the clubs financial status will be put on hold until confirmation has been sought from Gary that the coaching team are happy for their wage reduction to be shared with the clubs members.

The Board will revisit this and provide feedback in time for the next meeting.

At this point in the meeting, Dave Clareburt verbally resigned as a board member of Capital Swim Club.

B. Gary Hollywoods performance Appraisal

Joe carried out Gary's performance appraisal and once her notes from this are written, she will forward onto the Board.

In Committee Discussions.

Meeting closed at 10.47pm.

Next Meeting:

VIA ZOOM, Tuesday 28 April 2020 @ 7.00pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

CHAIRPERSON

DATE