



CAPITAL SWIM CLUB

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BOARD MEETING

MINUTES OF THE CAPITAL SWIM CLUB

HELD AT REFRESH PHYSIO, KILBIRNIE, ^[L]_[SEP]

ON 21 OCTOBER 2019 AT 7.15PM

1. Present ^[L]_[SEP]

Catherine Millar, Matt Titcombe, Lynda Hart, Dave Clareburt. Mike Heath, Nathan Masters.

Matt welcomed Eileen and Sharon to our out of cycle meeting.

2. Apologies

Joe O'Callaghan.

3. Financials presented by Eileen and Sharon

Mike has asked Eileen for a month by month forecast to enable the board to see where the holes are regarding the finances, and to provide a 12 month view of the budgeting so we can see what the cash flow timing considerations are.

Coaches cost forecast to be given and with a comparison of /against where we are at now. Eileen has agreed to update the budget using a format suggested by Mike.

Eileen and Sharon were thanked for attending the meeting.

4. Uniform update

Sharon took the opportunity to give the board an update on the current shape of where the club was at regarding it's uniform.

Upon receiving a new delivery, Sharon mentioned the company we deal with is going GST exempt. It was discussed about how the club can gain more revenue utilising its uniform sales. It has been suggested that we add the 15% (GST) back onto the items and then do a price increase within keeping of other Wellington swimming clubs.

A suggestion was to charge \$69 for Hoodies (all sizes except XL or XXL as these are more expensive to buy), \$45 for a t-shirt and \$15 per swim cap.

An idea Gary Hollywood had suggested upon his joining of Capital was to automatically charge and supply any new families coming to Capital Swim Club, the cost of a t-shirt and cap as both of these items are compulsory club clothing items. The Board suggested this be charged at \$60 with the hoodie being an optional item to purchase.

Sharon spoke about the order of caps that were not the right blue and yellow. After speaking with the supplier, they have agreed to re-do the order with an expected delivery date of January 2020. The \$3500 charged for the caps shall be returned to club and re-billed once the correct caps are received.

The Board agreed the old caps should be sold to members for \$5 with the provision that they are to be worn at training only.

Action:

1. Board to confirm pricing increase to Sharon and prices are to be placed on the clubs social media sites. Sharon to implement new pricing at an agreed date.
2. The Board to confirm Gary's idea of t-shirt and caps becoming a compulsory purchase at the start of any membership and then advise Sharon to implement this.
3. \$5 swimming caps to be advertised on the clubs social media sites and a newsletter sent to all members advising them of this
4. Dome caps are available for purchasing at a cost of \$35 to also be advertised on the clubs social media sites.

5. Craig's Farewell

Craig's farewell function has been moved from 3rd November to 10th November, 5pm – 7pm. Sharon has checked with the Hub if we can use their rooms and is waiting for confirmation from them.

A gift has been arranged by Sharon for Craig, with four cards being circulated amongst the swimming squads for signing. A Capital Swim Club hoodie shall be presented to Craig with all swimmers signatures on this.

Action:

Matt to confirm with Sharon that the Hub's room can be used and to send out in the newsletter the details, also requesting families bring a plate to the farewell.

6. Fundraising for the Otago Long Course Away Meet

Sharon mentioned Aidan would like to arrange/have arranged a fundraising event to help support the team heading to the Otago Long Course Champs in December. Several

options have been presented, with a Silent Auction taking place at Craig's farewell. There have already been a number of offers of items given to Sharon.

7. Approval of previous Board Minutes. Moved Mike / Seconded Catherine.

8. Go Daddy - Approval given for this. Moved Matt / Seconded Catherine.

9. New Coach to the team – Andre

The Board spoke about Andre and how he is proving to be a very positive role model to the swimmers and his stroke work within training is making a big impact.

Action

Matt to check Andre has a working visa, police vetting notice, and to arrange a meeting to confirm the Board's offer and sign the contract.

10. Recommendation of Board Minute Taker

Lynda has offered to do this at each meeting and the Board accepted and approved this.

11. A resource meeting with Gary has been recommended to be held in November.

Action

1. Dave to invite Gary to the next Board meeting.
2. Nathan to contact and advise both WRAC and Freyberg that the pool space isn't required over the Christmas holiday period (20 December – 6 January) or any public holidays moving forward.
3. Nathan to follow up with both WRAC and the Hub and cancel any area / space booked for dry land as this is no longer required. Nathan will liaise with Joe to obtain the best contact person for both.

15. In Commitee

The meeting closed at about 10:04pm

Next Meeting : Refresh Physio, Monday 4th November @ 7:15pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

CHAIRPERSON

DATE