



**CAPITAL SWIM CLUB**  
PO Box 14652, Kilbirnie, Wellington  
6241  
Telephone: 04 387 7697  
Email: [manager@capitalswim.co.nz](mailto:manager@capitalswim.co.nz)  
Website: [www.capitalswim.co.nz](http://www.capitalswim.co.nz)

---

## MINUTES OF THE CAPITAL SWIM CLUB

HELD AT REFRESH PHYSIO,

ON 27<sup>th</sup> of JULY

### 1. Present

- Catherine Millar, Nathan Masters, Joe O'Callaghan (Deputy Chair via Zoom), Matt Titcombe (Chair) and Mike Heath
- Meeting started at 7.20pm. Nathan confirmed and agreed to take the minutes.

### 2. Apologies

- Nil

### 3. Minutes from prior Board meeting approved by Matt T and Mike H

### 4. AGM

- Communication / emails need to go out to Capital families / members within the next week
- Intention is that there will be a new Capital Constitution. The board needs to understand the difference. Once comfortable board need to send it to membership base within 14-days of AGM
- Date of AGM is the 30<sup>th</sup> of August at 2pm at The Hub
- New board nominations need to be in by Sunday the 2<sup>nd</sup> of August or they can be called 'from the floor'

Action – Mike to get audited accounts complete

Action – Joe to get 2019 AGM minutes

Action – Chair to write chairpersons report for AGM

### 5. Financials

- No financial information to share

Action – Mike to provide an update on financials to the board

## 6. *Membership Update*

- The club has lost up to twelve swimmers in July but have gained four – net loss of eight

Action – Mike to get details on members that continue to swim but aren't paying and also to get information on members that aren't paying but their swimmers aren't swimming.

## 7. *Board Member Update*

- Joe and Matt to step down from Capital Board post AGM
- Board to put message out to members who may wish to join the board

## 8. *Lane Costs / Lane Utilisation*

- *Coaches need to come up with a plan to reduce lane usage as the cost in July was over budget. Brandon believes there is room to 'give back' some lanes on a Wednesday Morning. Board waiting to hear back from other coaches.*
- *Capital needs to give WCC / WRAC 48-hours' notice re increasing and decreasing lane space*

## 9. *WCC Grant*

- *Capital needs to get back in touch with WCC to update them on what the club has been doing, the work done on developing the club's strategy*

## 10. *In Committee Discussion*

### Next Meeting

Tuesday the 25<sup>th</sup> of August

### Meeting Closed

9.19pm