



CAPITAL SWIM CLUB
PO Box 14652, Kilbirnie, Wellington
6241
Telephone: 04 387 7697
Email: manager@capitalswim.co.nz
Website: www.capitalswim.co.nz

MINUTES OF THE CAPITAL SWIM CLUB
HELD VIA ZOOM DUE TO COVID-19 LOCKDOWN,
ON 30 MARCH 2020 AT 7.00PM

1. *Present*

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

Meeting started at 7.05pm. Matt welcomed all. Lynda confirmed and agreed to take the minutes.

2. *Apologies*

None

3. *Update on Action Points from Previous Minutes*

Member Protection Policy

Ongoing.

Mike and Nathan to produce a flow chart / process map etc. to implement into our clubs policy and also look at drafting up a Members Protection Policy for our club.

Victoria University Swimmers

Ongoing.

Nathan will look further into this when time allows.

FAST Group Initiative

Ongoing.

Nathan and Joe to contact Swim Well and arrange to meet to discuss options for their swimmers to progress through Capitals squads.

Nathan and Joe to draft up an advertisement promoting the new FAST group and showing which swim sessions will be available for them.
Nathan to update squad document and send to Gary for coaches meeting.

Grant Application Processes

Ongoing.

Mike would like to speak with Drew regarding the application process when applying for grants to cover costs associated with an administrators role and assistance with paying for a coaches work contract.

Mike to speak with Drew regarding the above when time allows.

The Hub

Nathan has agreed to inform his contact at The Hub to advise them of our decision to resign from it's membership. Nathan will include Matt all correspondence and Matt will follow this up with a formal letter of resignation from the Chair Person of the Capital Swim Club Board.

Nathan to contact the Hub to inform them of resignation.

Matt to send a formal letter from the Chair Person of the Board supporting this.

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

5. *Management, Risk and Finance*

a. Financial reports

Mike commented that we were successful with the Government Wage Subsidy that was applied for. Swimming NZ have yet to make payment for Gary. With the current situation, we are able to operate this way for the next three months, leaving the club a balance of \$14,000 in the bank.

At this stage, we are currently paying our fulltime coaches 100% of their wages. This is 20% above what our legal obligation is.

We are also paying our part time coaches their wage requirement.

Changes may happen further down the line and will address any financial issues as they come to hand.

When the time is appropriate, a discussion needs to be had regarding long term employment.

Mike will ask Sharon to provide him what income is coming in on a weekly basis.

b. Grant applications

None to report on.

c. Fundraising

Ongoing

d. Health and Safety

The key point to make to our members during this difficult time is to “keep moving”, through walking, cycling and running. Catherine is running an online Pilates class via Zoom. She is currently running this 4 x per week

Coaches have been asked to provide suggestions on what dryland exercises can be sent out to members. The deadline given for this information isn't being met by the coaching team. It is important that the coaches provide a co-ordinated effort for this process during this time. Catherine has found communication with Andre and Brandon to be effective regarding their dryland suggestions. After much discussion it was suggested that each coach has a turn at posting their dryland option to the various social media sites for the club.

Coaching team to write up some dryland programmes and implement these via social media/email to members.

6. *Events*

Ongoing.

7. *Communications*

a. Newsletter, Instagram, Facebook, Website

It was agreed the newsletter needs to be sent out on a weekly basis during the lockdown and the coaching team could write an article each for the newsletter. Nathan will ask the coaching team to send this through to Joe once they have completed this for it to be incorporated into the newsletter.

The coaching team will also be asked to post on the Clubs various social media sites daily/weekly challenges/incentives/ideas for the swimmers to be doing during the lockdown.

Nathan to ask coaching team to write and forward onto to Joe an article each for the newsletter.

Joe will write an email to the coaching team asking them to take ownership for this.

8. *General Business*

a. Ways of working under lockdown

Communication amongst the board isn't great. Some board members are not replying to comms sent out and decisions are being made without consultation.

All Board – We need to ensure clearer communications between ourselves

regarding decisions being made and ensure any response required is being sent in a timely manner.

b. Board Roles and Responsibilities

The board would like to see the coaching team step up during the lockdown period and be responsible for administration tasks, Team App, Google docs, Newsletter etc.

Nathan and Brandon are currently working on approaching local schools to stimulate interest in students joining Capital Swim Club. Nathan will forward on a document to Brandon to use for this purpose.

Nathan to forward document onto Brandon.

Andre to assist with the tidying up of the clubs Google Docs

c. Our priorities during lockdown

i. Financial Plans for Week 4, 6, 8, 12 and 16

Mike suggested reassessing the clubs position regarding our financial position in week 4 of the lockdown.

Anyone wanting to continue to pay fees may do so but will need to be entered as a donation. Invoices will cease to be issued during the lockdown.

Mike will work with Sharon and Eileen to produce a forecasting document beyond June to show what our financial position may look like ie: how many coaches we can afford to employ, what squad fees we are receiving (swimmer numbers).

Mike, Sharon and Eileen to produce a financial forecast of where the club sits as at 1 June 2020.

ii. Communications incl. channels (teamapp)

Brandon to look into the club using TeamApp

iii. Coaches Meeting re: virtual approach to connecting with Members

This item wasn't discussed at the meeting.

ii. A meeting scheduled for the coaching team to discuss working better as a team and addressing issues some of the coaches have did not take place due to the timing of the lockdown. Nathan needs to re-schedule this to happen via Zoom. Dave has offered to sit in on this meeting as another board representative.

Nathan to arrange meeting via Zoom and advise all those attending.

e. AGM Minutes

Dave will follow up with Rebecca where the minutes from the previous AGM are stored.

Joe will forward onto Dave Rebecca's contact details.

In Committee Discussions.

Meeting closed at 9.02pm.

Next Meeting:

VIA ZOOM, Monday 20th April 2020 @ 7.00pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

CHAIRPERSON

DATE