



**CAPITAL SWIM CLUB**  
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**MINUTES OF THE CAPITAL SWIM CLUB**

**HELD AT REFRESH PHYSIO, KILBIRNIE, <sup>[1]</sup><sub>SEP</sub>**

**ON 4 NOVEMBER 2019 AT 7.15PM**

**1. Present <sup>[1]</sup><sub>SEP</sub>**

Catherine Millar, Matt Titcombe, Lynda Hart, Dave Clareburt, Mike Heath, Nathan Masters and Joe O'Callaghan.

*No Apologies*

Meeting started at 7.25pm. Matt welcomed all members. Lynda confirmed and agreed to take the minutes.

**2. Approval of previous Board Minutes.** Moved Mike / Seconded Lynda

**3. Coaching Update**

Andre

Andre has now signed his contract and a copy of his working visa has been sighted. A police Vet has been provided, however a NZ Police Vet is required. Matt contacted Henrietta and she will action this.

It was agreed that the coaching staff have a point of contact within the board. Matt has agreed to liaise with Aiden and Andre.

Nathan has agreed to liaise with Gary.

Action

**Nathan will arrange a meeting with Gary to introduce himself etc.**

**4. CSC Manager Role**

Joe and Lynda have offered to take on this role within the club. Joe will clear emails and change any necessary passwords.

**5. Social Media**

Lewis, Sophie and Joe to post to Instagram. Emma will look after the website and update Facebook. Nathan to contact Sharon regarding Facebook and changing the password.

Action

Nathan to contact Sharon re Facebook.

Emma to be given information to post to the website and Facebook.

**6. WCC Meeting**

Mike and Joe meet with WCC in regards to the \$10K + GST grant they are donating to the club. It was confirmed there were no special conditions attached to the grant. Mike will send a thank you letter.

Action

Mike to write and send a "thank you" letter.

**7. Grants received**

Four Winds Foundation	\$6292.00
Pool land hire (November 2019)	

Action

Dave to follow up with Carol that Pelorus Trust may be worth approaching for funding.

**8. Club Strategy**

It would be great to have Gary attend our next board meeting. The board would like Gary to supply a resource plan and give the board an indication of what resource requirements are required by the coaching team.

KPI's need to be set for all coaches.

**9. Craig's Farewell**

Confirmation that the Hub's South Lounge will be used for Craig's farewell. It was proposed that it would be nice if a group of swimmers were approached to give a small speech along with the coaching staff. Sharon has organised gifts and sent an email out regarding the start time etc.

Action

Catherine to confirm which room is required with Rebecca and advise Sharon.

Catherine to ask Sam, Orlando and Eligh if they would like to speak and Dave will ask Lewis to say a few words.

Lynda to confirm with Rebecca bar requirements.

Dave to ask Gary to speak.

Matt to ask Aiden to speak.

## 10. Otago Meet

Aidan confirmed there are 29 swimmers attending the meet in Otago. Carolyn Drayhos has been confirmed as one of the away meet team managers and the second is yet to confirm with Adan.

Aidan will be the only coach attending this meet.

Sharon has been organising a “Silent Auction” fundraiser for this event.

## 11. Capital Classic Swim Meet – Club Fundraiser

It was suggested that a big push be made for our annual fundraising event be made through our social media sites. Mike will email Gary with the meet details and Dave will speak with Gary regarding having the senior squad support this event.

## 12. General Business

### 1. *Go Daddy*

Completed

Nathan to seek reimbursement for this.

2. *Nomination for Swim Wellington Awards* – Barbara Ryan has sent these in on behalf of Capital Swim Club.

Completed

### 3. *Board Communication and conduct*

Discussed

### 4. *Membership*

Discussed

### 5. *Re-allocation of Roles and Responsibilities*

Mike to circulate JD's

Comms IT – Nathan

H & S – Catherine

Finances / Grants – Mike

HR – Dee Lambie to be invited to be a consultant/friend of the board for this

Manager Role – Joe and Lynda

Web page update / Facebook – Emma

Instagram – Lewis, Sophie and Joe

Newsletter – all for content, Helen Waddington for formatting and sending out to

membership. Lynda to oversee this

Coaches point of contact

Matt – Aiden/Andre

Nathan – Gary

6. *Squad Fee holiday Policy* – No formal policy, however a guideline to be placed on the website.

7. *Future Meetings* – ongoing (to be tabled for the next board meeting)

8. *Uniform and Costing's* – ongoing (to be tabled for the next board meeting)

## 15 In Committee

The meeting closed at about 9.46pm

**Next Meeting : Refresh Physio, Monday 18<sup>th</sup> November @ 7:15pm.**

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

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CHAIRPERSON

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DATE