



CAPITAL SWIM CLUB
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MINUTES OF THE CAPITAL SWIM CLUB
HELD VIA ZOOM DUE TO COVID-19 LOCKDOWN,
ON 5 MAY 2020 @ 7.00PM

1. *Present*

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

Meeting started at 7.04pm. Matt welcomed all. Lynda confirmed and agreed to take the minutes.

2. *Apologies*

None

3. *Approval of previous Board Minutes* Nathan/Mike

4. *Update on Action Points from Previous Minutes*

Gary's request for Board Support Regarding Coaching Teams Communications
Nathan hasn't had a meeting with Gary in regards to attending the Coaches meeting. Gary has said he is happy to do these meetings via email.

Nathan to follow up with Gary regarding the coaches meetings.

Financials Options

Mike has now added another "option" to be considered for moving forward.

Charitable Trusts Funding

Mike has contacted several Trusts and has reported back on his findings.
Document attached.

Mike still needs to check with the trusts we have received money from prior to

COVID19 lockdown to see if they require their funding returned.

Members Survey

This was sent out with a positive outcome generated by 111 swimmers responding along with some constructive feedback.

Board Update to Members

Nathans document was tidied up and sent out. Donations are coming into the club from our members.

Coach Salary Update

Matt has forwarded onto the coaching team the information received from our legal adviser.

Board Members Resignation

Matt has now received written confirmation from Dave Clareburt advising the Board of his resignation. Attached.

Catherine to add something in the next newsletter acknowledging Dave's resignation and thanking him for his contribution to the Board and the club.

Casual Coaches Complaint

Matt has forwarded this onto all board members.

Minutes from the AGM

Joe has emailed Rebecca and still waiting for a response.

5. *Urgent Business*

A. Financials Options based on Alert level 3, 2, 1

B. Board update to members

Actioned as per previous minutes. See action point above.

C. Plan for Commencement of Swimming – H & S Plan from SNZ / SwimWN

We are still waiting to hear back from WRAC. Joe is in regular contact with the pools regarding this and will update the rest of the Board when information comes to hand.

6. *General Business*

A. Action Points Around Letter From Legal Adviser

The Board have been advised that the clubs financial position needs to be shared to the members giving them a view on where the club currently stands. Mike has offered to provide a financial report to support this.

B. Introduction of CSB Work Programme for Business as usual and Options Post COVID-19

Matt introduced a new working document to use/refer to over the coming weeks as we move forward.

An action point on this new document has asked that the Board minutes be uploaded to the Capital Website. Catherine has agreed to proof these before Lynda sends them to Emma for the website to ensure any sensitive information is removed.

C. Offer of Free Consultation From Ernest & Young

Matt received a letter from Ernest & Young offering their services free of charge to explore any pressing issues we face and help to work out a plan. The Board have agreed to accept this generous offer of help.

D. Complaints Process and Progress

A Complaints Policy is required for the club. Joe has started looking into this, however she has only been able to find information relating to processes and not policy. There is a need for the club to keep a written record of complaints, the person/s issuing the complaint needs to be responded to in a timely manner and there needs to be transparency with the coaching staff around any issues that may arise with clearer guide lines for any consequences that may be necessary and need implementing.

Mike has agreed to draft one up and share with the Board for comment.

Catherine has offered to follow up and report any complaints the club receives. Catherine will gather more information regarding processes. Joe will forward onto Mike and Catherine what information she has obtained to date.

E. The HUB

Matt to confirm and formally advised the HUB of Capitals intended departure.

In Committee Discussions.

Meeting closed at 9.14pm.

Next Meeting:

VIA ZOOM, Friday 8 May 2020 @ 7.00pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

CHAIRPERSON

DATE