



**CAPITAL SWIM CLUB**

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**MINUTES OF THE CAPITAL SWIM CLUB MEETING  
HELD AT REFRESH PHYSIO, KILBIRNIE,  
ON 14 OCTOBER 2019 AT 7.15PM**

**1. Present**

Catherine Millar, Matt Titcombe, Lynda Hart, Dave Clareburt. Mike Heath (co-opt), Nathan Masters (co-opt).

**2. Welcome**

Matt officially welcomed Mike and Nathan to the CSC board. Lynda was appointed minute taker to record tonight's meeting.

**3. Apologies**

Joe O'Callaghan.

Meeting commenced at 7.21pm.

**4. Appointment of New Chairperson / Deputy Chair**

Mark Hutley tendered his resignation as Chair of CSC, effective 3 October 2019.

Matt asked for suggestions on who the board would like to appoint as the new Chairperson.

Lynda, Mike, Nathan, Catherine and Dave all voiced they were not wanting to hold this title/position within the club. Lynda nominated Matt for the position and Matt accepted.

Joe has offered to be Deputy Chair, and the board have kindly accepted her offer of this.

Roles of the Chairperson and Deputy Chairperson need clarifying to ensure an even distribution of action points amongst the board members.

Action: - Positions confirmed                      Chair - Matt Titcombe

**Moved Lynda / Seconded Dave**

Deputy Chair - Joe O'Callaghan

**Moved Lynda / Seconded Dave**

Mike Heath and Nathan Masters have been co-opted to the CSC board for a two year period.  
Action: - Minutes from the previous meeting need to be amended to be inline with this.

Action: - Chair and Deputy Chair to share workload accordingly.

#### **5. Call for Items of General Business**

There were no items raised for discussion under General Business.

#### **6. Minutes of the Previous Meeting**

A. Approval of previous Minutes

**Moved Lynda / Seconded Catherine**

B. Matters Arising

There were no matters arising.

C. Update on Action Points

#### **7. Strategic Items for Discussion/Decision**

A. Capital Swim Club Strategy 2018-2022

This was circulated prior to the board meeting and had little discussion around this.

B. Handover notes form outgoing Chairperson, aligned to Capital Swim Club Strategy 2018-2022, v0.1

Thanks to Dave for making a start on actioning some items on the list.

**This is a working document and will be updated after each meeting.**

#### **8. Coaching Report**

A. Squad Management Report (new/resignations)

Sharon to provide details to the board.

B. Head Coaches Report

See attached.

#### **9. Management, Finance and Risk**

A. Financial Reports

B. Invoices to be signed off

See attached copies of invoices / approved.

**Moved Dave / Seconded Lynda**

C. Health and Safety

Catherine has agreed to take ownership for this.

Andre to have an induction on how to use the app CSC use to sign in swimmers prior to the session beginning. It is important this app is used daily to ensure all swimmers are recorded and charged accordingly. Catherine will follow up with all coaches to ensure they are doing this.

Action: - Catherine to follow up with coaches to ensure this app is being used correctly and give an induction to Andre on how to use it.

D. Risk Management Report

E. Hazard Register

Ongoing.

## 10. Grants

It was acknowledged that the following grants have been received:

Infinity Foundation	\$3932.71
For pool lane hire	
NZ Racing Board	\$1453.00
For the coaches fee at NZ Short Course Champs in Auckland	
NZ Racing Board	\$6100.00
For pool lane hire	

## 11. Events

Upcoming Club events/dates

TBC

## 10. General Business

a. It was agreed Dee Lambie will be asked to be a consultant to the board in the area of HR and Employment issues.

### **Moved Mike / Seconded Catherine**

Action: - A board member now needs to speak with Dee and confirm a timeframe for her to consult regarding the clubs HR and employment areas.

b. Go Daddy

Nathan suggested we pay this fee quickly, however he is skeptical about the \$305.00 website security fee and suggests we hold off on paying that to save the club some money and believes it may not be necessary.

Our email host is separate and Nathan has suggested keeping it this way. He will explore another email host to see if costs can be saved. There are several CSC email addresses, however he wasn't sure how many were used/needed to be used.

Action: - Agree to renew GoDaddy. Discussion to be held at the next board meeting to confirm this. Nathan to provide a spreadsheet outlining costs for email providers.

Nathan and Joe to look at the Managers email address to see if there is possibly a better way to manage this so that emails are received correctly from members.

The members database needs cleaning up as the board are not certain of what Rebecca has actioned in this area. IT solutions / Nathan / swim club database / Swim NZ / Swim Wellington.

Names and emails and cross reference to try and retrieve what info we have.

A membership rep needs to be appointed (possibly Joe?) to work with the coaches to try and eliminate any swimmers being missed etc.

Action: - A comms person needs to be appointed to work with the coaching team regarding members/swimmers and ensuring all information is captured.

c. Nominations for Swim Wellington Awards  
Yet to be discussed.

### **Additional Items**

It was discussed that communication to our members needed to be improved and be consistent. A weekly/fortnightly newsletter was suggested. Helen Waddington has offered her services in the past and it was suggested maybe Joe might like to take this on as she had been doing this in the previous year.

Action: - Lynda to speak with Helen regarding her availability to take this role on and report back at the next board meeting.

Eileen, Pam and Sharon are to be asked to attend our next board meeting so they can present an up to date financial report.

Action: - Catherine to invite Eileen, Pam and Sharon to attend the next board meeting.

**In Committee**

**Next Meeting:** Refresh Physio, Monday 21 October @ 715pm.

The meeting closed at about 10.04pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

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CHAIRPERSON

DATE