



CAPITAL SWIM CLUB

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**Board Meeting of the Capital Swim Club Incorporated
7.15pm on 16 September 2019
Refresh Physio Kilbirnie**

ATTENDANCE			
Catherine Millar	Board member		
Matt Titcombe	Board member – Deputy Chair		
Lynda Hart	Board member		
Joe O’Callaghan	Board member		
Dave Clareburt	Board member		
Mark Huttley	Board member - Chair		
AGENDA ITEM		Presented By	
1. WELCOME Apologies, Appointments and Attendance		Chair Apologies from Joe	
		Time	
2. MINUTES OF THE PREVIOUS MEETING (2 September 2019)		Chair	
Minutes Accepted Matt Seconded by Lynda		Agreed	
3. STRATEGIC ITEMS FOR DISCUSSION/DECISION:			
a. Co-Opting of members : Three for co opting Mike Heath- Ex chair of swinzone has senior swimmer runs a swim brand. Create Balance. Mike Heath Dee Lambie: Human Resource professional, Board of life trust a lot of work around behavioral and cultural work. Nathan: Marketing branding and commercial focused. Recruitment work Mike Heath and Nathan voted to be co opted onto the board		Chair E-Mail all members, facebook and Instagram and on website Both have over 25 days leave Lynda to Shoulder tap someone to work on clothing and admin	

<ul style="list-style-type: none"> b. Congratulations: Gary Hollywood – NZCSTA Coach of the Year, Brett Nailor Fina Points best performance of an athlete outside the high performance centre. c. Staff (leave / departure) Aidan Parental leave October 3 and 1/2 weeks after short course , Craig potentially resigning in November – Alex Moffit short term contract (Mark to Sign) d. Rebecca to continue until Oct 1st .. Mark to Look into what Rebecca Does and her contract e. Club Culture: (Ownership)----TBLooked at f. Swim Wellington Constitution – For / Against g. Choice of Board members – Swim Wellington 			
<p>4. COACHING REPORT</p> <ul style="list-style-type: none"> a. Provided by Dave 		<p>Dave will e-mail coaches report that Gary has provided.</p>	
<p>5. MANAGEMENT, FINANCE and RISK</p> <ul style="list-style-type: none"> a. Financial reports <ul style="list-style-type: none"> ● Receive the P&L, Balance Sheet, etc ● Approve the invoices as listed ; Lynda Approved Seconded Matt <ul style="list-style-type: none"> ● Confirm a two period over Xmas where the club shuts down at both Freyberg and WRAC. ? did this happen ? So we confirm this going to happen ● No Coaching requirements on Public Holidays – Proposal ? No training on public holiday Approved Dave Seconded Catherine ● Risk Management Report ? (requires Owner) ● Grants Received ? / Grants Applied for (Board Owner / Driver) WCC - \$10K Dave to get a list off Carol to what she is applying for ● Prior Year AGM / Financials require signature (Matt / Dave) Find and sign these talk to Eileen ● Health & Safety matters: Follow up the app to record swimmers present and what they're doing, Update to the Hazard Register: 		<p>Eileen (Circulated to all) Do we have a warehouse stationary charge card All invoices approved for paying Question on WCC Invoice 75940 Dryland \$65</p> <p>Mark will follow up WCC for lanes and what we do</p> <p>Matt to circulate H&S document to board members</p>	
<p>6. GENERAL BUSINESS</p>			
<ul style="list-style-type: none"> a. Westpac signatories: Catherine to become a signatory and review / remove old accounts as signatories b. Financial situation discussion on options – Comments / Review Mark document 		<p>Mark and Matt ? All</p> <p>All Mark Mark Mark</p>	

<ul style="list-style-type: none"> c. Website updates (Owner required) : Dave to talk to Shelly (Thomas Watkins Mum) about updating the website. d. Karen Thomas request for evaluative material: Mark to send out stuff to Karen in PDF e. Discussion with Swim Wellington and Swimming New Zealand : Potential for Swim NZ to part pay Gary's salary f. Confidentiality of Information g. Open Host email account: Some emails not being answered or going missing 		Mark to look into this	
<p>7. IN COMMITTEE</p>			