

MINUTES OF THE 2019 ANNUAL GENERAL MEETING
of the CAPITAL SWIM CLUB INCORPORATED
held Sunday 25 August 2019 at Toitu Poneke Sports Hub, Kilbirnie, 4:30pm

1. Roll Call and Welcome

The Chair, Joe O'Callaghan, welcomed all present to the AGM. The Chair reminded all present that the AGM was a formal meeting and that any employment matters are confidential and would not be discussed in this forum.

The Chair noted the meeting was being recorded for the purpose of minute taking only.

2. Apologies and Proxies

Apologies were recorded as received from the following persons: Pam Edwards, Emma Robinson, Barbara Ryan. Proxies were recorded from Sue Mellsop who would be voting as a proxy for her Steve Mellsop, Rob and Nicki Nicol and Jacqui Ellis.

3. Call for Items of General Business:

Barbara Ryan: Volunteering for Capital Swim Club
Hirata Titcombe: will be raising general parent concerns

4. Minutes of the Meeting of the 2019 Annual General Meeting

Circulated prior to the meeting, it was asked if there were any matters arising from the 2017 AGM Minutes. None were raised from the floor.

Joe O'Callaghan raised two items to be added to the 2018 Minutes:

- The Club's constitution allows for up to 6 elected members
- The Chair confirms that the Club's constitution is not in line with other competitive swimming clubs and disenfranchised many swimming families, It is also contrary to Swimming Wellington that swimmers under 18 years of age have their vote given to their parents, caregivers or any other member by proxy

No objections were raised to these amendments

The Chair, asked that the 2018 AGM Minutes as presented be accepted as a true and accurate record of the 2017 Capital Swim Club Incorporated AGM held on Sunday, 27 August 2017.

Moved: Joe O'Callaghan, Seconded: Matt Titcombe
AGREED and CARRIED by all those present.

5. Presentation of Reports

Having been circulated prior to the meeting, after the reports were each walked through the Chair asked that the reports be accepted.

Moved: Karen Thomas, Seconded: Barbara Ryan
AGREED and CARRIED by all those present.

6 2018-19 Annual Report and Annual Accounts

Circulated prior to the AGM, the Annual Report written by the Chair and Annual Accounts was produced by Eileen Tang. Joe O'Callaghan spoke to the annual accounts.

Key points as follows:

- Grant income was 49k (up from 26k in the previous year) largely due to the efforts of Carol Hollywood
- Expenses reduced by \$8000 on previous year, due to management of pool hire, transfer of land training to Bonobo gym.
- Separation of salaries of permanent coaching staff and casual staff to give more control of where money is being spent. Total staffing expenses increased by around \$10k, primarily due to parental leave coverage for Aidan and Craig
- There were also casual coaching costs incurred when the Head Coach was away at overseas meets. This cost is reimbursed by Swimming NZ

Member questions from Annual reports:

No coaching coverage at the Dunedin meet. The timing close to coaches welcoming new babies into their whanau made it difficult in 2019. The Board acknowledged that the preference was to send coaches to away meets.

Casual coaching expenses. The Chair reminded the forum that this is a current focus of the Board, but the figures reflect the previous financial year.

Administration salary. The Chair advised the administrator worked for 20 hours per week. Key tasks included the setup of the new club website, volunteer coordination. It was noted that Helen Waddington also provided some valuable assistance with the website content. Some concerns raised about transparency over what the administrator role was responsible for.

Karen Thomas reminded the forum that the previous administrator worked for 25 hours a week at an annual cost to the club of around \$25000 so the salary was the same as paid three years previously.

The Chair thanked Carol Hollywood for her efforts over the past year in securing grants. The Chair acknowledged Eileen Tang's efforts in the ongoing monthly accounts support and production of the annual accounts.

Moved: Joe O'Callaghan, Seconded: Alan Register
AGREED and CARRIED by all those present.

7. Nomination and Election of Board Members:

The Club's Constitution allows for 6 Board members and 2 additional members which may be co-opted in.

Current Chair, Joe O'Callaghan, Matt Titcombe and Dave Clareburt to remain on the board. Alan Register and Tim Fraser have resigned from the board. Three replacements to be elected at AGM.

Received more nominations than vacancies on the board, 3 vacancies and 5 nominations. Nominees are Tim Fraser, Lynda Hart, Mark Huttley, Nathan Masters, and Catherine Miller. Candidates were given the opportunity to speak ahead of a vote by show of hands. It was noted that Tim Fraser was not present, but his introduction was provided in the agenda.

Vote conducted by a show of hands. Lynda Hart, Mark Huttley and Catherine Millar were elected to the board.

8. Alteration to Rules

As noted at the 2018 AGM and in the minutes of the meeting, the club rules were drafted. The board thanked Dave Crampton for his advice on the new draft rules. Some legal issues with Swim Wellington and Swimming NZ, the current board sought legal advice to ensure any changes made. Some issues identified included:

- Memorandum of Understanding around Capital membership with Poneke Hub
- The Board acknowledges the oversight and recommends that the new Board run a Special General Meeting to ensure the new rules are in place by the end of the calendar year

9. Ratification of the Annual Club Membership Fees

Under Rule 10.1 - The annual subscription payable by Ordinary Members, and any additional amount payable on joining the Club, will be determined from time to time by the Board and ratified at the Annual General Meeting of the Club.

Motion - that the members present ratify the Boards decision to increase the subscription fee for the 2019/20 financial year, effective from 1st November 2019:

- \$150.00 per Ordinary swimming member and
- \$50 per Ordinary non-swimming [official/volunteer] member who does not have a swimmer under 18 years of age.

The \$25 increase was to fund the Club's membership to the Poneke Hub. This equates to an expense to the club of \$4000. This was a commitment from a previous Board to be a member of the Poneke Hub to have a 'home ground' for Capital Swim Club.

Sharon Pippas asked whether this money would be better spent going directly to Swim Wellington to assist new swimmers becoming active competitors

Moved: Joe O'Callaghan, Seconded: Matt Titcombe
Motion was not passed

10. Squad fees

Membership fee review. A review of fees around the country shows that Capital Swim Club membership fees are between 10%-30% lower. The Chair described the process around the collection of data, with not all swim clubs making this information publicly available. It was noted that Auckland swimming clubs did not need to pay pool entry fees on top of the club membership fees.

Questions raised:

- Cost-recovery model for the club to set the fees, rather than a comparison to other swimming clubs.
- Will any fee increase complete a review of Club operating costs around lanes hires?
The
- Suggestion from the floor that focus should be on growing swimming numbers. Drop in participation numbers across Swimming Wellington region.

The Chair noted to members that all options were to be evaluated and no decision was to be made in the general meeting and the new board will need to consider as a matter of urgency.

11. General Business

- 1) Hirata Titcombe acknowledged that the existing board are all volunteers, and that the board had to deal with a number of historical issues. Acknowledged the progress made in some areas, especially with the lack of assistance from the broader membership base. Put this down to a lack of club culture
 - a. Raised the following:
 - i. Recent actions of the club head coach have brought the concerns to a head
 - ii. Want more transparency and communication
 - iii. Claimed board had breached club constitution
 1. 3.0.a
 2. 3.0.c
 3. 3.0.f
 4. When the Collegiate Group was removed
 - iv. Clubs financial situation requires attention
 1. Request incoming board review the structure of the club
 - a. Coaching structure, inc need for a head coach
 - b. Understand why Capital has lost its base of junior swimmers so no longer dominates the U12 age groups
 - c. Pathways that service all of the swimmers

The Chair thanked Hirata Titcombe who raised these concerns on behalf of members.

2.) Volunteering for Capital Swim Club

Barbara Ryan talked about the requirement for ongoing volunteer support to run meets and the club. Asked each family to contribute in some way instead of relying on a small number of volunteers to carry the load. Currently the club is desperately short of IOT's with only 10 available. Volunteer roles constantly need to be replaced.

Greg Forsythe (Head of the Regional Technical Officials group) reiterated this point, with 45 officials needed to run a meet to FINA rules, operating at the minimal level is 31 technical officials. This is required so that swimmers' times can be recorded and allow entry into higher levels meets. Seven reasons to become

- a. For the swimmers
- b. Helps the club do its bit on a regional basis as officials are
- c. Its more fun than sitting in the stands
- d. It gives you something to focus on other than your child
- e. It could lead on to other things at a higher level
- f. Its challenging and rewarding
- g. For the swimmers

There being no further discussion the meeting closed at 5:45pm

Signed as a true and correct record of the meeting

J O'Callaghan

DATE:

Chair