



MINUTES OF THE CAPITAL SWIM CLUB

HELD AT CRAIGS INVESTMENT PARTNERS, DELOITTE HOUSE

ON TUESDAY, 9 MARCH 2021, 7:15PM - 10:00PM

Attending

Chair	Hirata (Hari) Titcombe	
Board members	Geoff Brown (Deputy Chair)	Catherine Millar
	Timon Wilkinson	Michelle Burke
	Sharon Pippas	

Minutes

1. Welcome

The Capital Swim Club Board meeting was called to order at 7:22pm on the 9th March 2021. The Chair outlined the purpose of the meeting was to discuss operational matters with an upcoming meeting planned to discuss strategic priorities only.

2. Call For Minute Taker and Further General Business Items

Sharon Pippas agreed to take minutes and no further Business Items were raised other than those included on the Agenda.

3. Previous

i) Minutes for 2, 9 February. 9 February read and approved, 2 February still to be done.

The Board:

- a) **Agreed** Geoff Brown to complete 2 February minutes and advise the remaining Board members when it was ready for review.
- b) **Agreed** 9 February minutes can now be cleansed by the Board and released to the website along with 2 February minutes once they have been approved and cleansed.

ii) Board Decisions and Actions Register 2020-21 from previous Board Meetings

A3 - Closed. Mike Heath approved to be co-opted to the Board for strategic meetings for 2 months.

A5 - Timon mentioned he had drafted an overview of how the Club's communication tools could be used and will share this electronically with the remainder of the Board. He has withdrawn his interest in looking at shaping the Club Strategy.

A6 - Closed. Emma Snarski confirmed to do Website maintenance. She has asked that the Club look at succession planning. Sharon raised that Emma has shared some good ideas in revamping the

Club's Comms tools and has asked that she be invited to attend any future meetings which discuss this matter.

A7 - Passwords for the Club have been provided by Joe O'Callaghan. Action to be closed.

A9 - Geoff advised he has had 2 meetings with Carol Hollywood re: future Grant possibilities for the Club. He has been unsuccessful in reaching Drew the party used by the previous Board successfully to assist with Grants. Pub Charity grant has been unsuccessful. An Air Rescue grant application is underway.

A25 - Sharon suggested the Expression of Interest write up for the next Newsletter be expanded to include Parent Helpers once they have been discussed with the Coaches.

D3 - In bringing to a close this complaint, it was raised that we need to protect our Coaches and make sure the new SNZ MPP or the Club have a Code of Conduct for parents as well as our Coaches and volunteers.

A32 - Away Travel Policy has been located but is very outdated. Work continues by Sharon on updating what the Club needs so it covers not only Away Meets but Away Camps and Away training.

The Board:

- a) **Agreed** for A4 Chair to revisit contacting Dee Lambie once again to ask for assistance with HR-related matters. Agreed that HR-related work would be timed to commence after National Meetings finished.
- b) **Agreed** A5 Cath, Sharon and Emma would meet to define the Club's Communication Strategy.
- c) **Agreed** A5 Timon will share his overview of the Club's Communication tools and how they might be used.
- d) **Agreed** Chair to discuss the idea of parent helpers with the Coaches.
- e) **Agreed** A25 Cath to edit the Expression of Interest write up to include Parent Helpers, Website, general all round assistance.
- f) **Agreed** A29 Sharon will revisit contacting Damien Grover for his assistance with employment related matters.
- g) **Agreed** A32, Sharon to maintain the Club's Away Team Guidelines.
- h) **Agreed** A37 Geoff Brown to look at how we can transfer his SNZ membership to Capital and we can close this action.
- i) **Agreed** following actions can be closed. A41 new membership, A48 release of 12 January minutes to database, A49 restart of the HPNZ casual coach subsidy back to July 2020, A54 Sharon's attendance at a Coaches Meeting was not required as Andre did not attend.
- j) **Agreed** A43, A50-A52 newsletters would be monthly rather than bi-monthly. The excerpt Hari shared of her items she would like to be included in the newsletter were approved for inclusion. Cath to ask Gary for a Lewis / Gary write up to share with the membership.

- k) **Agreed** A57 Cath to reach out to her Mediator resource about the possibility of restarting mediation between the Coaches. Geoff to ask his HR team about rights / obligations when undertaking mediation and suggests we approach this softly with the Coaches.

Motion: that the above represents a true record of the discussion held on previous Decisions and Action Points, seconded by Geoff Brown and unanimously agreed by the remaining board members.

4. Report updates

- i) Health and Safety noted that the Club needs to have a Policy.

The Board:

- a) **Agreed** by the Board that a H & S Policy for the Club to follow needs to be drafted.

- ii) Financial

Updated Profit and Loss and Balance Sheet was distributed by Sharon to the Board now the majority of February, 2021 transactions completed.

- iii) Grants and Fundraising

Acknowledged that Carol has applied for a Grant for the upcoming NZ Swim Championships. Sharon asked if the Grant was specific to Head Coach use.

The Board:

- a) **Agreed** Geoff would ask Carol to clarify on the status of the above Grant.

- iv) Communications

Discussion mentioned above with A5 action.

- v) Members Complaints and Stakeholders

The Board:

- a) **Agreed** A complaint raised regarding a club member would follow recommended actions in an effort to close the complaint.
- b) **Agreed** that Coaches are reminded to share any complaints they may have directly to the Board rather than to a specific Board member. Complaint closed thereafter.
- c) **Agreed** that Coaches look to have professional development given to them on dealing with youth issues such as anxiety and breathing issues.
- d) **Agreed** that a member being complained about would be provided with a written apology addressed to the complainant's family so as to close this complaint.
- e) **Agreed** that the Club should look at the possibility of having a Handover Policy between permanent and substitute Coaches whenever this situation arises.

The meeting was closed at 10:06pm. The continuation of the Operational meeting to be held on 15 March, 2021, 7:30pm.