



MINUTES OF THE CAPITAL SWIM CLUB

HELD AT CRAIGS INVESTMENT PARTNERS, DELOITTE HOUSE

ON WEDNESDAY, 9 DECEMBER 2020 7:00pm – 9:00pm

1. **Welcome**

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

Meeting started at 7:06pm

2. **Apologies and Minute Taker**

Nil. SP offered to be the Minute taker of the next two Board meetings.

3. **Call for Items of General Business**

- *MB raised the lack of communication families have received with re: the upcoming SNZ camps.*
- *CM raised a request that the Board review the Team Management Reports from the 2020 NZSC.*
- *Chair HT raised an item to discuss the Board's response to Gary's recent email about the Coaches Meeting and Coaches expenses.*
- *Chair HT raised an item to discuss the Board continuing with Joe O'Callaghan's volunteer help.*

4. **Draft Minutes from prior Board Meeting to be approved**

At 7:13pm the Chair HT raised a motion to offer a few minutes for the Board to re-familiarise themselves with the Draft Minutes of the previous meeting before opening them up for discussion. GB seconded the motion.

The changes that were discussed and agreed to by the Board at the meeting were as follows for publication to the website:

- include the word "DRAFT" on the Draft Minutes so as to distinguish between this copy and the

final copy for any Board meeting.

- change the email address that appears on the header from manager@capitalswim.co.nz to chair@capitalswim.co.nz.

- Section 9 Complaints should state all outstanding complaints have been closed as per the Club's Complaints policy. The Section should not disclose the names of the parties who have lodged formal complaints.

- Section 12 Coaching Report should remove reference to a particular squad for fee determination.

Chair HT raised a motion to approve the Board Minutes including changes above. Seconded by GB and passed unanimously by the remainder of the Board. Minutes approved.

Action Point 22(a): SP to ask Emma Snarski to publish approved Minutes to the website. Draft Minutes and unclesed Minutes will be moved to the Club's Google Drive for storage and future reference and SP to cleanse Minutes and that version to be uploaded to Club website.

5. Coaches Report

It was agreed that all Coaches should provide Coaches report on a periodic basis. A draft report should be created for them to report against as what the Board currently receive from the Head Coach only is insufficient.

Action Point 11: Review Coaches expense entitlement and reimbursement. Action point is open. GB queried if the Coaches IEAs made mention of these. Existing Policy dated May 2020 has been agreed to by the Coaches individually when Policy was introduced so Gary's response to claiming BAU expenses needs re-confirming with the new Board once they've reviewed the policy and agreed to its content.

Action Point 14: Coaches report has been soft copied to Board members for their review. Action point is ongoing and now becomes part of BAU.

Action Point 11: Board to review May 2020 employee reimbursement for expenses policy before the next meeting to confirm whether BAU expenses for Gary should be approved.

Action: HT to create draft report for Coaches future use and ensure aligns to relevant policy

Action: Board to decide frequency of report filing and this needs to align to Board Agenda Meeting Dates for 2020/21.

6. Financial Report

A request for financial reports was made by GB. SP will deliver these reports by the end of the week as the month has just finished and some expenses still haven't arrived for processing to gain meaningful reports.

Action Point 10: no new memberships to approve at meeting. Action point ongoing in line with memberships being added to the Dropbox database.

Action Point 12: distribute financial reports for November to establish current workflow to be

handled by SP.

Action Point 16: Complete batch payment of November expenses is in process. SP will email the Board the payments in the run for approval for payment on the 20th of December.

7. Grants and Fundraising

MB updated the Board on the Red Badge fundraising initiative. Initial induction done and she is awaiting confirmation of events the Club can assist with. SP will help support the Fundraising from an accounts perspective as funds will be received by the Club and need to be apportioned to those who participated. Was discussed that initial event will be a trial and future events will be communicated to all members who wish to participate.

Action Point 8: Contact for Fundraising (Felicity Evans) and Marketing (Anton Nadilo) for help, still to action by MB. SP has provided email addresses.

Action Point 9: Contact Carol Hollywood and Drew Morgan re: upcoming Grants for the Club. MB has reached out to Carol. Drew to be contacted in the New Year after the festive season.

Action Point 23 MB to advise Club when Red Badge confirm events for fundraising for benefit of entire Club

Action Point 24: Board to agree how the funds will be managed from an Accounts perspective. Do the Club expect to retain a % of the funds earned? Are the swimmers permitted to have access to these funds at their discretion? Which existing Bank account should be used or should the Club open another for this purpose?

8. Stakeholder Report

Updates from the Club Stakeholders that are important that the Board are made aware of are reported here. At this meeting, no updates were shared. GB raised the initiative of appointing parent/swimmer helpers with each squad again. These helpers could assist greatly with pool deck queries parents / swimmers may have.

Action Point 25: Board to revisit the appointment of parent / swimmer squad managers.

9. Membership Complaints Reports

Board agreed it was appropriate that the XXX complaint from last year be acknowledged. CM confirmed their swimmer had returned from XXX Squad back to XXX Group and was happy and settled as were the parents.

Action Point 26: CM to draft letter for Chair to send to the Kuggeleijns to close this complaint.

10. Marketing and Communications Report

Monthly Communications to the membership was agreed upon. A survey timed for Waitangi weekend was raised but not progressed at this time.

Action Point 5: Communication tools for the Club to use is still open. A meeting between CM,

TW and SP is still to be diarized for this purpose.

Action Point 7: Resetting of passwords – In Progress. Instagram password has been given to CM. Google Drive has been given to HT. Passwords to email addresses owned by Capital remain with the Club's Administrator and need to be returned to a Board member.

Action Point 20: include in the newsletter the option of making a \$5 donation for those in need. Status: In Process by CM which will then be put into BAU

11. Events Report

SW Junior Champs running over the upcoming weekend. Club registrations low (under 20 swimmers) but this is an increase the registrations received for 2019 and 2018. Tier 1 series of Meets now finished for 2020. Competitive swimmers aged 13+ participated and achieved well over the 2020 year.

12. General Business

- *New Board template and Risk Register*

HT presented to the Board her recommendation for a new Board meeting template which was approved. SP Risk Register submitted as an independent document will be incorporated into the template which appears by stakeholder.

Action Point 13: Risk register to be incorporated into the new Board template by SP. This action point is in progress.

- *Board Charter and Board Code of Conduct*

Drafts presented by GB. It was agreed these documents be reviewed and feedback provided at the next Board meeting before drafts are approved and then signed by all Board members.

Decision Point 1: Draft Capital SC Board Charter from SNZ example is in progress, awaiting approval.

- *Confidentiality Agreement*

Draft presented by GB. Draft was approved by the Board for use without modification. Board members each signed an agreement as Board member volunteers. Other volunteers who give their commitment to assist the Club in other defined roles only they perform will be asked to sign their own agreement moving forward.

Action Point 2: Draft Confidentiality Agreements for volunteers, completed

- *Newsletter Signoff*

Discussed under section 10. Marketing and Communications above.

- *Board Communications and how we work going forward*

No comment noted.

- *Lack of Communication about SNZ camp*

MB summarized the process that had occurred this year for the camp. The Communications from SNZ were not received by all families and critical information pertaining to registration were not shared across squad groups and were left to at the very end of the nomination forms which you had to click into scroll to the bottom of to read. She also had a concern that the Coach who currently coaches the participants outside of the Senior squad who were attending is not being replaced by another of our Coaches who has nothing to do with these swimmers or this level of competition. MB in a personal capacity, has written to SNZ and has received a response but a response from the Club's Head Coach is needed as to how this event was handled.

Action Point 27: HT to reach out to Head Coach once he returns from Auckland and update the Board.

- *NZSC Team Manager Reports*

CM read through her Team Manager Report from attending the 2020 NZSC. It is clear from her report which is consistent with the Report received from fellow Team Manager – Craig Morrison that this Meet saw division between the squads and the Coaches including the role of one Coach Assistant in terms of behavior, support and results. With no Away Team Manager and Covid-19 threatening the running of the Meet with the final decision being made extremely late to move it from Auckland to Hamilton planning was difficult.

Action Point 18: Request Coaches and Team Managers writeups for 2020 NZSC Completed. Coaches reports will be shared with the membership in their next newsletter.

Action Point 32: SP to locate the Away Team Manager guidelines as these may help with the planning of future Away events.

- *Board's response to Gary's recent emails about the Coaches Meeting and Coaches Expenses*

Gary's response to the Coaches meeting will be discussed next meeting along with other General Items. Coaches Expenses discussed above under Coaches Report.

- *Continuation of Joe O'Callaghan's Help*

Action Point 28(b): Board agreed to her continuing as a volunteer for the Club. Confidentiality agreement should be organized for her to sign.

- *Concerns about restructure – TW and Next steps about viability of the Club*

Moved to the following meeting due to time pressure to finish the current meeting.

13. Review previous Decisions and Actions

Below is an update on the 9 December, 2020 Previous Decisions and Actions table not referred to above.

- **Action Point 3:** Contact Mike Heath – HT, Status: Open, Mike still to be contacted.
- **Action Point 4:** Contact Dee Lambie – CM, Status: Completed
Other Board Members and ex-Board Members were contacted to assist the Board with specialist skills and a preference to be impartial.
- **Action Point 22(a):** Website Update – CM, Status: Completed
Emma Snarski has confirmed her willingness to help. She will need to be given a confidentiality agreement to sign in due course.
- **Action Point 15:** Organise a follow up meeting with XXX and request his written response to complaints – HT, Status: Completed. Complaints closed as the parties making the complaints have chosen to not continue the process. This makes trying to resolve these issues difficult.
- **Action Point D3:** Letter to go to XXX and XXX acknowledging next steps before complaint can be closed.

Processing of these complaints have given rise to the need to have a clear Complaints Policy – one that fits hand in hand with the Club's Constitution and Coaches IEAs. A code of conduct also needs to be looked at for our members and perhaps signed on an annual basis. SNZ Membership Protection Policy explains the Complaints process and any Club Policy should be consistent and mirror this.

Action Point 30: Board to develop a Complaints Policy in line with the Club's Constitution and the SNZ MPP policy.

- **Action Point 18:** Add vetting of Coaches and Team Managers to the Agenda – HP, Status: Open
- **Action Point 17:** Finalise closure dates for the Club for the Festive Season – SP, Status: In Process
Junior and Youth program finalised and will close from December 21, 2020 through to January 4, 2021. These dates are consistent with the pool booking Gary's has made at WRAC. Senior Squad request has been made to continue training by Head Coach. Request to be discussed by the Board at their next meeting.

Action Point 19: Board to decide if Senior Squad can continue training through the festive season.

- **Action Point D2:** Determine Mini Squad Fees – Board, Status: Open. No further progress made on this action point at the current time.
- **Action Point 21:** Draft Constitution – SP, Status: In process. Delay has been occurred. Matteo Solinas did not have any spare time in December to put towards this work.
- **Action Point 28(b):** SP will contact Matteo Solinas in the New Year and ask him to sign the confidentiality agreement and
- **Action Point 28(a):** HT will ask Mike Heath (if he agrees to be co-opted onto the Board as well as sign a confidentiality agreement.

Meeting Closed – 9:15pm,

Next Meeting – Saturday, 12 December, 2- 4pm at Craigs Investment Partners