



MINUTES OF THE CAPITAL SWIM CLUB

HELD AT CRAIGS INVESTMENT PARTNERS, DELOITTE HOUSE

ON TUESDAY, 9 FEBRUARY, 2021

1. ***Welcome***

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

Meeting started 7:50pm

2. ***Apologies and Minute Taker***

No apologies. Minute Taker: Sharon Pippas.

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

Sharon Pippas raised following additional item for discussion:

- Casual Coaches for Senior Squad and employment some employment matters.

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

Board attention is required to sign off the minutes of 9 December 2020, 12 December 2020 and 12 January 2021 Board meetings.

Minutes for 2 February, 2021 meeting are still to be completed by GB but action points to be added to the Action Point register were circulated at the meeting for discussion and minutes of these points included below.

***Action Points 48***

- Agreed SP would place into Google Drive the minutes for the 12 January, 2021 written by TW with her requested changes to them intact.

- Agreed Board members would have until 14/2/21, 23:59 to edit the minutes that have been placed on Google Drive. On Monday a copy of each set of Minutes will be saved as Approved. Minutes for general membership will be sent to Emma Snarski for website release by SP on

Tuesday, 16 February, 2021.

## **5. Coaches Report**

No Report Supplied.

Agreed the funds collected for Ben Stirling would be spent on a Pressy card for him to spend at his leisure. HT confirmed that she planned to be at Ben's presentation on behalf of the Board on the proviso her plane landed on time.

SP raised a coach and employment-related arrangement between SNZ/HPNZ and SNZ. Discussions were underway to rectify the situation and SP agreed to report back to the Board at the next meeting.

### **Action Point 49**

Agreed SP will follow up on the coach and employment-related arrangements between SNZ/HPNZ and SNZ.

Agreed SP to purchase a pressy card for Ben Stirling at the end of the week for presentation to Ben.

## **6. Financial Report**

No Report Supplied.

## **7. Grants and Fundraising**

MB confirmed the Club completed a successful trial event with Red Badge. Invoice needs to be sent to Red Badge to obtain funds which will be shared with the swimmers when the invoice is paid.

### **Action Point 50**

Agreed the opportunity to join Red Badge is approved for sharing with the wider Capital Membership. The Board suggested this initiative be communicated in the next Club Newsletter. CM agreed to include the 14y+ age restriction and the need to complete the 2-hour induction course. MB will be the key Capital contact person for this initiative.

## **8. Stakeholder Report**

HT shared with the Board WCC statistical findings on the Club's lane usage from July 2020 – January 2021. This information is currently provided to Joe O'Callaghan, Board Chair and Head Coach, Gary but with Joe's resignation taking effect at the end of February, another Board member would need to lead or continue this work to monitor the usage in light of the impact it has on Club financials. SP mentioned with SNZ materially changing the racing calendar this year, the peaks and troughs seen in 2020 may not necessarily return at the same time in 2021.

Two new IOTs recently joined Capital from another Club and were received and were seeking approval.

## ***Action Points 51***

Agreed SP would take over from Joe on the lane analysis task.

Agreed HT would send email/s to those involved in the lane analysis work and request SP is included on future communications relating to this task.

Agreed the transferring IOTs to Capital would be accepted to Capital's SNZ database and would be added to our Club's membership database on Dropbox without membership fee as this is waived for our IOTs.

## **9. *Membership Complaints Reports***

- A Membership Complaint

A membership complaint has been progressed according to the SNZ complaints process.

### ***Action Point 4.5 - Covered separately under Member Complaints***

Agreed that GB progress the complaints between the relevant parties.

- Agreed moving forward that consistent with SNZ procedures, complaints at member level should wherever possible be dealt with firstly between the swimmer and/or parent /caregiver and the coach concerned with escalation to the Head Coach and only to the Board thereafter if initial response/s are unsuccessful.

## **10. *Marketing and Communications Report***

Newsletter issued. Depending on issue dates some events were missed or not obvious to read on first click. SP raised that a lot of the Club's racing information and successes are already shared via social media or via race secretary emails however the Board agreed that over-communication is better for our Members.

### ***Action Point 53***

CM raised wanting to include in upcoming Newsletters article regarding our Coaches and Members with one focused on our Head Coach, Gary Hollywood and Olympian qualifier Lewis Clareburt. The Board was receptive to this idea and any future articles of this type that celebrate Capital.

### ***Action Point 52***

The Board Agreed that the Club newsletter would be issued monthly to the Membership and its timing would coincide with every Board meeting where all draft content would be reviewed and approved by the Board.

## **11. *Events Report***

- Upcoming Meets

Capital Classic (20 February, 2021)

Currently registration numbers are low. It is common for a surge in registrations to occur in the last day or two (15/16 February, 2021). If the number of registrations remain below 200 swimmers, likely the Meet will reduce from 2 sessions to 1 afternoon Session. Current number registered is 36.

Manawatu Summer Championship (5 – 7 March, 2021)

Based on the low number of interested parties, it was agreed the Club would not organise and send a travelling team to this Meet. SP highlighted 6 March is Tier 1 and it is likely our Coaches would want to be on pool deck at the WRAC for this Meet given its proximity to the cut off for qualifying for 2021 NZ Opens.

- NZ Opens

SP has emailed the Head Coach about confirming his plans for NZO. In previous years only Seniors have attended but with the change in age group qualification this may change in 2021. SP mentioned the Head Coach has organised a meeting with the Coaches for Thursday, 11 February, 2021 where perhaps this matter could be raised.

***Action Point 54***

Agreed upon consent, SP will attend the Coaches Meetings and will advise the Board of any decisions made in regards to NZ Opens.

## ***12. General Business***

- Coaches Letter

***Action Point 55***

Agreed letter to be sent. HT to sign on behalf of the Board and letterhead to be added by SP before sending.

- Review of Coaches current KPIs and key aspects of the Coaches individual Employment Contracts

GB circulated his document covering the Head Coach and other Coach employment contracts. Discussion also included the SNZ Coach Code of Conduct and other key accountabilities.

***Action Point 56***

Agreed coaches should be sent a reminder of their responsibilities and the SNZ Coaches Code of Conduct. GB to draft a communication reminding Coaches of their responsibilities under their IEAs for tabling at the next Board Meeting. SP suggested the reminder be left until Nationals was complete (April) given Coaches current focus and workload.

- CM to contact a possible mediator re: discussions with Coaches

*Action Point 57.* No progress recorded.

- HT to send a copy of the latest draft seeking SNZ help for Club Coaches to Board

*Action Point 58.* No progress recorded.

- Club's acknowledgement of the passing of life member Mark Berge

*Action Point 59*

Agreed HT will reach out to Martyn Newman Hall and seek guidance on appropriate response from the Club. A guard of honor was a possibility discussed.

- Resignation of Joe O'Callaghan

SP would like to speak to Joe about the possibility of changing the membership form to a google form that is automatically routed to the appropriate coach for trial and accounts for monitoring.

*Action Point 60*

Agreed HT to organise a meeting so Joe can walk us through her role. CM has also requested an invite as she would like to speak to Joe about Mailchimp.

Meeting Closed – 9:31pm

Next Meeting – Thursday, 18 February, 2021 at 7:15pm at Craigs Investment Partners, Deloitte House, Customhouse Quay, Wellington.