



MINUTES OF THE CAPITAL SWIM CLUB

HELD AT CRAIGS INVESTMENT PARTNERS, DELOITTE HOUSE

ON TUESDAY, 12 JANUARY 2021, 7:40PM - 10:05PM

Attending

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

Minutes

The Capital Swim Club Board meeting was called to order at 7:40pm on the 12th January 2021. The Chair outlined the purpose of the meeting was to discuss operational matters and that an out of cycle meeting to focus on strategy will take place on Tuesday 26 January.

1. General Business

The Deputy Chair tabled the following items for discussion in the meeting:

- Board Charter
- Code of Conduct
- Letter to coaches

2. Minutes from previous meeting

The minutes from the previous Board meeting (December 9th 2020) were considered by the Board for approval. From Item #5 Head Coaches Report. The Chair noted the discrepancy between Gary's IEA and the new policy regarding travel expenses for swim meets. The Chair suggested the new policy outlines what is reasonable for travel expenses.

The Board:

- a) **Agreed** that the policy would be revisited to take into account the club's financial position and what is reasonable, and also to review the approval process.
- b) **Agreed** to update the Coaches if any changes were made to the travel expense policy.
- c) **Agreed** that Action #15 in the minutes were closed by the Chair.

The Board then discussed Item #7 Grants and Fundraising – Red Badge Events. The Chair requested clarification on who the event was for, and Michelle confirmed that the coming event is for a small number (10) of youth group swimmers who will be trialling the format on 30th January. The Board then discussed how the funds which are earned will be applied (i.e. to club or individual swimmers). Sharon suggested using the 00 account for the upcoming event, and Michelle will confirm who will be attending.

The Board

- a) **Agreed** that if successful the trial should be rolled out to the entire club (both parents and swimmers) but any swimmer taking part needed to be 14 years old or over. That to offer your services with Red Badge, a 2 hour induction would need to be completed. Michelle could confirm when these inductions took place.
- b) **Agreed** that the funds earned from the upcoming event should go to the swimmers involved.
- c) **Agreed** that if the trial was successful the Board may select from future events to offer those that would see the funds return to the Club for spending vs the swimmer.

The Board then discussed Item #8 Stakeholder Report.

The Board

- a) **Agreed** that Coaches should be asked/consulted around any decisions on Parents/Swimmer squad managers.

Sharon suggested all minutes were uploaded to Google Drive and any changes/updates were made in there.

The Board

- a) **Agreed** to make any changes to the minutes in Google drive by January 24th

3. Head Coach report

The most recent Head Coaches report was tabled for Board consideration and discussion. The Chair reflected that the temporary coach XXX has expressed that she has had an unhappy experience working poolside with Capital. Further information was provided from the Head Coach that XXX was brought from XXX Swim Club to bring younger swimmers across and also provide a good balance for other coaches by being an experienced coach.

The Board

- a) **Agreed** that the Board needs to discuss the club's operation programme and outline a process to decide if a part-time coaching position is needed.

Further discussion was had around the fractured relationship between XXX and XXX affecting communication and planning of the Fielding camp. The Chair discussed the potential of coaches reporting directly to the Board; however, it was noted that the Board needs to clarify the KPI's upon which the Coaches performance are reported on.

4. Financials

Sharon Pippas updated the Board on club financials, with discussion focused around XXX's recent injury and the application of a grant to help cover XXX's entitlements. It was also noted that there may be possible contributions towards this from ACC as well. It was confirmed that the grant covers all pay and leave entitlements for XXX.

The Board

- a) **Agreed** that Pam Edwards would seek further clarification from XXX on the situation regarding his injury.

It was further noted by Sharon that the lane hire grant funds were exhausted in December 2020, and the club are looking at a cash balance of \$60,000 following key payments and expenses deducted.

There will be an impact on revenue streams in early 2021 with several senior swimmers departing the club.

The Deputy Chair then asked for clarification regarding the financial position with the conversation focusing on sustainability at current financial levels and the reiteration of the importance of grants to help keep things afloat.

5. Fundraising and Grants

The Board:

- a) **Agreed** that the Deputy Chair would clarify with Swimming NZ on payments regarding XXX XXX
- b) **Noted from the Deputy Chair** that presenting grant applications in person worked well for Swimming NZ.

There was discussion on looking into the Sport NZ fund for new initiatives which encourage 'participation'. Previous work which has been done on Grants for the club has been looked into and it was confirmed that existing connections are looked after by Carol Hollywood and new grant initiatives sit with Drew. It was noted that Capital has no formal agreement with Drew around grants, and it was further noted to ensure that Carol and Drew are not applying for the same grants on behalf of Capital.

MB noted that she may be unable to fulfil the role of Grants due to personal commitments. GB offered to provide support here seeing as Grants as a critical short-term financial earner for the Club.

The Board:

- a) **Action Point 9 - Agreed** that the Deputy Chair and Michelle Burke would meet with Carol Hollywood first, and then meet with Drew to discuss grants with both. GB offered to help out here as well. It was noted that Catherine Millar is also available to be part of these meetings also.

6. People report

The most recent People report was tabled for discussion. It was reflected that there are a large number of members within the Junior / Youth / Collegiate squads, and the Board should look at each squad's offering for its members and consider how it can be better. As a starting point it would be best to speak to the WRAC Coaches about the current WRAC squad set up and get their thoughts on the squad's pathways and how new members could be brought in to these squads. New memberships sent via email were also approved by email by all Board members and minuted here for completion.

The Board:

- a) **Action Point 40 - Agreed** that Timon Wilkinson would speak to the WRAC coaches about their thoughts on the current WRAC squads to pass on to The Board
- b) **Action Point 41 - Agreed** that several new swimmers be granted membership. XXX membership suspended due to injury and squad training will commence February 2021.

7. Communications and Marketing

The Board discussed the inclusion of a calendar of events within the club newsletter, the cycle/cadence of the newsletter, and any other regular features which should be included.

The Board:

- a) **Action Point 42 - Agreed** that Michelle Burke would forward through old SwimZone newsletters as examples of what could be done for the club newsletter going forward.
- b) **Action Point 43 - Agreed** that a bi-monthly approach would be taken for the newsletter, with the next edition due out in February 2021. Board to see draft of next one due for review at March Board Meeting.

8. Stakeholder report

The Chair:

- a) **Closed** out items A26 (XXX family) complaint but not yet D3 complaint (XXX family) on behalf of the Board

9. Events report

Board discussed upcoming events at Wellington 13/o Champs and the Junior Festival.

10. General business

The Deputy Chair took the Board through the Board Charter and the Board Code of Conduct. The Deputy Chair also tabled the draft letter to the Coaches following the meeting on 29th November for the Board's consideration.

The Deputy Chair requested each Board member to advise if they are comfortable for the letter to be sent to all Coaches on behalf of the Board. It was requested that any feedback on the draft letter be provided directly to the Deputy Chair by 12pm Thursday 14 January.

The Chair provided the Board members with the proposed 2021 Board meeting dates, and also noted that some out of cycle meetings may also be required.

Action point 44: Come back to the Chair with any clashes by Tuesday 19th January

The Board:

- a) **Agreed** that all members would confirm their availability for the proposed 2021 meeting dates to the Chair by Tuesday 19th January
- b) **Agreed** that the Board would be governed by the Board Charter and Code of Conduct
- c) **Agreed** that the Board Strategy meeting would take place on Tuesday 26 January at 7:15pm
- d) **Action Point 45 - Agreed** that the Board Chair would contact XXX to confirm his time worked over the Christmas break was voluntary

Action Point 46 - The Chair tabled the letter to Steve Johns for the Board's consideration. There were concerns raised around the anticipated timeframes for the process to be completed.

The Board:

- e) **Action Point 47 - Agreed** the Deputy Chair would follow up with Steve Johns regarding expected timeframes

**The meeting was closed at 10:05pm. The next meeting to be held on 26 January 2021
(Strategy meeting)**