



MINUTES OF THE CAPITAL SWIM CLUB

HELD AT CRAIGS INVESTMENT PARTNERS, DELOITTE HOUSE

ON SUNDAY, 15 NOVEMBER 2020 12:30pm – 2:30pm

1. *Welcome*

Hirata (Hari) Titcombe (Chair, HT), Geoff Brown (Deputy Chair, GB), Catherine Millar (CM), Michelle Burke (MB), Timon Wilkinson (TW), Sharon Pippas (SP)

Meeting started at 12:35pm

2. *Apologies and Minute Taker*

Nil. SP offered to be the Minute taker of the meeting.

No outstanding Draft Board meeting minutes to be approved.

3. *Call for Items of General Business*

MB emailed items to be discussed as noted under Item 14 of the Agenda.

Board members would each be given up to 10 minutes in future meetings to raise and speak to any Item of General Business for Board discussion and actioning.

4. *Update from Planning Meeting on 18 October, 2020*

*Next steps: Board voted and agreed that **Club Culture and Increasing Membership** would be the Board's strategic priorities moving forward. The items raised by the previous Board in their handover document also fell under these priorities.*

5. *Strategic Priorities*

Board agreed that an initial meeting and subsequent planning meeting with the Club's Coaches is needed in order to gain success with the strategic priorities.

***Action** – HT to send an invitation to the Coaches to attend an initial and subsequent planning meeting the weekend of 28-29 November, 2020.*

6. Board Charter – How we will work

Still under construction. The current SNZ Board Manual will be used as the starting template and then modified for Capital purposes.

Action – GB to complete SNZ Board Manual re-work for Capital by next Board Meeting.

7. Board Roles and Responsibilities

The following assignments were made:

- MB: Fundraising and Grants.*
- GB: Financials.*
- HT: Coaches with GB as backup.*
- CM: Communications with TW and SP assistance.*
- SP: Membership, Accounts, Race Secretary.*

Gaps in skills/experience were identified. A confidentiality agreement that volunteers who only wish to help for a specific period of time needs to be created and then signed by all volunteers (including the Board). A range of volunteers were identified by the Board with contacts, skills and expertise that ranged from Learn to Swim contacts and School contacts to Marketing.

Action – HT to contact MH to see if he would like to be co-opted onto the Board for a year.

Action – CM to contact several club members who have skills in communications, website, and social media and determine if they have availability to help the Board.

Action – MB to contact current Grant personnel and make initial contact with relevant volunteers who could assist her with Fundraising.

Action – SP to provide MB with Grant details – who applies, who do we receive grants from and for what purpose.

Action – SP to generate and issue initial invoices for membership and squad fee to newly approved memberships.

Action – GB to create confidentiality agreement for all Board Members and all Volunteers assisting the Board for a specific time period to sign.

8. Management, Finance and Risk

a) Financials

GB highlighted the need to include Cash Flow and Budgeting reports.

Board approval was given for the expenses presented for the November batch payment (excludes payroll which is currently not fortnightly approved by the Board) and Coach Reimbursements.

Action – HT to look into Coaches IEA re: Coach reimbursement.

Action – SP to provide Board members current P & L and Balance Sheet as well as Budgeted Cashflow for next 6 months.

b) *Health & Safety*

No update to the current policy stored on Google Docs.

c) *Risk Management Report*

Action – SP to use Swimming Wellington Report as a template and will include with Meeting Minutes.

d) *Hazards Register*

No update but can add to Risk Management Report.

9. People Update

a) *Coaches*

HT provided write up of Meeting with Head Coach. Its content presses the need for the Board and all Coaches to meet as soon as possible.

b) *Membership Complaints*

The Board offered alternate options in relation to the XXX family following a concern they raised to the Board. As the Board did not hear from them about this matter, the Matter is now Resolved.

Regarding the XXX family, a meeting between Coach XXX, HT and GB was arranged. The Board agreed that a formal written response needs to be submitted by Coach XXX so that then Board can follow due process.

CM mentioned complaints were received by the previous Board and their non-closure.

c) *Board Member Welfare*

d) *Celebrations*

e) *Emerging Concerns*

Action – HT to add Vetting of Team Managers and Coaches to this item

10. Communications and Marketing

Included in the next newsletter is NZSC Report from Coaches as well as from Team Managers. Upcoming closure period also needs finalization.

Action – CM to request NZSC report from Coaches and Team Manager.

Action – SP to send request to Coaches about dates of training closure.

11. **Grants & Fundraising**

a) *No update on the grant application applied for.*

One Foundation - Coaches salary via Drew Morgan - \$11,000.

b) *Fundraising*

12. **Coaching Report**

a) *Squad Management Report*

Membership table displayed by squad group will show the Board trends in membership over the current membership year. While total membership numbers are rising, net effect on revenue is a loss as swimmers joining are at beginner rates vs those leaving at higher fee rates.

b) *Head Coach Report*

Received. Mini Squad Fees. Head Coach recommendation is by school term and out of sorts with the remainder of our squad fee payments. To progress, discuss at the Board and Coaches planning meeting.

Action – Board are to follow up fees for Mini Squad.

Action – HT to email Head Coaches reports to other Board members or load them on the Google drive.

13. **Events**

Remind Junior Squads there is an exclusion on 20 November, 2020 for Tier 1 – Meet 3.

Upcoming events in 2020:

- Pirates Lads and Lasses, November 20, 2020, Karori Pool*
- SW Tier 1 – Meet 3, November 20, 2020, WRAC*
- Icebreaker Blue Ribbon Carnival, November 22, 2020, Palmerston North*
- Coastlands Junior Classic, November 28, 2020, Coastlands Aquatic Centre*
- SW 12U Junior Champs, December 12-13, 2020, WRAC*

14. **General Business**

Board agreed we will start a fund for swimmers in need. Board will oversee distribution.

Action – CM include in next newsletter \$5 or other donation with monthly squad fee payments.

In committee – time in

Out of committee – time out

Next Meeting

Weekend of 28-29 November subject to Coaches availability

Meeting Closed – 3:51pm