



MINUTES OF THE CAPITAL SWIM CLUB

HELD AT CRAIGS INVESTMENT PARTNERS, DELOITTE HOUSE

ON SATURDAY, 12 DECEMBER, 2020

1. *Welcome*

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

Meeting started just after 2pm.

2. *Apologies and Minute Taker*

Nil. Continuation and completion of Agenda Items for the 9 December, 2020 Board Meeting.

3. *Call for Items of General Business*

No items raised.

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

No Minutes presented for Approval.

5. *Coaches Report*

It was agreed all claimed expenses by Head Coach and Coach Brandon Mutch for October / November 2020 would be reimbursed.

It was found that the Policy issued in May 2020 by the previous Board needed updating as it did not consider what had been signed and agreed to in any employee's IEA. Board recommended that the Policy be amended with a time frame to claim reimbursement. The Board acknowledged their ability in reference to any claim made their right to limit or reject any expense claim on the grounds of financial affordability and reasonableness.

With Head Coach being at ASA Opens in Auckland with some of his Senior swimmers, arrangements were made for Casual Coaches to fill in for the group that were left behind. Before the Club spends additional funds on casual coaches, alternatives should be looked at – eg. uptake of swimmers in other squad groups trainings, Senior swimmers coaching Junior swimmers

so other Coaches could stand in for the Head Coach.

An offer has also been made to another casual coach with the imminent departure of our existing casual coach for university.

Action Point 33 – HT to update Reimbursement Policy with an effective date of 14 December, 2020.

Action Point 34 – HT to discuss the need for casual coaches with Head Coach upon his return and the option of using existing resources over additional resources in light of Club's financial issues.

6. Financial Report

No items raised.

7. Grants and Fundraising

No items raised.

8. Stakeholder Report

It was raised that WCC can provide the Board statistics in terms of the number of swimmers in our lanes across our sessions. This may help make decisions on the viability of future closures. SP noted any stat given would need to be looked at carefully as the stat is a snapshot of the session and the actual may be quite different depending on the time the stat was taken.

Action Point 35 – Board to ask WCC for statistical reports of the number of swimmers seen in our lanes. Start date to be determined.

9. Membership Complaints Reports

No items raised.

10. Marketing and Communications Report

HT mentioned she has located material from a previously run Board survey. Sharing this material with the current Board members may help decide whether to run another membership survey and what sort of questions to include.

Action Point 36 – HT to send to Board members former Board surveys to assist with the decision on whether to run another.

11. Events Report

No items raised.

12. General Business

- *Board Charter and Board Code of Conduct*

It was identified that all active Board Members should be SNZ members for Capital Swim Club on the SNZ database. Majority of Board Members are already loaded on to the database and need restoring rather than addition. GB would need to look into possibly transferring his membership to us from his previous Club.

Action Point 37 and 38 – SP to load Board members on to the SNZ database. GB to look into transferring this membership to us.

- *Future Board Meetings*

A calendar of future Board meeting dates / times needs creation for planning purposes.

Action Point 39 – HT to create calendar for the upcoming year and share with fellow Board members and upload to the website for coaches and members to be aware of when the meetings will be held.

- *Youth Group 15+ and Senior Squad Groups*

No clear understanding between these two squad groups especially with regard to age and skill needed. 1 person aged 15 yo has been allowed to progress into Seniors before others who are aged older and with noteworthy achievements (National medals etc.) from Youth Group 15+. Two swimmers who are of the appropriate age have returned to Youth 15+ citing the lack of attention at Senior Group trainings was the common cause. Head Coach needs to be asked for clarity.

Action Point 39 – HT to put this question to Head Coach at their next meeting.

- *Next Steps about the viability of the Club*

HT shared with the Board that herself and GB spoke to key stakeholders involved in swimming regarding the issues with the current Coaching and team and requested help and support. The short notice timing of this meeting was due to another Board meeting being planned in a matter of days. This was seen as a tangible idea to report back to the Board on whether this was an option worth pursuing further.

From their conversation 3 options were raised for the Board to consider.

Option 1 – the Club closes immediately

Option 2 – the Coaches enter into mediation answering to the Capital Swim Club Board. This option may still give rise to legal proceedings needing to be met by the Club.

Option 3 – responsibility of the Coaching group especially that of Head Coach, is transferred to SNZ for them to handle with their resources and their funding.

MB expressed a need for more time to understand the impact of each option as the Board was unaware this step had been taken. GB relayed that if more time was needed, then it would be offered.

SP raised her concern about how expedient SNZ would be in making any progress. Historically SNZ had shown no interest to help despite being aware of the Club's issues and our Club swimmer being their best chance at a medal at the Olympic Games for future Government funding. GB having worked previously with SNZ relayed they could provide alternative coaching to the medal hopeful if the investigation proved it to be necessary. SJ acknowledged he knew of the problems the Club was having but thought it had settled down. Now that he knows that it hasn't, he will actively give his efforts to help close this matter.

Board by unanimous vote selected Option 3.

Meeting Closed – 4:41pm

Next Meeting – Tuesday, 12 January, 2021 at 7:15pm at Craigs Investment Partners, Deloitte House, Customhouse Quay, Wellington.