



MINUTES OF THE CAPITAL SWIM CLUB

HELD AT CRAIGS INVESTMENT PARTNERS, DELOITTE HOUSE

ON MONDAY 15 MARCH 2021, 7:30PM - 10:00PM

Attending

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

Minutes

1. Welcome

The Capital Swim Club Board meeting was called to order at 7:41pm on the 15th March 2021. The Chair outlined the purpose of the meeting was to complete discussions of the operational matters that were originally listed on the 9th March 2021 Board Meeting Agenda. This was so that the Board could then primarily focus on its strategic priorities.

4. Report updates *(NB: sequencing of numbering is continued from Minutes 9th March 2021)*

v) Members' Complaints and Stakeholders

The Board:

- f) **Agreed** Complaint 4.5.5 has been completed with recommended outcomes communicated. Board agreed to vote that the matter was now closed.
- g) **Agreed** Complaint 4.5.7 closed. Club will look at creating a new Club Communication strategy to cover Club Communications.
- h) **Agreed** Complaint 4.5.8 and 4.5.9 relating to Opens is **not** closed and requires more action at subsequent meetings. At the time the Board acted on the current Away Travel Policy and the number of swimmers who registered but future collective planning and coordination of all swimmers by Board and Coaches will be adhered to.

Motion that the above is a true and accurate reflection of the discussion and decisions the Board made in relation to these items. Seconded by Geoff Brown, approved by all Board members.

vi) Events

Sharon confirmed there are currently 17 members from Capital Swim Club wanting to attend the AON NZ Swimming Championships in Auckland. With this number according to the Club's Away Policy and SNZ Event Flyer 2 Coaches, Gary Hollywood and Andre Kuduba will attend as Coaches and Nikki Chapman as pool deck Team Manager. Gary and Nikki will attend 3 April - 11 April, Andre from 7 April - 11 April.

Possible options of merging together remaining squads to reduce the number of casual coaches needed were raised. Sharon is in discussion with casual coach Thomas Wilson about his availability to do afternoons as well as mornings.

Senior Families have agreed to meet Gary and Nikki's costs. Youth families will meet Andre's and any other support person who may travel to the Meet to supervise and assist the Group. A further Team Manager will need to be applied for with SNZ as the Club has already assigned 3 people (2 Coaches and 1 Team Manager).

Motion that it is agreed that Sharon be allowed to continue the organising of Opens with Andre being approved to attend the Meet for a reduced number of days. Organising work involves speaking to the Head Coach about confirming availability of casual coaches, possibility of merging remaining squads to remove one set of lane hire.

The Board:

- a) **Agreed** Sharon would confirm with Gary who is available to cover his remaining swimmers and the possibility of merging them with those from Andre squad so as not to pressure Brandon and to try and gain some lane hire relief to put towards the cost of casual coaches.
- b) **Agreed** Communications need to be sent to both the swimmers and families attending as well as those remaining in Wellington in terms of the substitute coaching that will need to occur while Andre and Gary are away.

5. New Business

i) SGM

Acknowledged that an SGM needed to be held as Board is in ultra vires.

The Board:

- a) **Agreed** Chair would draft up an agenda for the SGM and share it with the other Directors for feedback and review by Matteo Solinas (Constitutional lawyer) and anyone else who was knowledgeable in the setting up of the Club's general meetings.

ii) Capital Classic Profit of \$6K

Recommended options spanned from purchasing a Go-Pro to keeping it in the bank given the financial situation of the Club.

The Board:

- a) **Agreed** profit would be kept in the bank but monitored separately as to how it is spent.

a. REQUIRES RATIFYING AT SGM ON 9 MAY 2021.

iii) Casual Coach Policy

Timon is continuing his work on looking at the Club's current programme setup including Casual Coach opportunities. Sharon has been asked to provide lane analysis information that she receives regarding the actual number of swimmers attending each day during our period of hire so conclusions can be drawn.

The Board:

- a) **Agreed** Sharon would assist Timon with the numbers he needed to complete his view of the Club's current situation.

iv) Annual Leave Policy

Nothing noted.

v) Covid Policy

Nothing noted.

vi) Outside Swimmer Policy

Sharon advised no invoice has yet been sent to and out-of-town swimmer who swam with the senior squad during the last Covid lockdown. Sharon was not aware if the swimmer in question was still training. Sharon mentioned the previous Board had introduced a Policy where short term stays with the Club would not be charged membership but would be expected to pay a higher squad fee rate than those permanently with the Club. The said swimmer would also need to sign a waiver of liability.

The Board:

- a) **Agreed** Chair would find out if the said swimmer was still training, review the previous Board's work on charging of fees for out of towners, before passing on invoice details to Accounts.

a. REQUIRES A MOTION TO BE PASSED AT SGM ON 9 MAY.

vii) Constitution

Following pre-work done by the former Board, Matteo and Sharon met to do a walkthrough of Matteo's revised Constitution. With minor changes still to be done, it is ready for release to the Board for feedback.

The Board:

- a) **Agreed** Sharon would make final edits and release the revised Constitution to the Board for review tonight with Board feedback by Sunday.

viii) Filing of last year's annual accounts and Board membership with Incorporated Societies

The Board:

- a) **Agreed** Geoff would file the signed copy of the 2020 Financial Statements with the Registrar of the Incorporated Societies. Sharon mentioned there is a late filing form on their website which Geoff

may wish to fill in to pre-empt the Register asking for the form to be filed when the Financial Statements are filed.

b) **Agreed** Geoff would not file the makeup of the Board with the Board being ultra vires.

ix) Uniform for new members

Sharon raised the possibility of giving each new members a swim cap and absorbing the cost of this within the current Membership fee.

The Board:

a) **Agreed** to the handing out of a swim cap to each new member as part of their new membership.

a. REQUIRES RATIFYING AT SGM ON 9 MAY 2021.

x) EOY accounts

Sharon confirmed that this year's financial accounts can be completed by someone who performed this task for the Club previously. Some pre-work will need to be done to ensure that this work is done in compliance with the Club's constitution.

The Board:

a) **Agreed** that XXX will assist Sharon with the completion of the EOY accounts. They will sign the confidentiality agreement to be given to Sharon by Geoff.

xi) Lane space for upcoming 4-day exclusion

Sharon confirmed this work is still being progressed. With changes in WRAC Bookings Officer, it is hoped definitive options will be shared with Sharon tomorrow.

The Board:

a) **Agreed** Sharon will share with the Board the lane space offers WRAC and Freyberg have given to allow training for Junior and Youth to continue.

xii) Volunteer AUSTSWIM Coaching

At the request of a fellow Regional Club SW attained one free entry per Club into an AUSTSWIM Coaching programme for a volunteer Coach aged at Senior School age.

The Board:

a) **Agreed** the space will be offered to Sofia Pippas.

xiii) Payment of Sofia's Fees

Sharon previously doing operational roles has received as payment a waiving of her of swimmer/s squad and membership fees. This is not allowed to continue as a Board member. Sharon has offered to pay the fee to stay within the Rules of the Constitution.

The Board:

- a) **Agreed** to accept Sharon's offer to restart paying Sofia's squad fee.

xiv) Hub Invitation

Feedback was the majority of interested parties were 1 year too young. Most were looking for LTS and they were not aware of Capital's difference. Recommendation was made by Brandon Mutch that we could perhaps look to do more at school swimming events.

xv) Volunteer Coaches

There is interest by some within the club and community to help with Junior squads. Further investigation into confirming interest, membership, and police vetting is required for those who are interested in doing this role.

The Board:

- a) **Agreed** Sharon to reach out NZSCTA about what is required to get XXX registered on SNZ as a volunteer coach.
- b) **Agreed** Chair to speak to the XXX about their interest.

xvi) Signing of Board Charter

The Board:

- a) **Agreed** Charter to be left at the present time with the Board being ultra vires.

xvii) Mediation

The Board:

- a) **Agreed** revisit the possibility of mediation when the new Board forms and sits for its first Board meeting.
 - a. **REQUIRES A MOTION TO BE PASSED AT SGM ON 9 MAY 2021.**

6. General Business

i) Confirm IT Platforms

Noted that sometimes Chair emails are not being received by Catherine and previously Michelle, despite them being sent to them and despite the other Board Members receiving them. Recommended that any emails sent to Catherine have a Read Receipt request attached to confirm receipt of all emails by her.

The meeting closed at 21:59pm.