

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting
Tuesday, 01 February 2022, 5.30pm at KPMG offices**

Board members attending

Chris Birkinshaw (CB), Chair
Kate McDonald (KM)
Mike Heath (MH)

Brigid Borlase (BB)
Istvan Csorogi (IC)
Nathan Thomas (NT)

In Attendance

Angus Pashley (AP), Executive Officer

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
1 Meeting Opening				
1.1 Agenda confirmation	The Board confirmed the agenda.			
1.2 Apologies	N/A	Noted		
1.3 Director Conflict of Interest – new/changed disclosures	There were no updated conflicts.	The Board noted there were no updated conflicts.		
1.4 Environmental scan, including any significant updates relating to our clubs, Nuku Ora, Sport NZ and Swimming NZ	AP updated the board on most recent information released by SNZ on NZ Champs, NAGs and Div II. Events all to be structured under RED setting and therefore significant reduction on participants who can attend	AP to review the withdrawals process for regional events, taking into consideration Covid cases.	15/03/22	AP
1.5 Minutes of last meeting (30/11/2022)	There were no changes or comments on the draft minutes of the prior Board meeting (30/11/2021)	Moved MH, seconded IC - approved		
1.6 Review of action items	AP reviewed the action items with the board Discussion over the need to have livestreaming in the new year to the likelihood of more meets without spectators	AP to enquire with other regions regarding their live streaming options, as well as discussing shared cost ideas with other aquatic users.	15/03/22	AP
2 Membership & Events				
Discussion				
Decision/Action				
Timeframe				
Responsibility				
2.1 Event Report – Long Course	AP tabled FM’s Long Course report which was taken as read. The board noted the positive reaction from SW and		N/A	

	out of region clubs regarding the decision to change the structure of the event on the final day.			
2.2 Comms Report	AP shared KF's comms report. The board noted and appreciated the thorough analysis provided	Discussion point: How does SW's social media numbers link into participation and how does this directly influence clubs and membership	15/03/22	AP
2.3 Membership Analysis – 2022/23 fees	AP tabled the current member numbers.	Fee discussion deferred to 15/03 meeting	Ongoing	AP
3 Governance & Policy Matters	Discussion	Decision/Action	Timeframe	Responsibility
3.1 Strategic plan & Shared Vision	Board to convene with external facilitator on March 5 th at Pelorus to collate actions and measures that will be included in the SW 3-5 year strategy.	AP to make booking at Pelorus, BB to confirm facilitator	01/03/22	All
4 Management report	Discussion	Decision/Action	Timeframe	Responsibility
4.1 Management report	Tabled. Included note RE Junior Festivals postponement and SW to run Harbour Challenge and Tier 1 events in the next 3 weeks			
4.2 Swimmer costs survey	Deferred to the next meeting	AP to highlight to the board which clubs are yet to return their survey results	15/03/22	AP
5 Matter for Approval - consent	Discussion	Decision/Action	Timeframe	Responsibility
5.1 Financial report and Payments	NT presented the 6 weekly financial report NT noted the Wage subsidy and resurgence support package granted for the year and concern over the likelihood of running events as 'normal' under the RED alert level. Sponsorship funds still an uncertain revenue at this point due to impacts of C19 restrictions.	The Board: <ul style="list-style-type: none"> • approved the February financial report 		NT/AP
5.2 Funding applications	Funding applications tabled with: <ul style="list-style-type: none"> • NZCT • Trust House Foundation • Pelorus 	The Board approved the funding applications tabled		

5.3 Transfers and records	The transfers and records were tabled.	The Board approved the records and transfers presented. The board request transfer analysis for the past 4 years at the next board meeting to gather more of an understanding on transfer trends.	15/03/22	AP
6 Other business	Discussion	Decision/Action	Timeframe	Responsibility
7.1 In-committee items	In committee at 7.28pm Out of committee at 7.55pm			
8.2 Any other business	N/A			
7 Meeting Close	Discussion	Decision/Action	Timeframe	Responsibility
7.1 Meeting Evaluation	Once again, thanks to Istvan for providing the office space for the meeting			
7.2 Future Meeting Dates	Tuesday 15 th March, 17:30 at Nuku Ora or Microsoft Teams			
Meeting Closed:	Meeting closed at 7.59pm			

Being a true and correct record of the meeting held -



Date – 15/03/22