

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting
Tuesday, 26 April 2022, 5.30pm @ KPMG Offices**

Board members attending

Chris Birkinshaw (CB)
Brigid Borlase (BB)
Istvan Csorogi (IC)

Nathan Thomas (NT)
Kate McDonald (KM)
Mike Heath (MH)

In Attendance

Angus Pashley (AP), Executive Officer
Sarah McDougall (SM), Administrator (Agenda item 0 only)

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
0 Sarah McDougall – Administrator	AP introduced SW’s new administrator, SM, and SM shared some of her background. Board members introduced themselves to SM.			
1 Meeting Opening				
1.1 Agenda confirmation	The Board confirmed the agenda.			
1.2 Apologies	None			
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 summarised his discussions with WCC regarding pool availability, both for club training and competitions. The Board acknowledged that regular meetings with WCC and other facility owners is a good development, and represents an opportunity to lobby for clubs for more training space. The Board discussed the need for promoting pathways from learn to swim programmes to swimming clubs.	The Board asked AP to raise with WCC if it could share its process/method for allocating lane space, so clubs could understand if/why/when lane space is allocated.	Next quarterly meeting with WCC	AP
1.5 Minutes of last meeting (15/03/2022)	The Board considered the minutes of the previous meeting. No changes were required.	Moved BB, seconded NT - approved		
1.6 Review of action items	AP stepped the Board through the open action items.	The Board noted the updated action items.	Ongoing	AP

2 Membership & Events	Discussion	Decision/Action	Timeframe	Responsibility
2.1 Event report – Opens	AP discussed with the Board the report on the NZ Opens event, noting the performance of SW region swimmers. AP noted the positive outcome of being able to hold significant events again, and the impressive level of swimming all round given the impacts on training of COVID-19.	The Board noted the report.	N/A	
2.2 Event report – Trygve Cup	AP summarised for the Board the feedback on the Trygve Cup. The feedback from clubs about the event had been overwhelmingly positive as a way of generating greater interest from swimmers and greater participation. AP noted the administrative requirements for clubs were greater than a ‘normal’ event.	The Board requested : <ul style="list-style-type: none"> the next ‘round’ of the Trygve Cup be scheduled and communicated to clubs to maintain the positive momentum; publication and/or sharing with clubs of the positive feedback. 	End of June 2022	AP
2.3 2022/23 fees	AP identified for the Board the need to set the membership/affiliation fees for 2022/23, noting that Swimming NZ had not yet notified their fees. The Board discussed whether a different approach to membership fees was possible as a means of encouraging membership amongst younger swimmers.	AP and Board members to circulate ideas for different fee structures. AP to find out whether the different fee structures could be implemented in the Swimming NZ membership database/portal. MH to discuss at meeting with SZR suggestions regarding fee structures to encourage membership amongst younger swimmers.	Before next Board meeting on 7 June.	AP
2.4 ADP 2022	AP summarised the ADP programme.	Release date of squad due on the first week of June. Working with SNZ on how best to obtain the right data from the website and/or mytogs	10 June 2022	AP
3 Governance & Policy Matters	Discussion	Decision/Action	Timeframe	Responsibility
3.1 Strategic plan	BB presented the updated draft strategic plan. The Board noted that the strategic plan provides the framework for directing SW’s focus over the next few	BB to circulate updated draft, and Board members to advise any other revisions by no later than 6 May. BB to then circulate final draft, with the aim of having the final	30 June 2022	All

	<p>years, and that the real impact will come from the initiatives that fit within the framework and how those are implemented through the business plan. It is those 'actions' that stakeholders are likely to have a greater interest in.</p> <p>The Board discussed the timetable for next steps, including communicating the strategic priorities to clubs, and developing the 2022/23 business plan and initiatives.</p>	strategic plan in place by 30 June 2022, for implementation in the 2022/23 year..		
3.2 Policy review 102 & 103	AP discussed updates to policies 102 and 103.	<p>The Board approved the updated polices 102 and 103.</p> <p>AP to ensure updated policies uploaded to SW website with the dates in the header updated to reflect the dates on which the updated policies were reviewed and approved.</p>	30 May 2022	AP
4 Management report	Discussion	Decision/Action	Timeframe	Responsibility
4.1 Management report	<p>AP tabled the management report.</p> <p>AP updated the report on website development, noting that the Swimming NZ website was also under development, and SW would leverage that development to updated the SW website.</p>	KF to continue to work with SNZ on how and what SNZ content should be migrated over to SW's new site	31 July 2022	KF/AP
5 Matter for Approval - consent	Discussion	Decision/Action	Timeframe	Responsibility
5.1 Financial report and Payments	NT presented the 6 weekly financial report and the payments	The Board approved the April financial report, including the payments noted in the report.		
5.2 Funding applications	<p>Funding applications tabled with:</p> <ul style="list-style-type: none"> • NZCT • Four Wings • Grassroots • Eastern Suburbs 	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, noting one amendment in the transfers – S Irving to Nga Tai Tuatea a Taraika.	N/A	
6 Other business	Discussion	Decision/Action	Timeframe	Responsibility
7.1 In-committee items	N/A			
8.2 Any other business	N/A			
7 Meeting Close	Discussion	Decision/Action	Timeframe	Responsibility
7.1 Meeting Evaluation				
7.2 Future Meeting Dates	Tuesday 7 June, 17:30 at KPMG offices or Microsoft Teams			
Meeting Closed:	Meeting closed at 8.00pm			

Being a true and correct record of the meeting held -



Date – 14/06/22