

Our Vision – New Zealand's Top Performing Region

**Minutes of the Swimming Wellington Board Meeting  
Tuesday, 28 March 2023, 5.30pm @ KPMG Offices**

**Board members attending**

Mike Heath (MH)  
Istvan Csorogi (IC)  
Tessa Sefton (TS)

Nathan Thomas (NT)  
Kate McDonald (KM)

**In Attendance**

Angus Pashley (AP), Executive Officer  
Deane Carson (DC), Administration

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
<b>1 Meeting Opening, February Minutes</b>				
1.1 Agenda confirmation	The Board confirmed the agenda.	Agenda confirmed		
1.2 Apologies	Chris Birkinshaw			
1.3 Director Conflict of Interest – new/changed disclosures	There were no updated conflicts.	The Board <b>noted</b> there were no updated conflicts.		
Meeting minutes confirmation (13/02/2023)	The Board considered the minutes of the previous meeting. No changes were required.	Moved MH, seconded TS – <b>approved</b>		
<b>2 Management Update, Environmental Scan &amp; Actions</b>				
2.1 Management report	<p>AP tabled the management report. AP briefed board on the items in the Management report. The Board <b>noted</b>:</p> <ul style="list-style-type: none"> <li>- An increase in competitive swimmers registered in Wellington compared with 2022</li> <li>- 16 swimmers to attending NZ Champs in early April, a decrease from 2022</li> </ul> <p>The Board <b>noted</b> the progress of grants for the Executive Officer, Event Manager, and Communications Coordinator salaries.</p>	The Board <b>requested</b> AP find out if this decrease in swimmers attending NZ Champs is present across all regions.	Next meeting	AP
2.2 Review of action items	AP stepped the Board through the open action items.	The Board <b>noted</b> the updated action items.		
<b>3 Events update</b>				

3.1 Tier 1 Meet 1 review	AP discussed with the Board the report on the first Tier 1.	The Board <b>noted</b> the report.		
3.2 Scorching Bay Challenge review	AP summarised the feedback on the Scorching Bay event. <ul style="list-style-type: none"> <li>- Feedback was largely positive about the location and organisation of the event.</li> <li>- Issues were noted with the timers.</li> </ul>	The Board <b>noted</b> the report.		
<b>4 Committee Updates</b>				
4.1 Events Committee Recommendations - Swimmer representative	KM updated the Board on status of events committee meetings, including the updated membership list and planned timing of meetings.	AP to reach out to other regions about how they're managing pool space and events calendar to best meet membership needs.	Next meeting	AP
4.2 Awards Committee Recommendations - National awards 2023	AP updated the Board on the national awards recommendations from the Awards Committee	Board <b>confirmed</b> support for these nominations		
<b>5 Strategic Priorities</b>				
5.1 Connection and participation <ul style="list-style-type: none"> <li>• Membership category updates</li> <li>• Comms plan</li> </ul>	AP gave an overview of the Swimming New Zealand proposals to update membership categories. The Board discussed the alignment between Swimming Wellington and Swimming New Zealand proposed categories, and what this could mean for swimmers' fees.  AP and MH talked the Board through updated Comms plan.	The Board <b>requested</b> an update on the Swimming New Zealand membership categories when changes are confirmed.		AP
5.2 Performance <ul style="list-style-type: none"> <li>• Nationals club participation</li> <li>• Core knowledge</li> </ul>	AP talked the Board through Wellington representation at NZ Champs.  AP talked the Board through the HPSNZ Core Knowledge course, and noted that Swimming New Zealand support was available for coaches pursuing professional development, or are on existing Swimming New Zealand courses.	The Board <b>noted</b> the item.		

5.3 Capability and resources <ul style="list-style-type: none"> <li>Coach pathways and revalidation</li> <li>Coach conference – NZSCTA</li> <li>WRAC booking requests</li> </ul>	AP noted that grant funding could be sought if clubs had coaches who would benefit from attending.	The Board <b>agreed</b> to ask clubs for nominations to attend the NZSCTA conference.	Next member's meeting	AP
<b>6. Risk &amp; Compliance</b>				
6.1 Xero update	DC and AP confirmed move to Xero. Smartly to be discontinued.	The Board <b>noted</b> this update.		
6.2 Board succession planning	AP and NT discussed rotation of board members, and process for recruiting board members.	The Board <b>agreed</b> to a more detailed discussion on Board member recruitment in the June 2023 meeting.	June 2023	AP
<b>7 Finances</b>				
7.1 Financial report and Payments	DC and IC the financial report and payments.	The Board <b>noted</b> the report and financial position.		
7.2 Transactions for approval	The transactions for approval were tabled.	The Board <b>noted and ratified</b> the transactions.  The Board <b>requested</b> that moving forward, transactions for approval be up to the day before the Board meeting, rather than at the end of the previous month.		
7.3 Funding applications	Funding applications tabled with: <ul style="list-style-type: none"> <li>Four Winds</li> <li>Pub Charity</li> <li>Grassroots (dependent on the outcome of Pub Charity application)</li> </ul>	The Board <b>approved</b> the funding applications.		
7.4 Transfers and records	The transfers and records were tabled.	Moved KM, seconded IC - <b>approved</b>		
<b>8 Other Business &amp; Meeting Close</b>				
8.1 Any other business	n/a			

8.2 Next meeting date	Tuesday 9 May, 17:30 at KPMG offices or Microsoft Teams			
<b>Meeting Closed:</b>	Meeting closed at 7.30pm			



Being a true and correct record of the meeting held -

Date – 09/05/23