

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting  
Tuesday, 22 November 2022, 5.30pm @ KPMG Offices**

**Board members attending**

Chris Birkinshaw (CB) (via Teams)  
Istvan Csorogi (IC)  
Tessa Sefton (TS) (via Teams)

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

**In Attendance**

Angus Pashley (AP), Executive Officer  
Louise Tresch (LT), Events Manager  
Deane Carson (DC), Administrator  
Dale Johnson (DJ), Swimming New Zealand

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
<b>1 SNZ presentation &amp; Louise introductions</b>				
1.1 SNZ presentation	Dale Johnson from Swimming NZ presented on SNZ’s participation strategy and approach to Balance is Better, and Good Sports.			
1.2 Louise Introductions	AP introduced LT to the Board.			
1.3 Events Report & Committee Recommendations (ToR)	LT presented, and the Board discussed, a draft updated Events Committee terms of reference. LT noted there was no swimmer representation on the EC.  TS and NT noted the desire to have membership of the EC spread between clubs and geographic areas.	LT to update EC ToR based on Board comments, and socialise proposed update with EC.		
	LT presented the report on T1-3. The Board discussed the lower numbers and the issues with WRAC.	LT in discussions with WRAC about facilities issues.  The Board resolved to revise the T1 meets to include 12 yo swimmers.		
<b>2 Board Composition &amp; Meeting Opening</b>				
2.1 Agenda confirmation	The agenda was confirmed.			
2.2 Apologies	N/A			
2.3 Election of Treasurer	Motion for IC to become Treasurer after hand over discussions between DC, IC and NT	Moved KM, seconded MH - <b>approved</b>	<b>Resolved</b>	Board
2.4 Director Conflict of Interest – new/changed disclosures	There were no updated conflicts.	The Board <b>noted</b> there were no updated conflicts.	Ongoing	AP

2.5 Meeting minutes confirmation (30/08/2022 & 11/10/2022)	The minutes of the Board meetings on 30/08/2022 and 11/10/2022 were confirmed.	Moved KM, seconded MH - <b>approved</b>	<b>Resolved</b>	
2.6 Review of action items	AP took the Board through the current action items.	The Board <b>noted</b> the update, which included a productive Members Meeting on 26/10.  <b>Action</b> item for AP to meet with CB and KM to review policies in the new year	Ongoing	AP
<b>3 Management Update</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
3.1 Management report	AP presented the Management Report to the Board.	Request from IC that a comparison of the YTD funding and budget be included within the funding review	Ongoing	AP
<b>4 Committee Updates</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
4.1 Awards Committee Recommendations	AP presented the review of the Awards Committee nominations for awards for the 2021/22 year. A request came from the Awards Committee for the Board to review and endorse their Club Of the Year recommendation.	The Board <b>approved</b> the Awards Committee's Club of the Year recommendation	<b>Resolved</b>	Board
4.2 Issues & Resolution Committee Recommendations	There were no updates from the Issues and Resolution committee.			
<b>5 Strategic Priorities</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
5.1 Connection and participation	NT/AP conducted a Members Meeting review, AP to prioritise the action items that came out of the meeting, with a focus on growing the base of juniors who take up the sport  Comms plan re-distributed to the board, AP/KF to work on updating this so it is relevant to the 2022-27 strategy	TS to be introduced to the SNZ Diversity Manager.	07/02/23	AP/TS

5.2 Performance	14 Wellington coaches took part in the coach revalidation at Tawa Pool in early November	Continue to apply for funding to cover the costs of coach revalidation	07/02/23	AP
5.3 Capability and resources	AP presented the last 4 years of booking requests to the board. Naenae pool closure having subtle effects on lane space and will continue until 2024.	Clubs to be involved in creating solutions considering the lack of space and high costs associated with WRAC.	07/02/23	AP
<b>6 Risk &amp; Compliance</b>				
6.1 IT review	AP took the board through an IT review of current subscriptions	The Board <b>approved</b> the DropBox & Survey Monkey subscriptions be discontinued.  AP to work with TS on using Microsoft forms to survey community.	07/02/23	AP
<b>7 Finances</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
7.1 Financial report and Payments	Computers not accounted for in DC's current P/L  DC informed that he would work on an accounts Dashboard for a reporting at the next meeting	The Board <b>approved</b> that Smartly subscription be discontinued, but request a transition period over to Xero for payroll	07/02/23	DC
7.2 Transactions for approval		Moved NT, seconded IC - <b>approved</b>	N/A	
7.3 Funding applications	Funding applications tabled with: <ul style="list-style-type: none"> <li>• Four Winds</li> <li>• NZCT</li> </ul>		07/02/23	AP
7.4 Transfers and records		Moved MH, seconded NT - <b>approved</b>		
7.5 Westpac treasurer approval	AP proposed that NT (as Board Chair) and IC (as newly appointed Board Treasurer) become the nominated beneficiary owners of the Westpac account	The Board <b>approved</b> that NT and IC become the beneficiary owners and reflected this in separate resolution document.	<b>Resolved</b>	Board
<b>8 Other Business &amp; Meeting Close</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
8.1 Any other business	n/a			
8.2 Next meeting date	Tuesday 7 February, 17:30 at KPMG offices or Microsoft Teams			

**Meeting Closed:**

Meeting closed at 7.36pm

A handwritten signature in black ink, appearing to read 'Thomas', is positioned above the text 'Being a true and correct record of the meeting held -'.

Being a true and correct record of the meeting held -

Date – 13/02/23