

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting
Tuesday, 13 February 2023, 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

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
1 Meeting Opening, November Minutes				
1.1 Agenda confirmation	The Board confirmed the agenda.	Agenda confirmed		
1.2 Apologies	N/A			
1.3 Director Conflict of Interest – new/changed disclosures	TS relocating to Brisbane in April 2023	The Board noted there is no issue constitutional and TS will continue on the Board until September AGM, at which point the Board’s tenures and rotation policy will be reviewed.	September 2023	NT/AP
1.4 Meeting minutes confirmation (22/11/2022)		NT moved, MH seconded		
2 Management Update, Environmental Scan & Actions				
2.1 Management report	<p>AP briefed the Board on updates from around the region.</p> <p>AP confirmed:</p> <ul style="list-style-type: none"> Membership numbers have surpassed 2021/22 numbers. Looking at ways to build on this momentum. Tier 1 meet numbers are higher, ~140. Long Course went well, Louise’s first large meet. 	The Board noted the update,		
2.2 Review of action items	AP took the Board through the open action items.			
3 Events update				

3.1 Relay Champs 2022	AP briefed the Board on the Relays event. The event went well, and was well attended. The concept of having the SW Awards at the same time was well received, although the failure in the sound system on the night put a dampener on things. This has been raised with WRAC.	AP confirmed Relays Champs moved to September in 2023, due to Long Course Champs running on December 1-3 2023 for the first time.		
3.2 Long Course Champs 2023	AP briefed the Board on the technical officials report.			
3.3 Open Water promotion 2023	AP provided commentary on comms overview for Open Water. Advertising table, most noticeable addition is merchandise for the two events.	The Board noted the update, and the work taken on to deliver a second event over the summer months.		
4 Committee Updates				
4.1 Events Committee Recommendations	<p>AP confirmed SW has gone out to the community to seek nominations for the Events Committee.</p> <p>The Board discussed as an additional matter</p>	<p>AP to update Board when nominations close.</p> <p>AP to:</p> <ul style="list-style-type: none"> • Contact several other regions (e.g. Waikato, BOP) to see if they have committees similar to the EC that they can share what those committees do/their terms of reference. • Circulate to the Board the EC Terms of Reference for review • Next Board meeting – add agenda item to discuss updates to EC Terms of Reference to align to strategic priorities 	28/03/2023	All
4.2 Awards Committee Recommendations	There were no new updates from the Awards Committee			
4.3 Issues & Resolution Committee Recommendations	AP briefed the Board on current issues.	The Board noted the update.		
5 Strategic Priorities				

5.1 Connection and participation	<p>AP briefed the Board on the proposed communications plan.</p> <p>The Board indicated that they wanted to see a link between the Comms Plan and the Strategic Priorities, and that the Comms Plan should not solely be focused on events. The Comms Plan needs to have a broader focus.</p>	<p>AP to add Strategic Priorities to front of Board packs</p> <p>AP to work with KF to work on a second iteration</p>	28/03/2023	AP/TS
5.2 Performance			28/03/2023	AP
5.3 Capability and resources	<p>AP updated the Board that SW has requested 5 dates at Coastlands, 2 for clubs and 3 for SW events. Confirmation expected soon.</p>	<p>AP and NT confirmed the lack of availability at WRAC was discussed with WCC at the last meeting. WCC acknowledged the concerns, indicating that from October '23 forward they are hoping to be able to give more availability.</p>	28/03/2023	AP
5.4 Other		<p>AP to include in Board pack the document prepared in 2022 indicating workstreams that aligned with strategic priorities.</p>	28/03/2023	AP
6. Risk & Compliance				
5.5 IT review	<p>There were no new updates on IT systems used by SW.</p>			
6 Finances				
6.1 Financial report and Payments	<p>IC briefed the Board on financial performance year to date, including the shortfall in door entries.</p> <p>The Board queried whether the financial software would produce a forecast as well as a YTD position. IC to investigate.</p>	<p>The Board noted the report and financial position.</p> <p>IC to look into whether financial system can produce forecast as well as YTD performance.</p>	28/03/2023	DC
6.2 Transactions for approval		<p>The Board noted and ratified the transactions.</p>	N/A	
6.3 Funding applications	<p>Funding applications tabled with:</p> <ul style="list-style-type: none"> • NZCT • Four Winds • Pub Charity 	<p>The Board approved the funding applications.</p>	28/03/2023	AP

	<ul style="list-style-type: none"> • Trust House • One Foundation • Pelorus 			
6.4 Transfers and records		Moved CB, seconded NH - approved		
7 Other Business & Meeting Close				
7.1 Any other business	n/a			
7.2 Next meeting date	Tuesday 28 March, 17:30 at KPMG offices or Microsoft Teams			
Meeting Closed:	Meeting closed at 7.30pm			



Being a true and correct record of the meeting held -

Date – 28/03/23