

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting
Tuesday, 19 June 2023, 5.30pm via Teams**

Board members attending

Chris Birkinshaw (CB)
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), Administrator

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
1 Meeting Opening, February Minutes				
1.1 Agenda confirmation	The Board confirmed the agenda.	Agenda confirmed		
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.		
Meeting minutes confirmation (28/03/2023)	Minutes from the previous meeting to be circulated	To be confirmed via email		
2 Management Update, Environmental Scan & Actions				
2.1 Management report	AP tabled the management report. Angus noted the continuing sinking lid on Entain, and what this means for community sport funding Div II in Wellington, positive feedback from swimmers/parents. Unsure about the future of Div II. If it moves, we wouldn’t have a national champs here.	Board noted the management report. Little feedback from fee increase. Next year, can we please push fee review forward a month.	Next meeting	AP
2.2 Review of action items	AP stepped the Board through the open action items.	Policies review (confirm policy review cycle and process): CB and KM and AP.	Next meeting	AP

		<p>Contact regions on incorporated societies act, with the idea of splitting a lawyer fee for all regions: NT</p> <p>Follow up on Naenae pool, and confirm that timing equipment is being designed for or able to be added later: AP</p> <p>Coach pathway: AP</p> <p>Circulate Queensland swimmer inclusion strategy: TS</p>		
3 Events update				
3.1 Short Course	AP provided a verbal update on Short Course. Entries closed and down on 2022, out-of-towners may have decided against coming as Coastlands isn't as easily accessible by place (Kilbirnie close to Wellington airport), no spectators permitted at the event due to venue limitations.	The Board noted the report.		
3.2 Swimmer numbers per year	AP provided an overview for the Board through swimmer numbers over past 5 years.	<p>The Board noted the report.</p> <p>Action – what happened in Club swimmers in 2018/2019?</p> <p>Action – MH to reach out to Swimzone on supporting use of Naenae pool</p>	Next meeting	AP/MH
3.3 Transfers and Records	The transfers and records were tabled.	The Board noted and ratified the transfers and records		
4 Committee Updates				
4.1 Events Committee Recommendations - Calendar meeting 2024	<p>AP/MH/KM reported back on the events committee meeting. A first draft of the 2024 calendar was developed, to be circulated and agreed by clubs.</p> <p>There will be promotion of co-hosting Tier 2 events for smaller clubs, and utilisation of pools other than Coastlands and WRAC.</p>	Board endorsed the Events Committee having decision-making over tier 2 allocation to clubs.	Next meeting	AP

5 Strategic Priorities				
5.1 Connection and participation <ul style="list-style-type: none"> Membership Category Updates Website launch 	<p>AP provided an update on the two items. Membership categories have been confirmed. Consideration could be given to an “explainer” of membership types for the new membership year.</p> <p>The website launch is intended for the new membership year.</p>	<p>The Board noted the items.</p> <p>Action – Board to view the website link and think about what else could be added.</p>		MH/TS
5.2 Performance <ul style="list-style-type: none"> SNZ Events Advisory committee Australia competitive swimming scene – TS update 	<p>AP provided an update on the SNZ events Advisory Committee. The current representative is no longer available, so a replacement is needed.</p> <p>TS to send out update via email.</p>	<p>The Board approved discussing the SNZ Events Advisory committee representative at the members meeting, or another appropriate venue.</p>	Next meeting	AP
5.3 Capability and resources <ul style="list-style-type: none"> Naenae Project Forum Board recruitment and AGM timeline 	<p>Discussed Naenae already (above).</p> <p>AP and NT presented the AGM timeline.</p>	<p>The Board noted the items.</p> <p>Action: Board to review Board advertisement.</p>	Next member’s meeting	AP/NT/KM
6 Finances				
6.1 Financial report and Payments	DC and IC the financial report and payments.	The Board noted the report and financial position.		
6.2 Transactions for approval	The transactions for approval were tabled.	The Board noted and ratified the transactions.		
6.3 Funding applications	<p>Funding applications tabled with:</p> <ul style="list-style-type: none"> Four Winds Pub Charity Grassroots (dependent on the outcome of Pub Charity application) 	The Board approved the funding applications.	Next meeting	AP
6.4 Budget 23/24	DC: the sheet has been updated to an accruals basis, with comparison to current year funding and spend.	The Board noted the draft budget. Next steps: implement changes mentioned in meeting, and approve via email.	Next meeting	DC

	Additional changes to be made: <ul style="list-style-type: none"> - Adjustment to be made to grant funding weighting (67%). - Change line for insurance back to at least minimum plus 5% 			
6.5 Arena sponsorship proposal	AP updated the Board on the Arena Sponsorship proposal, with the aim to create a new sponsorship agreement for the new membership year.	The Board noted the update. The Board identified the potential for a future team sponsorship as part of broader sponsorship opportunities.	Next meeting	AP
7 Other Business & Meeting Close				
7.1 Any other business	n/a			
7.2 Next meeting date	Tuesday 1 August, 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 – 01/08/23