

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting
Tuesday, 30 August 2022, 5.30pm @ KPMG Offices**

Board members attending

Chris Birkinshaw (CB)
Istvan Csorogi (IC)

Nathan Thomas (NT)
Mike Heath (MH)

In Attendance

Angus Pashley (AP), Executive Officer

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
1 Meeting Opening				
1.1 Agenda confirmation	The Board confirmed the agenda.			
1.2 Apologies	Apologies were received from Kate McDonald and Brigid Borlase.	Noted		
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	NT noted that at the recent Capital AGM a new Board was elected. AP noted the shortage of lifeguards at WCC pools was affecting pool opening times and availability. AP noted WCC’s decisions regarding lane space allocation where that space was not being sufficiently used.			
1.5 Minutes of last meeting (19/07/2022)	Confirmed	Moved CB, seconded IC - approved		
1.6 Review of action items	AP reviewed the action items with the Board, including a number of items that could be moved to the ‘Completed’ category.	The Board noted the update.	Ongoing	AP
2 Membership & Events				
2.1 Commonwealth Games 2022	Fantastic Commonwealth Games for the SNZ team, AP made comment to Lewis Clareburt’s performances	The Board noted the paper.	N/A	

	effecting the number of swimmers competing at T2 events during August. Review provided by KF which was appreciated and noted by the Board.			
2.2 SW new website – https://www.swimmingwellington.org/	AP provided an update on the website redevelopment, which is being carried out by the same organisation who completed the Swimming NZ website update. AP confirmed feedback had been sought from clubs and committees on the new website AP indicated a desire to launch the new website in September	The Board noted the update.		
2.3 HPSNZ pilot proposal	AP presented an outline of High Performance Sport NZ's performance pathway pilot project for Wellington.	The Board noted the paper.		
3 Governance & Policy Matters	Discussion	Decision/Action	Timeframe	Responsibility
3.1 SNZ AGM	AP and CB provided an update on the upcoming Swimming NZ AGM and regional forum.	MH would attend on behalf of Swimming Wellington due to CB's unavailability.		
3.2 Whakatauki & strategy plan	The Board discussed the decision not to adopt a whakatauki until the organisation was in a better position to incorporate and reflect te ao Māori throughout the organisation and swimming community.	The Board resolved to approve the strategic plan which would be released as a final version to member clubs.		
3.3 Business plan	AP and IC discussed the work completed on SW's 22/23 business plan and initiatives. The Board noted the need to table both the approved strategic plan, and the business plan, in a meeting with clubs in October/November, after the AGM.	AP to arrange members meeting in October/November to discuss priorities with clubs.		AP
3.4 2022 AGM	AP confirmed preparations were in good order for the annual report and AGM.	The Board noted the update.		

	CB confirmed he would be unavailable for the AGM due to family commitments, so an alternative chair would be required.			
3.5 12&U records	<p>CB briefed the Board on feedback from other regions on records for 12&U age groups, with all regions who responded confirming they had retained records for 12&U age groups.</p> <p>The Board discussed the need to work diversify the achievements recognised and celebrated at meets, because a sole focus on regional records only appealed to a limited number of swimmers in a position to create new records. Recognising number of personal bests achieved, first race for a distance/stroke were discussed, and there is a need to work with clubs and event organisers to find ways to celebrate success.</p>	<p>The Board resolved to retain records for 12&U age groups, while emphasising the need to work on other ways to recognise success.</p> <p>The Board also noted also that PBs and not records should be promoted at the next addition of the Trygve Cup (grassroots initiative).</p>		
4 Management report	Discussion	Decision/Action	Timeframe	Responsibility
4.1 Management report	AP updated the Board on the management report.	The Board noted the update.	N/A	
4.2 Events role recruitment	AP provided an update on recruitment for the Events Manager role, noting two suitable applicants were being considered.	The Board noted the update.		
4.3 Administration recruitment	AP updated the Board on the proposal to utilise Nuku Ora's shared services model for financial payments and salaries.	The Board resolved to approve the proposal to utilise Nuku Ora's shared services model for financial payments and salaries.		
5 Finances				
5.1 Financial report and Payments	<p>The financial report to 31 July 2022 was presented.</p> <p>The Board discussed the report.</p>	Moved CB, seconded IC - approved		

5.2 Budget for 2022/23	The Board discussed the 22/23 budget in detail, and requested AP and NT to make several updates to both income and expenses, including membership income, grant income, swim meet income and swim meet pool hire costs.	The Board noted the proposed 22/23 budget, including that further updates were needed in order to finalise the budget.	30/9/2022	NT/AP
6 Matter for Approval - consent	Discussion	Decision/Action	Timeframe	Responsibility
6.1 Funding applications	Funding applications tabled with: <ul style="list-style-type: none"> • NZCT • Lion • Pelorus • Pub Charity 	The Board approved the funding applications tabled		
6.2 Transfers and records	The transfers and records were tabled.	The Board approved the records and transfers presented.	N/A	
7 Other business	Discussion	Decision/Action	Timeframe	Responsibility
7.1 In-committee items	N/A			
8.2 Any other business	N/A			
8 Meeting Close	Discussion	Decision/Action	Timeframe	Responsibility
8.1 Meeting Evaluation			Ongoing	AP/NT
8.2 Future Meeting Dates	Tuesday 11 October, 17:30 at KPMG offices or Microsoft Teams			
Meeting Closed:	Meeting closed at 7.36pm			

Being a true and correct record of the meeting held -



Date – 22/11/22