

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting  
Tuesday, 19 July 2022, 5.30pm @ KPMG Offices**

**Board members attending**

Chris Birkinshaw (CB)  
Brigid Borlase (BB)  
Istvan Csorogi (IC)

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

**In Attendance**

Angus Pashley (AP), Executive Officer

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
<b>1 Meeting Opening</b>				
1.1 Agenda confirmation	The Board confirmed the agenda.			
1.2 Apologies	MH	<b>Noted</b>		
1.3 Director Conflict of Interest – new/changed disclosures	There were no updated conflicts.	The Board <b>noted</b> there were no updated conflicts.		
1.4 Environmental scan, including any significant updates relating to our clubs, Nuku Ora, Sport NZ and Swimming NZ	Tawa pool staffing issues noted.  Recruiting issues – council experiencing long delays during recruitment process.	Reach out to WCC to see if they need any help promoting roles.	30/08/22	AP
1.5 Minutes of last meeting ( <a href="#">14/06/2022</a> )	Confirmed	Moved CB, seconded NT - <b>approved</b>		
1.6 Review of action items	AP reviewed the action items with the board	CB/BB to workshop disputes and disciplinary policy. Test the policy with a hypothetical issue	Ongoing	AP
<b>2 Membership &amp; Events</b>				
<b>Discussion</b>				
2.1 Event reports – Short Course, Tier 1	The Board noted the much lower numbers at Tier 1 due to sickness and calendar issues.  Short Course ran successfully with a large group of swimmers coming from out of region	Tabled and taken as read	N/A	

2.2 SW website development	Working towards going live in September, AP consulted clubs at most recent calendar meeting, gaining feedback on SNZ site and any requests for SW site.	AP to continue to seek feedback from clubs/committees on the site	15/03/22	AP
2.3 2022/23 calendar	Club calendar forum for 2023 calendar dates, and update on the next 6 months of 2022 events		Ongoing	AP
2.4 ADP 2022	Squad released and S&C sessions to commence in Term 3. Nuku Ora sessions to be run intermittently through the next two terms	Tabled and taken as read	Ongoing	AP
2.5 2021/22 membership numbers	SNZ membership report shows a decrease in numbers across the board. CB noted this issue has been commented on by other regions during the regional chairs' forum.	Tweaking/trialling new development meet formats and Junior events seen as vital for membership growth	Ongoing	AP
<b>3 Governance &amp; Policy Matters</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
3.1 Strategic plan & Business plan	AP took the board through the feedback from clubs and SW committees on the strategy framework  Positive feedback from clubs was recognised noting the sections were relevant and manageable, with 'manageable' being the most important part.  Actions and measures must be achievable.	IC/KM/AP to work through business planning to create actions and measures that align to the framework  Go out with actions and measures to clubs – if they have any comments on this then they can also provide feedback	30/08/22	IC/KM/AP
3.2 2022 AGM	Review of Selectors, Events Committee & Awards committee nominations for AGM in August	Advertise for board applicants via 1. Clubs 2. Appoint better boards 3. Sport NZ	26/04/22	CB/BB/AP
3.3 FINA/SNZ transgender policy	The Board noted there is currently insufficient guidance from Sport NZ and Swimming NZ regarding gender	Board to revisit the policy after the next regional Chairs call (date/time TBC), by which time a final version of the Sport NZ Guidelines should be available	30/08/22	CB

	identity and eligibility. The Board will monitor guidance in this area.			
3.4 SW Policies	<p>Policies that were up for review were discussed and approved based on small changes</p> <p>AP to include notes on 12&amp;U swimmer records at August meeting for discussion and review</p>	<p>305 – Awards Committee has to take into account the priorities and aims of the strategic plan</p> <p>306 – Swimming Wellington responsibilities. Include access to financial support (ref policy 102); ensuring coaches and team managers are vetted and appropriately skilled and supported (policies 202, 402)</p> <p>Hold the D&amp;D policy</p> <p>601 – Approve Ngā Tai Tūātea a Taraika club colours – yellow and black. Removal of Aquajets, Breakers and Upper Hutt</p>		
<b>4 Management report</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
4.1 Management report	<p>Noted that AP has been summoned to Jury service July 25 – August 5.</p> <p>Awaiting to hear Swimming New Zealand venue decisions for 2023 – 2025 years. Tendered for 5 events per year.</p>	Tabled and taken as read	N/A	
<b>5 Finances</b>				
5.1 Financial report and Payments	Tabled	Moved CB, seconded IC - <b>approved</b>		
5.2 Budget for 2022/23	AP/NT budget tabled	Include inflation and review membership numbers/meet entry numbers based on the recent decrease in membership	30/08/22	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"> <li>NZCT</li> <li>Pelorus</li> </ul>	The Board <b>approved</b> the funding applications tabled		
6.2 Transfers and records	The transfers and records were tabled.	The Board <b>approved</b> 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 30 <sup>th</sup> August, 17:30 at KPMG offices or Microsoft Teams			
<b>Meeting Closed:</b>	Meeting closed at 7.36pm			

Being a true and correct record of the meeting held -



Date – 30/08/22