

Our Vision – New Zealand’s Top Performing Region

**Minutes of the Swimming Wellington Board Meeting  
Tuesday, 11 October 2022, 5.30pm @ Transpower Offices**

**Board members attending**

Chris Birkinshaw (CB)  
Kate McDonald (KM)  
Tessa Sefton (TS)

Nathan Thomas (NT)  
Mike Heath (MH)

**In Attendance**

Angus Pashley (AP), Executive Officer

**Apologies** Istvan Csorogi

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
<b>1 Meeting Opening</b>				
1.1 Agenda confirmation	The Board confirmed the agenda.			
1.2 Apologies	Apologies were received from Istvan Csorogi	<b>Noted</b>		
1.3 Election of Chair		NT elected as chair, KM elected as deputy chair. AP/NT to discuss treasurer duties with IC		
1.4 Club Info				
1.5 Committee memberships	The Board <b>noted</b> the request from the recent Members’ Meeting for a review of the terms of reference of the Events Committee, and membership of the Events Committee, in order to align the Committee with SW’s strategic objectives.	NT, MH and TS were appointed to the Issues Resolution Committee.  CB and KM were appointed to the Policies Review Committee		
1.6 Director Conflict of Interest – new/changed disclosures	There were no updated conflicts.	The Board <b>noted</b> there were no updated conflicts.	Ongoing	AP
1.7 Environmental scan, including any significant updates from our clubs, Nuku Ora, Sport NZ and Swimming NZ	The Board discussed a number of matters raised at the Members’ Meeting, including: the structure and location of events, SW’s strategic objectives, issues concerning	The Board <b>noted</b> the Events Committee has been asked to consider the matter of visitor medals at regional championships. , AP/LT to propose the question to the Events Committee for the 2023 calendar year.		

	bookings at WCC pools (in particular WRAC) and the role of, and representation on, the Events Committee			
1.8 Meeting minutes confirmation (30/08/2022)	Confirmed	Moved CB, seconded IC - <b>approved</b>		
1.9 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 <b>noted</b> the update.		
<b>2 Membership &amp; Events</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
2.1 SNZ event structure review	The Board discussed Swimming NZ's recent event structure decisions and review, noting that SNZ were seeking feedback from stakeholders regarding the proposed changes	The Board <b>noted</b> the paper.	N/A	
2.2 Juniors 2022	AP provided a report on the Juniors event, noting the large contingent of swimmers from outside the region competing, with the largest squad for Wellington PCA and largest squad from out-of-town Coast.	The Board <b>noted</b> the paper.		
<b>3 Governance &amp; Policy Matters</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
3.1 SNZ AGM	MH and AP reported on the regional forum and SNZ AGM, which included a Diversity and Inclusion, and swimming connect, presentations.  Regions discussed the recent changes to the events structure for 2023.			
3.2 Lane prioritisation and pool bookings - WRAC	The Board noted the prioritisation criteria for pool bookings provided by WRAC lacked detail on how each of the criteria were assessed.  The Board noted the issues already being experienced with WRAC/WCC regarding the inability to get confirmed	AP/LT to provide summary of previous years' bookings, and seek further information from WRAC/WCC about why bookings were being rejected/refused.		

	<p>pool bookings, particularly Long Course leading up to Long Course championships.</p> <p>The Board requested further information on previous years' bookings as against the current requests, so the position could be better understood. The Board also emphasised the need for WRAC/WCC to explain why bookings could not be provided, because without knowing the 'why', to was difficult to come up with alternative solutions.</p>			
<b>4 Management report</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
4.1 Events & Administration roles filled	Two staffing updates were provided, Louise Tresch has begun as Events Manager and Deane Carson (through Nuku Ora) as financial administrator			
4.2 Management report	AP summarised matters included in the management report.			
4.3 Masterton update	An updated was provided on the management of Masterton Swimming Club.			
<b>5 Finances</b>				
5.1 Financial report and Payments	NT presented the updated financial report.	Moved CB, seconded IC - <b>approved</b>		
<b>6 Matter for Approval - consent</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
6.1 Funding applications	<p>Funding applications tabled with:</p> <ul style="list-style-type: none"> <li>• Pelorus</li> <li>• One Foundation</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	
<b>7 Other business</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
7.1 In-committee items	N/A			

8.2 Any other business	N/A			
<b>8 Meeting Close</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Timeframe</b>	<b>Responsibility</b>
8.1 Meeting Evaluation			Ongoing	AP/NT
8.2 Future Meeting Dates	Tuesday 11 October, 17:30 at KPMG offices or Microsoft Teams			
<b>Meeting Closed:</b>	Meeting closed at 7.23pm			



Being a true and correct record of the meeting held -

Date – 22/11/22