

Minutes of Meeting of the Swimming New Zealand Board held at the Kingsgate Hotel Oriental Bay Wellington, January 22nd, 9.00am – 4.30pm

Board Meeting Attendance

Present:	John West Murray Coulter Karen Venables Jill Clarke Jane Lowe Warwick Jackson David Jack Allan Barrett
In Attendance	Paul Veric – CEO Horst Meihe – President SCAT Karen Woolley – Minute Secretary
Apology	Donna Bouziad

Minutes

Moved Jack/Coulter the minutes of the Board Meeting of 5/6 November be confirmed with page 2 amendment to read:

Does an ~~underwriting insurance~~ policy need to be in place. Carried

Moved Jack/Venables the minutes of teleconference on 26 November 2004 be confirmed. Carried

Moved Lowe/ Jack the minutes of teleconference on 15 December be confirmed as amended below. Carried

Paul Veric was in attendance

Jill Clarke left the meeting at 8.35pm

and the sentence

After further discussion ..' should appear on a separate lines for clarity Carried

Job Descriptions for Development Coach and Sport Administrator

Job descriptions have been circulated to Board Members and discussed via email group.

Paul sought approval for flexibility on sport admin position and requested the authority to spilt the role into two part time positions if this best met the needs of the role. E.G. 20/30 hours per week with a student coming in 10 hours to cover general office duties. The Board confirmed that the role may be split as outlined but should not exceed one FTE position.

John spoke with Paul & Clive regarding the points raised by Directors and based on the information presented is comfortable with descriptions proposed.

Moved Jackson/Lowe that job descriptions are accepted as presented.

Carried

Against Jack- Development Coach

Business Plan

Paul advised that the plan is based on a SPARC supplied template:

- Key priorities have been completed.
- Business plan still needs some refinement.
- Strategic actions in the future need to be discussed in March, and then put into place in May in order for Paul to present a Business Plan and Budget to the board for approval before the start new financial year.

Murray stated that it appeared all the ideas discussed in the 1st draft plan haven't been included in the business plan and concern that the balance of the Business Plan in its current form does not address all the promises made to the membership.

Paul advised they haven't been "lost" and will be picked up in the future:

- The Board needs to be working towards meeting targets for the AGM.
- It was noted that staff are working to capacity and have achieved a great deal in a short space of time and the priorities are being met
- Audit and annual accounts need to be added to the business plan
- Paul said he hoped the membership can see the 'runs on the board' for the organisation and add value to regions. Once SNZ has its 'back yard' in order the regions would reap further benefits.

Jill Clarke and Michael Dodds arrived at 9.50am. John updated them on meeting discussions.

Allan stated that meeting targets is how regions will perceive Swimming New Zealand.

Moved Venables/ that the Swimming New Zealand Business Plan is approved.

Carried

Noted that the CEO will need to provide an update on the SNZ Business Plan aligned with Board Meetings rather than quarterly.

Discussion Papers – Review of Strategic Actions

Main points of concern to the Board were that we maintained a focus and momentum on athlete & coach development:

- Lifting coaches.
- Pathways for swimmers.
- Development of programmes at levels below elite.
- Development camps for next "wave" of swimmers.
- Paul advised that SPARC are currently looking at Talent ID Programmes, expecting announcement shortly, and this will encompass some development activities.

Jane suggested the Board needs to be looking 2 years ahead of up and coming swimmers.

Murray suggested Paul puts together a Development Coach Plan Action page for the next Board meeting.

Budget

The following was noted:

- John requested that in point 2.4 HP Budget, line 29: Bay of Plenty Performance Centre - needs to show contribution from other parties
- Paul advised that there is an imminent rental increase at National Office. He is currently working with Water Safety NZ to ensure fair and equitable rates with other tenants to the Salvation Army.
- A greater allocation is needed for his Regional visits in next year's budget as they have been popular and have received good feedback to date.
- Leased vehicles – possible increase in costs due to mileage charges.
- Received funding of \$150,000 from Southern Trust
- Received \$25,000 from New Zealand Community Trust.
- Received \$60 000 funding from Lion Foundation.
- Paul is currently working on developing SNZ properties to sell to corporate sponsors but this is very difficult to attain.
- SPARC are expecting that SNZ put monies into HP from both its own funds and other sources
- Paul has a funding strategy in place to raise additional revenue needed to consolidate the position of the organisation.

Fina

John welcomed Fina Bureau member Bill Matson to the meeting. Bill addressed the Board on the structure and work of the Fina and the Oceania Swimming Association and answered questions from Directors.

The decision of the Bureau to withdraw the World Championships from Montreal and the timeline for announcement of a new venue was also outlined.

John and Paul thanked Bill for addressing the Board and for his ongoing work with Fina.

Water Safety New Zealand

John updated the Board on discussions with WSNZ Chairperson with regard to WSNZ's strategies including 'swim for life'.

Paul and Alan Muir to meet for further discussions.

WSNZ have a members forum scheduled and requested input on discussion topics:

- Encourage WSNZ to actively market SNZ Education Programmes.
- ACC Drowning Strategy – implementation and implications
- Request WSNZ actively lobby compulsory swim education in the education curriculum.
- Membership structure of WSNZ

It was noted that the Government had called for submissions regarding a national drowning strategy:

- Regions and members to be encouraged to make submissions directly.
- SNZ to compile a detailed submission and coordinate any feedback from the membership.
- SNZ submissions to lobby compulsory swim education in the education curriculum.

SNZ Committees - Terms of Reference

The following terms of reference were reviewed and amended.

Board Committees:

- Awards Committee
- CEO Management and Appointment Committee
- Governance Committee
- Audit/Finance and Risk Committee

Management Advisory Committees:

- HP Advisory Committee
- Education Advisory Committee
- Technical Advisory Committee
- Selectors Committee

Moved Jackson/Dodds that the terms of reference be approved as amended.

Carried

Sponsorship and Funding Commissions

Moved Venables/Jackson that the CEO has delegated authority to negotiate and pay commissions of not more than 15% to any appropriate agency that delivers to SNZ a partnership opportunity that is deemed to be beneficial to the Organisation.

Carried

Governance Plans and Policies

Moved Coulter/Jackson the recommendation that SNZ adopt Governance Policy as per Section 2 as per the amendments discussed.

Carried

Governance Plan

Murray advised that SPARC and Tony Hasted had assisted with the Plan along with referencing best practise templates.

A number of actions still need to be implemented but it is on track to date.

SPARC have offered support to meet some of these actions.

HP Centre Contract

Moved Coulter/Venables that the CEO has authority to sign in line with the draft documents and ensuring the Board's comments in November have been met.

Carried

BOP Polytechnic Contract

Moved Clarke/Barrett that the CEO has delegation to complete the BOP Polytechnic agreements in line with the draft documents and ensuring the Board's comments in November have been met.

Carried

Selection Criteria

Documents relating to Selection criteria risk and examples from other sporting codes were discussed:

- Timing of information being released imperative.
- Need to ensure processes are followed.

National Facility Strategy

Michael is currently working on this project:

- Current committee members are:
Michael, Jane Lowe, Mark Saunders, Jo Davidson.
- A draft "Terms of Reference" to be drawn up. Policy Document to be presented to the Board for approval.
- SNZ to get policy and guidelines in place, then approach the "wider community" and run a workshop.

Levy - Incentive Scheme

Moved Lowe/Dodds the motion that "The Incentive Scheme excluding Nationals placings be effective from 1 January 2005. Funding Levy on regions be \$5.50 per competitive swimmer, registered at 1 July 2004. Swimming New Zealand to contribute \$7500 from High Performance and \$7500 from general funds".

Carried

SNZ Regulation 2.13.

Removed from the agenda:

- Further work required as to where events sit within the programme, management are to implement & recommendation to go back to Board if rules/regulation changes involved.
- Noted that reverse distance events for Opens still require resolution.

SNZ Constitution Rule 34.1 Item 17.A

Moved West/Dodds that the Board give approval for Paul Veric to wear the SNZ Blazer.

Carried

Presidents Report

- Participated in and supported the HP Plan media release at summers in Auckland
- Attended a meeting in Northland regarding new pool
- Aquatics NZ issue is ongoing, currently going through a mediation process. A date is yet to be set.
- Ongoing management and communication with the CEO
- Coordination of the Board activities

Moved Coulter/Dodds the report be received.

Carried

CEO Report (written report included in papers)

- Regional visits ongoing and progressing well
- History book has been published and copies forwarded to regions, life members. Norma Williams did an outstanding job.

- Staff Workshop in December excellent opportunity to bed down team values and SNZ strategic direction.
- HR Consultants visiting in February to begin to implement performance management. Noted that this activity was funded by SPARC.
- Very successful visit to Melbourne World Short Course Champs – excellent relationships developed with Swimming Australia including the CEO.
- NEM on Maternity Feb to approximately middle of April.
- Funding progressing well

NEM Report (written report included in papers)

- Rewriting of key resources including SwimSafe lesson plans
- Some projects being delegated to REMs while on maternity leave.
- Ongoing work with SIFRITO.

DoC Report (written report included in papers)

Moved Venables/Jackson that Team Staff Selections for 2005/2006 be approved as recommended.
Carried

Head Coaches:

Jan Cameron	2005 World Championships, (venue TBC, pinnacle event) 2006 Commonwealth Games, Melbourne, AUS (pinnacle event)
	2006 Pan Pacific Championships Vancouver CAN 2005 Mare Nostrum Tour, Europe (if undertaken) 2006 Mare Nostrum Tour, Europe (if undertaken)
Trevor Nicholls	2006 World Short Course Champs, Shanghai, CHN
Clive Power	2005 US Grand Prix tour, USA 2006 US Grand Prix tour, USA
Thomas Ansorg	2005 World University Games, Izmir, TUR (to be nominated to University Sport New Zealand)
Jon Winter	2005 Trans-Tasman Tri Series, AUS 2006 Trans-Tasman Tri series, AUS

The DoC recommended a senior manager be appointed for all upcoming pinnacle events to ensure continuity with the Team Management.

Moved Barrett/Jack that Mark Saunders be approved as Team Manager for 2005 World Championships, 2006 Commonwealth Games, and 2006 Pan Pacific Championships.

Moved Coulter/Jackson CEO, NEM, DoC reports are accepted. Carried

Financials

Report presented by Warwick Jackson. The Board discussed the current financial position and noted the improved position. A covering note to accompany the balance sheet distributed to regions to explain the changes.

Next Meeting

The Board considered items for the next meeting and noted the need to appoint governance committees by email in the interim.

Meeting Closed 4.20pm