



**Minutes of Swimming New Zealand Board held at the Kingsgate Hotel Oriental Bay
Wellington, 12 March 2005**

Board Meeting Attendance

Present: John West
Murray Coulter
Karen Venables
Jill Clarke
Jane Lowe
David Jack
Michael Dodds
Donna Bouzaid
Allan Barrett

In Attendance: Paul Veric - CEO
Karen Woolley - Minute Secretary

Apologies for Lateness: Jane Lowe
Jill Clarke
Allan Barrett

Apologies: Warwick Jackson
Horst Meihe

Minutes

Moved Jack/Venables the minutes of the Board Meeting of 22 January 2005 be confirmed with the following amendments:

Carried

Apology from Donna Bouzaid added

Page 4 BOP Polytechnic Contract be amended as below:

“The CEO has delegation to complete the BOP Polytechnic agreement in line with the draft documents and ensuring the Boards comments in November have been met”.

Moved Jack/Coulter the minutes of the Board teleconference of 10th Feb 2005 be confirmed.

Carried

Email discussions be confirmed.

Water Safety New Zealand

- Paul advised that the consultative meeting was cancelled and this has been rescheduled for May/June
- He is to attend a Swim for Life update on the 23rd March from WSNZ

National Facilities Review

- Michael advised that Trevor Nicholls is now a committee member and that the review is progressing.
- The board asked if an update can be proved at the consultative forum.



Strategic Initiatives

- The board discussed and brainstormed the key strategic initiatives for 2005 – 06.
- The strategic initiatives are presented to the CEO to develop the business plan and budget for 2005 06 for consideration by the Board at their next meeting.
- An outline of the strategic Initiatives will be presented at the consultative forum in May.

Board Composition

- As part of its commitment to the governance plan and the undertakings at the last AGM, the Board discussed board composition and many different options.
- The board received a paper from Governance Consultant Tony Hassed which formed the basis for discussion.
- The board wished to ensure what is decided on is right for Swimming in New Zealand but recognised aligning with 'best practise' is sensible if it meets the needs of the organisation.
- The recommendations are to be tabled at the consultative forum in May for discussion.
- All recommendations are subject to membership approval and amendments to the Constitution, which may require a SGM.

Moved Jack/Dodds that the Board size be 8 elected and 2 appointed directors, and any further reductions be addressed and recommended by the governance committee, with an appointments process to be established, and the governance committee to review the process.

Carried

President/Vice President Positions

- Discussion was held on the current President and Vice-President roles.
- Papers from Tony Hassed were discussed as above.
- The recommendations are to be tabled at the consultative forum in May for discussion.
- All recommendations are subject to membership approval and amendments to the Constitution, which may require a SGM.

Moved Barrett/Venables that the Chairperson be elected by the Board.

Carried

Moved Dodds/Clarke that the Swimming New Zealand membership elects a President who shall not be a Board Member.

Carried

Organisational Delivery Review

- Chris Ineson (ex Sports Foundation CEO) submitted a proposal for review of SNZ Organisational Delivery.
- Recommendations to be completed prior to May and preliminary findings to be presented at the Consultative Forum to the membership.

Moved Venables/Clarke that the Board commission the Organisational Delivery review as committed to in the governance plan with the assistance of Chris Ineson.

Carried



Moved Barrett/Clarke that the Board settle on an action plan from now until the 2005 AGM and empower a small working group to progress, and to update the Board regularly with progress.

Carried

Chairpersons Forum

- Board composition.
- Organisational restructure.
- Strategic Actions 2005 06.
- National Facilities Review.
- SNZ re Brand.
- Presidents/Chairpersons opportunity to address SNZ Board.

Accreditation Scheme of Swim Schools

- Paul advised that SNZ is currently in the consultative phase for this project.
- Currently there is no overarching standard or monitoring of swim schools which the board identify as a key risk and area of concern.
- Education Advisory Committee will be another key part of the consultation.

Presidents Report

- John advised there is still work to do re the Fina issue, with 2 main points to be finalised. John is currently consulting with Members on these.
- Hope to have constitution in place by the end of March. Time lines may need to be extended.
- Separate organisation needs to be set up for Open Water. Committee members required.
- Waiarapa Division II issue has been addressed.
- John and the Board acknowledged Sandra Holden and Ross Bragg for the excellent job done on the organising of National Age Groups.
- Karen Venables congratulated John, Murray and Paul on the outcome of the Fina Issue.

CEO Report (full written report included in papers)

Key points

- \$68 000 confirmed from NZCT
- Another gaming application underway
- SPARC have provided investment for an independent contractor to assist with corporate sponsorship
- Regional visits are ongoing
- Accountant has been contracted to finalise work ensuring processes and procedure are robust

DoC Report (full written report included in papers)

Key Points

- Additional funding still required for 2005 HPP.
- Reports received back from Team Managers for CWYG and AYOF.
- SPARC talent ID fund due to be announced January 2005 postponed pending SPARC staff appointment.
- SPARC Technology and Innovation fund due to be announced January 2005, rescheduled to March 2005.



NEM Report (full written report included in Papers)

Key Points

- NEM to attend Junior Nationals in Wellington and NAGS in Christchurch.
- Accredited Swim School project underway
- All regions to be surveyed re the NZQA project during early April.
- All Swim Fantastic Tutors to be surveying re ongoing commitment.
- New Swim Safe resource has been produced.

Financial Report

Report presented by Paul.

- The Board discussed the current financial position and noted the improved position.
- Audit and Finance Committee to finalise reporting requirements.
- Paul updated amendments to the budget as required

Moved Dodds/Venables that the President, CEO, DoC, NEM financial reports are accepted.

Carried

Enhanced Living Allowance

Moved Venables/Jack that Enhanced Living Allowances be paid for the period between Youth and Open championships and Commonwealth Games trials and that those applying be 18 years of age and part of a New Zealand based coaching programme. Swimmers under 18 years may apply for ELA at the discretion of the Director of Coaching. ELA payments are limited to the amount budgeted.

Carried

NZOC Nomination

Moved Clarke/Venables that Cathy Hemsworth be nominated by SNZ for the NZOC Board.

Carried

Sub Committees

Moved West/Bouzaid the following recommendations for Board Sub Committees.

Carried

- Governance – Allan Barrett, Karen Venables, Murray Coulter (Chair)
- Audit / Finance – Murray Coulter, David Jack Warwick Jackson.
- CEO Management and Appointments – John West (Chair), Murray Coulter, Michael Dodds.

Next Meeting

The Board confirmed the following Agenda items for the next meeting on May 7th:

- President's forum planning
- 2004-05 Business Plan Update
- 2005-06 Business Plan and Budget
- Organisational review
- Strategic Actions 2005-06
- Constitutional Items for AGM remits

Meeting closed 4.20pm