



Minutes of Swimming New Zealand Board held at the Kingsgate Hotel Oriental Bay Wellington  
on 7 May 2005 from 9:00am

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#### Board Meeting Attendance

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

Apologies for Lateness: Jill Clarke

In Attendance: Paul Veric – CEO  
Karen Woolley – Minute Secretary  
Clive Rushton – Director of Coaching  
Alison Green  
Chris Ineson

#### Minutes

Moved Coulter/Barrett the minutes of the Board meeting of 12 March 2005 be confirmed with the following amendment:

Audit and Finance Committee Chair is Murray Coulter

Moved Venables/Jackson email discussions are confirmed

- Approval of CEO nomination by NZOC to attend the Olympic Academy in Athens & World Champs on the way.
- Approval of the proposal that the role of President be as Chair of the Board, elected by the Board

Carried

John West congratulated Paul on behalf of Board on Paul's selection by the NZOC to attend the IOC Academy - Youth Leadership Forum in Athens in July.

#### Enhanced Living Allowance

Moved Jackson/Bouzaid that all Under 18 applications for ELA shall be approved by Swimming New Zealand Selectors Panel.

Carried

#### Business Plan 2005/06

This is still in draft form. The Board discussed key initiatives for 2005/06.

Murray commented that the Board need to keep addressing resourcing issues with regard to the delivery of the Plan.

### **Budget 2005/06**

Paul presented draft form of the 2005/06 budget. Budget shows guaranteed income only. The Board to be updated at the next board meeting.

Recommendation that the Board adopt the first draft business plan and budget for 2005  
Accepted

### **Board Annual Planner**

The Governance committee proposed a board plan as per the attached papers.

- Major stakeholders and other Guests to be invited to meetings.
- February 2006 Board to meet to solely focus on Business Plan and Budget.
- March 2006 Opens – opportunity for Board members to network with major stakeholders.

The Board accepted the plan as presented.

### **2007 Commonwealth Aquatic Games**

Moved Coulter/Jackson that the Board agree to withdraw all association with 2007 CW Aquatic Games.

Carried

### **Team Manager Appointments**

The board clarified and confirmed the appointments reserved for Board Approval. To ensure the policy is clear, it will include the meets by name. Updated clauses to be provided to the next meeting.

Moved Coulter/Jackson that the Board go into Committee.

Carried

Moved Dodds/Venables that the Board come out of committee and, " the business of the committee remain the business of the committee".

Carried

Moved Dodds/Venables that the appointment of the Team Manager to World Short Course in 2006 as made by the CEO be ratified.

Carried

### **Development Coach**

- Through circumstance beyond the SNZ's control the Development Coach has not been able to be appointed. This has disappointed the CEO and Board immensely but progress in this area will continue.
- Paul and Clive to work on a short term plan for the delivery of an interim development programme.
- Resources currently in the budget to be used in order to do this.
- Position to be re-advertised in the medium term

### **Open Water Competition**

Paul briefed the Board on discussions with Quantum Events Ltd with regards to establishing a closer relationship.

### **Masters Swimming**

Paul recently met with the MSNZ Board. They are very interested in forming a closer relationship with SNZ.

"A Memorandum of Understanding" was discussed as a way forward in the future. Further discussion required.

### **Operational Policies and Risks Register**

The CEO asked for an extension of time due to the current workload.

### **National Drowning Prevention Strategy**

John has been appointed to the steering group responsible for establishing the first stage of implementation of the strategy. Paul commented on the excellent work the chair has completed in providing leadership at the forum of water safety stakeholders.

### **Re-branding of SNZ**

Alison Green (Consultant) briefed the Board on the SNZ Re-Brand Project.

Alison to liaise with regions over the coming weeks, with a recommendation back to SNZ by September.

### **Code of Practise**

SNZ to introduce and coordinate a structure that would allow Regions to request the use of Elite Swimmers at Regional Level.

### **Constitutional Issues and Amendments**

- The Board discussed proposed constitutional amendments.
- A proposal is to be put to the members at the Forum being held on 8th May 2005 that a SGM be called prior to the AGM concerning the proposed amendments to the structure of the Board.

### **Auditor**

Moved Clarke/Bouzaid that the Board appoint Wellington based Auditors Pritchard McCullough to Audit SNZ accounts.

Carried

### **Organisational Review – Chris Ineson**

- Chris Ineson briefed the Board on the Organisational Review.
- Chris to liase with the regions over the coming weeks.

### **Reports**

**President Report** (full written report included in papers)

Key Points

- Fina Membership – the constitution is close to be finalised.
- Attended a Drowning Prevention Strategy meeting called by WSNZ to address the voluntary sectors response to the ACC Drowning Prevention Strategy.
- Attended to NZOC General Assembly.
- Ongoing discussions with Paul regarding various SNZ activities.

**CEO Report** (full written report included in papers)

Key Points

- HP and Education Advisory Committees appointed
- Funding Plan progressing well
- Presented Strategic Plan to Wellington Swimming
- Had key meetings with numerous people CEO of Yachting NZ, NZ Masters and Swimsation
- Attended the NZOC General Assembly
- Invited by SPARC to represent emerging CEO's on their National Leadership Focus Group

#### **DoC Report** (full written report included in papers)

##### Key Points

- NZ Age Groups and Youth/Opens produced 52 squad qualifiers and an 18 strong World Championships team.
- Site visits arranged for final preparation camp venues for Montréal 2005 during private visit to USA in May
- Australian Age Groups Championships
- 58 swimmers attended from 23 programmes
- 1 NZAG record, 7 gold medals, 6 silver medals, 4 bronze medals.
- Mark Saunders (CWG TM) and Clive attended a two day NZOC seminar on preparation for Melbourne 2006.
- Regular meetings and updates with various SPARC departments

#### **Event Manager Report** (full written report included in papers)

##### Key Points

- Spring Competition FLIER completed and posted to the website
- LIVE results investigated and proposal and quote received
- School of coaching information and enrolment form completed and on the website
- Possible SNZ Regulation changes to the Board

#### **NEM Report** (full written report included in papers)

##### Key Points

- Meetings with WSNZ, NZRA, SCATNZ, and SFRITO continuing to go well, feedback from membership requested before 6 May then submissions to NZQA.
- New resource for swim safe has been developed.
- Quality swim schools research survey near to being completed.
- SCATNZ to discuss new membership initiative at next meeting.
- Coaching strategy investment from SPARC successful - \$50,000

#### **Governance Committee**

- Murray advised that the terms of reference for the committee had been completed.
- Risk/Operational Registers will be overseen by the CEO.
- Regular governance performance reviews shall be carried out.

A recommendation is to go the Board on the skills required and position descriptions for the positions of Chairman and Directors.

#### **Audit and Finance Committee**

- The committee has discussed an accrual policy.
- An Auditor has been appointed.
- Awards Levy Scheme has been finalised.

#### **CEO Management and Appointments Committee**

- The committee has discussed the process and measures to be used in Performance appraisal for the CEO for the current year.
- Measures and process proposed for 2006 year – pending additional work by Committee and CEO.
- CEO JD to be reviewed and updated for presentation to the next board meeting
- Aim for process completion for next board meeting.

### **Financial Report**

- The Board discussed the current financial position.
- To simplify administration no depreciation for the year to date is included, as this item will be addressed on an annualised basis.

### **N\*ational Facility Strategy**

To be discussed at the next Board Meeting.

Moved Barrett/Lowe that that the President, CEO, DOC, NEM, Events Manager, Governance, CEO M and A, A and F, and Financial Reports be accepted.

Carried

### **New Zealand Opens 2006**

- Clive advised the Board there was a clash of dates with Commonwealth Games 2006, World Short Course Champs in Shanghai and NZ Youth & Opens.
- After discussing various options it was decided to change the date for first day of competition at NZ Youth & Opens 2006.

Moved Dodds/Bouzaid the NZ Opens 2006 commence on 12 April 2006, to conclude 16 April 2005

Carried

### **Spring Meet 2005**

Recommendation by Jack/Jackson that the Spring Meet be moved to a traditional Short Course 4 day meet in September.

Accepted

### **Technical Committee Terms of Reference**

Moved West/Barrett that the Board accept the amended Technical Advisory Committee's Terms of Reference.

Carried

### **Attendance of SNZ President at World Championships in Montreal**

- SNZ should provide 10 days networking opportunity in Montreal for the President to especially focus on our relationships with FINA, other Federations and especially Canada and USA, represent SNZ at Fina Congresses & to introduce Paul to relevant people within the Fina Family

Noted that SNZ will the SNZ President to World Champs in Montreal in line with SNZ Governance Policy.

Carried

### **National Championships Evaluation**

Murray, Warwick, Michael, and Donna to review, after which a telephone conference call amongst Board Members, to discuss their recommendations.

**Items for discussion at next Meeting**

- Annual Work Plan
- Board Performance review feedback
- CEO Performance Review
- Business Plan/Budget 05/06
- SPARC

Meeting closed at 5.40pm