

Minutes of Swimming New Zealand Board held at the Millennium Centre  
Albany Auckland on 9 July 2005 from 9.00am

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Board Meeting Attendance

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

Apologies: Jane Lowe  
Horst Mieke

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

Executive Session

The Board met in executive session and to consider the recommendations of the CEO Management and Appointments committee.

Moved Jack/Bouzaid that the recommendations of the Committee regarding the CEO Performance review, KPI's 2005-06, and Remuneration be approved as recommended. Carried

Paul & Karen joined the meeting.

Moved Dodds/Jack apologies from Jane Lowe and Horst Mieke be accepted. Carried

Minutes

Moved West/Coulter the minutes of the Board Meeting of 7 May 2005 be confirmed with the following amendment:

Warwick Jackson and Host Mieke in attendance. Carried

Moved West/Coulter the minutes of teleconference discussion 22 June 2005 be confirmed. Carried

Moved West/Coulter the minutes of teleconference discussion 27 June 2005 be confirmed with the following amendment:

Michael Dodds not in attendance. Carried

Moved Bouzaid/Coulter email discussions be confirmed:

Approval of Constitutional Changes from SGM by postal ballot.

Approval of revised regulations. Carried

### **Board Resignation**

The resignation of Warwick Jackson as a SNZ Director was received with regret by the Board. A letter of thanks to be forwarded to Warwick by John on behalf of the Board in recognition of his outstanding service and contribution to SNZ.

Moved West/Coulter that no reappointment is made in the interim and the matter be addressed at the AGM as it is so close.

Carried

Moved Barrett/Venables that Jill Clarke be appointed in the interim to the ARF Committee.

Carried

### **Education Strategy**

- The Board discussed at length the role of SNZ in education and confirmed it's responsibilities in this sector.
- The National Education Manager is to develop a Strategy Document on Education to the Board by the end of July.

### **Membership Strategy**

- The Board discussed initiatives on how to gain new members.
- The Board are to submit a remit to the SNZ constitution at AGM that will allow flexibility on options to increase the membership, and further develop membership opportunities in the year ahead.

### **Financials**

- Paul presented the accounts which show a small positive position.
- A small surplus id projected at year end.

### **Talent Development Programme Next Wave**

The Board discussed the documentation presented to them by the DoC. SPARC has awarded SNZ an additional \$300k p.a. for 4 years towards the Programme.

### **Junior Distance Programme**

Moved Coulter/Jack the implementation of the revised Junior Development Programme subject to receiving outline on the 'how' and an indication of what consultation had been undertaken in its development.

Carried

Motion withdrawn paper to be revisited and presented back to the board at it's next meeting.

### **Business Plan 2005/2006**

Moved Dodds/Coulter the Board adopt the Business Plan subject to David Jacks points being clarified.

Carried

### **Budget 2005/2006**

Moved Jack/Dodds the Board adopt the 2005/05 Budget subject to line amendments to be worked through with Audit and Finance.

Carried

Meeting adjourned at midday to allow the Board to lunch with the World Championships Team to Montreal and to attend Life Member Artie Shaw's funeral.

Meeting reconvened at 4.00pm.

Present: John West, Murray Coulter, David Jack, Michael Dodds, Jill Clarke.

In Attendance: Paul Veric, Karen Woolley

*Note: This section of the meeting continued in informal session due to the absence of a Quorum. The actions of the Board in informal session as recorded below were subsequently ratified by decision of the Board.*

### **Remuneration and Budget Implications**

Moved Coulter/Jack that the recommendations presented by the CEO be accepted.

Carried

### **Selection Criteria Deadlines**

Moved Coulter/Dodds the Selection Criteria timeframe detailed in the duties and responsibilities of the Selectors Committee Terms of Reference for coming to the Board be amended to 9 months out.

Carried

### **Chairperson/Directors Position Descriptions**

Moved Coulter/Dodds that the position descriptions for Chairperson and Director be accepted.

Carried

### **Short Term Development Plan**

Documentation was presented to the Board for the delivery of an interim development programme by the DoC. The Board discussed various ideas and stressed that this is a crucial deliverable for the membership that needs to be addressed immediately.

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

Paul advised the Board will receive a report prior to the AGM outlining the findings from this project.

### **SPARC Capability Study**

SNZ has significantly improved its capability score over the past 12 months. The board noted the 5 recommendations from the report and while they are consistent with the SNZ business plan they should not be lost sight of.

### **OWS Plan**

Paul briefed the Board on recent discussions with a private event promoter where SNZ is looking at synergy and possible partnerships.

### **Reports**

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

- Work is still continuing on the finalisation of the Aquatics constitution.

- John recently attended SPARC courses on Chairing the Board and Strategic Leadership. SNZ appears to be operating under the strategies and protocols being recommended as best practice.
- **CEO Report (full written report included in papers)**
- Paul has recently visited Rotorua / Wanganui / Otago / Hawke's Bay / Nelson regions and attended NZ SCAT Conference.
- Development Coach appointed.
- Regional Education Manager for Lower North Island appointed.
- Database project is progressing.

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

- Clive has attended SPARC/ NZAS Performance Director Workshop.
- Conducted Elite Coaches Workshop/attended NZSCAT Conference in Hamilton.
- Programme visit to BoP PC, Tauranga, Napier, Aqua Hawks Sun Devils, Mish HPC, Aqua gym. JASI, Andy Adair and Duncan Laing.

**Events Manager Report (full written report included in papers)**

- Changes made to SNZ Regulation, memo regarding changes sent to regions 28 June 2005.
- Host regions/venues confirmed for 2006 National Competitions.
- 2006 National Competition Qualifying and the Programmes Booklet compiled, completed, posted to the website and distributed to regions, SNA database.
- Closing dates set for entries for 2006 National Meets.

**National Education Manager Report (full written report included in papers)**

- Quality Swim School research completed to be posted on website in July.
- Met with Swimming Australia staff to share ideas and challenge processes.
- SFRITO, WSNZ, NZRA, NZSCAT unit standards for Swim Safe project. Assessor resource currently being written.
- In conjunction with DoC presented Skills Coach Certificate (Module A) in Christchurch in June.

Moved Coulter/Dodds that the President, CEO, DoC, NEM, Events Manager reports be accepted.

Carried

Meeting closed at 5.00pm