

Minutes of Swimming New Zealand Board Meeting held at the Kingsgate Hotel
Oriental Bay Wellington 2/3 September 2005

Board Meeting Attendance

Present

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

Apologies

Jane Lowe
Horst Mieke

In Attendance

Paul Veric – CEO
Karen Woolley – Minute Secretary
Alison Green – Re-branding discussion
Chris Ineson – Organisational review

Minutes

Moved Jack/Clarke that the Board Minutes for 9 July be confirmed. Carried
Moved Venables/Clark that email discussions be confirmed. Carried

Re-branding of SNZ

Alison Green presented SNZ re-branding programme discussion document to the Board. The board accepted the progress and process to date. Before finalisation of the HP logo, Alison and Paul are to consult with High Performance athletes on the proposed Logo and the use of the NZ fern.

Organisational Review – Chris Ineson

Chris Ineson presented a Draft Report to the Board.
The Board are to form a working party to work through the process; the Board committed to work on addressing all the key issues.

Meeting adjourned 9.20pm

Meeting reconvened Saturday 3 September 8.00am

Present: John West, Murray Coulter, David Jack, Michael Dodds, Allan Barrett,
Jill Clarke, Karen Venables, Donna Bouzaid,
In Attendance; Paul Veric. Karen Woolley

Results Awards Levy

The Board noted that the motion on affiliation fees for 2006/07 to be presented at the AGM did not include the Results Awards Levy for 2006/07. The Board confirmed that the Results levy is a separate item so should not be included in the setting of affiliation fees, and will remain the same as for the previous financial year.

For the future the Results Awards Levy for the coming year is to be noted in the AGM Papers.

Financials

Paul presented the accounts to month end July.

The Board discussed the formatting of reports to be presented in the future.

The Board reviewed the Annual accounts and Audit report to be presented to the AGM the next day. The Board nominated David Jack to speak to the 2004/5 Financials at the AGM.

Education Strategy Paper

Documentation from the NEM was presented to the Board on the Strategic direction for Education.

The Board noted that education was an area of focus and requested this subject to be a major discussion item for the next meeting. It was also noted that strategy papers needed to meet a standard enabling the Board to have robust debate around core strategic issues; a proposal was that we develop a generic template for strategy presentations. Paul and Murray are to discuss options and guidelines before the next meeting.

Voting Procedures for Chair/Vice Chair by the Board

The process was discussed on the voting of Chair/Vice Chair positions. It was agreed that the Board meeting be closed and a new meeting convened on Sunday to cover the remainder of the business.

Moved Barrett/Bouzaid that Allan Barrett to be the interim Chair for Sunday's meeting. Carried

Moved Jack/Dodds that the CEO and Donna Bouzaid are the scrutineers. Carried

Meeting closed at 9.45am

Minutes of Swimming New Zealand Board Meeting held at the Kingsgate Hotel
Oriental Bay Wellington Sunday at 4 September 2005 commencing at 1.30pm

Present: Allan Barrett, Jill Clarke, Karen Venables, David Jack, Michael Dodds,
Donna Bouzaid

In attendance; Paul Veric,

Election of Chair/Deputy Chair

Absent by the request of the Board were the two nominees for the President and Vice President positions John West and Murray Coulter.

Moved Barrett \ Venables for the meeting to go "into committee".

Carried

Moved Barrett \ Venables for the meeting to come "out of committee".

Carried

The Board recorded the in committee decision to offer Murray Coulter the position of President and to offer John West the position of Vice President.

Carried

Both Murray and John were then invited back to the meeting where they were informed of the Boards decision and offered their positions.

At the invitation of the Board, Murray then took the Chair and Karen Woolley Horst Mieke also joined the meeting at this time.

Development Plan

The Board

- Noted with disappointment the withdrawl of Doug Campbell from the Development Coach's role.
- Confirmed the importance of the plan being implemented as soon as possible.
- The Board requested priority be given to Short term actions being put in place by the Director of Coaching and CEO.

The Board noted the generous offer from SCAT to assist in what ever way needed.

Board Skills

The Board discussed the skills required by Directors and the Board as a whole as it faces into the strategic actions in plan over the next few years

Moved West/Dodds that the Board seeks to appoint independent directors to the Board and empowers the Governance committee to commence the process required to bring recommendations to the Board. Carried

Junior Development Programme

- The paper documented by the DoC was discussed by the Board.

The paper was approved subject to the paper circulated to the membership being checked by a third party for readability and clarity.

Performance Bonus Results – Relays

Performance Bonuses for relays were inadvertently omitted from the original table approved by the Board, although the intent was covered in the paper. Moved Jack/West that Relay Performance Bonus amounts of \$2000 NZ LC record and \$1000 NZ SC record be added to the Incentive Scheme table and backdated to the implementation of the scheme. Carried

A proportion of SPARC incentive payments are to be set aside to cover the extraordinary demand on the Incentive Fund.

Youth Age Group – Team Funding Approach

- Paper present by David Jack was discussed. The Board supported the concepts outlined. Paul indicated he and Clive supported the approach and he was requested to discuss with Clive and report back at the next board meeting regarding implementation.

Fina World Swimming Conference

Fina have scheduled a conference for late October to discuss establishment of a worldwide swimming calendar, FINA's long-term swimming strategy, Marketing and media, Doping control, and provide information on Pool and swimwear manufacturers. All Federations are invited to attend.

Moved Jack/Venables that Murray Coulter attend on behalf of Swimming NZ so that we have input on, and feedback from the matters discussed. Carried

Fina Rule Changes

Moved West/Bouzaid that the Board approve the application of Fina swimming rule changes adopted at the Montreal Congresses with effect with 1 November 2005.

Paul noted that a proposal had been received from the Technical panel to adopt the Rule changes prior to the Spring Championship.

With the agreement of the Meeting the motion was amended to give the President & Vice President power to confirm the implementation date after consultation with the Technical Chair. Carried

Technical Officials are to be briefed at the Spring Meet on these Rules changes.

Discussion ensued regarding FINA constitution changes and how they may affect Club membership practices. Paul was to investigate implications and bring to the Board a recommendation at the next meeting.

Common Seal

Moved West/Jack that the Board approve application of the SNZ Common Seal to the Aquatics New Zealand Constitution. The Board delegate its use and signature of the document to the President & Vice President once final wording is confirmed. Carried

Awards Committee

With the passing of Artie Shaw a vacancy exists in the category of Life Member. Moved West/Jack that Noel Smith to be appointed to the Awards Committee, until the next AGM, whereupon the position shall be elected. Carried

Selection Criteria

Paul was requested to ensure the next applicable group of selection criteria be affirmed by the High Performance Advisory group and approved by the Selectors for ratification by the Board at its next meeting.

University Games Letter

John presented to the Board a letter from Hon Trevor Mallard congratulating Alison, Georgina, Te Rina and Melissa on their outstanding performances at the Games.

Reports

Presidents Report (full written report included in papers)

- The Drowning Prevention Advisory Group has engaged Tony Hasted to consider the requirements of the Drowning Prevention Strategy and a governance structure for the sector to respond to it.
- John and Murray met with the CEO and Chair of Sparc in July.
- John attended the Fina Congress in Montreal in August.

CEO Report (verbal)

- Attendance at the Fina Congresses had provided a greater understanding of the Fina Structure and operations
- Good meetings at the World Championships with a range of people including the CEO's of Australian & British swimming providing an exchange of views and information on issues common to our organisations
- Contacts made with various Federations and members of the Fina Family.
- Premises were being reviewed to ensure suitable working space was provided for staff.

National Education Manager Report (full written report included in papers

- Education courses scheduled and advertised through regions for Swim Safe, Swim Fantastic and Skills Coach.
- New certificates developed for Skills
- Ally attended coach development opportunity at Aquagym with Milton Helms.
- Attended NZRA conference to Auckland in August.

Event Manager (full written report included in papers)

- Communication with Technical Officials with 2006 National Competition and newsletter.
- Ongoing communication with Technical Advisory Committee when required.
- Met with WSA Organising Committee for SPRING Competition.

Moved West/ that the President, CEO, National Education Manager, Events
Manager Reports be accepted. Carried

Meeting closed 3.15pm

Next Meeting

Date to be advised
Education Strategy
Selection Criteria