

2005 ANNUAL GENERAL MEETING MINUTES



Minutes of meeting of the 115th Swimming New Zealand Annual General Meeting held at the Kingsgate Hotel, Oriental Parade Wellington on Sunday 4th September 2005.

The President of Swimming New Zealand, John West declared the 115th Annual General Meeting open at 10am. The President welcomed FINA Vice President Bill Matson and mentioned it was an honour to be at his election and on behalf of SNZ wished Bill well in his term. Life Members Norma Williams, Don Stanley, delegates, observers and guests to the meeting were also welcomed to the meeting.

Attendance:

President: John West
Vice President: Murray Coulter
Directors: Allan Barrett, Donna Bouzaid, Jill Clarke, Michael Dodds, David Jack, Jane Lowe, Karen Venables

Swimming New Zealand Paul Veric (Chief Executive), Clive Rushton (Director of Coaching), Sandra Holden (Events Manager), Karen Woolley (Education/Finance Administrator).

Life Members: Norma Williams, Don Stanley

Delegates:
Northland: Sylvia Roberts
Auckland: Mark Saunders
Counties-Manukau: Jeannie Sibun
Waikato: Humphrey Pullon
Bay of Plenty: Geraldine Hale
Taranaki: Judith Armstrong
Hawkes Bay Poverty Bay: Bert Cotterill
Wanganui: Joe Shephard
Manawatu: Charlie Greenam
Wairarapa: Craig Voyce
Wellington: Raylee Harley
Nelson-Marlborough: Stephen Fryer
Canterbury- West Coast: Ron Clarke
Eastern Districts: Rob Naylor
Otago: Susan Sawtell
Southland: Esther Price
SCAT: Horst Meihe

Observers: John Mace, Ross Bragg, Enid Wordsworth – Awards Committee, Bill Matson - FINA Vice President, Joan Matson, Elly Molloy, Philippa Bouzaid, Sandra Harnett, Debbie Mahoney, Kate Thorn, Shona Hutt, Bronwen Radford, Ian Glenny, Dianne Farmer, Julie Voyce, Lynne Keatley, Carey Carey, Marg McMillan, Judi Devine, Gregg Mayo, Sue Mayo, Jo Davidson, Brent Cheyne

Apologies:

Paralympics - Craig Hobbs, Life Members - Maurice Duckmanton, Jim Cole, Noel Smith, Ron Shakespeare, Past President NZSF – Robin Jackson, Manawatu - Barrie Swailes, Ruth van Welie, Graham Price – Otago, Keith Bone – HBPB

Moved that the apologies be received David Jack/Counties

Carried

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Memoriam

President addressed the meeting and mentioned this year in particular has been one of loss in a number of areas. Life members Artie Shaw, Roly Webb, former NZASA VP Mick Shanahan, NZOC colleague Paul Kent, and various others within the regions. The President asked the meeting to stand and observe a minute's silence in recognition of those of the membership who have passed away over the last year.

2004 Minutes

Minutes of meeting of the 114th Annual General Meeting held in Wellington, 5th September 2004 were confirmed as amended below.

Amendments

Geraldine Hale – Spelling correction in apologies

Affiliation fees – 2004/2005, amended to 2005/2006 year remain same as those approved at 2003 AGM.

Moved Auckland/Canterbury that Minutes of 114th AGM be approved as amended above
Carried

Reports:

The President confirmed the following reports were tabled as read and invited comments or questions from the floor.

President's Report

President spoke to his report.

He thanked the Board for work they have done – having worked very cohesively and with a shared vision that made the Chair's job much easier to get where we are today. He also thanked the staff – the Board have demanded a lot with the changes that have been enacted and the staff have come through with flying colours.

Moved President/Nelson Marlborough that the report be received.

Chief Executive Officer's Report

The CEO spoke to his report. He noted it was a very busy year, thanked regions and clubs over last 12 months for support, and thanks to John and members of board for their assistance over the 12 months.

Moved President/Counties Manukau that the CEO Report be received.

Moved President/Auckland that the President and CEO reports be accepted

Carried

Financial Statements

David Jack spoke to the financial statements on behalf of the Board's Audit and Finance committee. He noted there has been a significant improvement on last year, income was up, with substantial changes due to SPARC investment, and significant support from various Trusts. Expenditure is also up, specifically grants, PEGs from SPARC via SNZ; and administration is also up significantly, the largest part being consultancy costs and these have been balanced with SPARC support for these consultancies. Solvency is much improved, going forward with funding in place in a number of areas.

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David also noted a much heavier balance sheet – The accounts payable has increased from 262,000 to 525, 000 due to 250,000 in advance for projects. Comparable amount is 387,000. Accounts receivable 95,000 to 216,000 prepayment for Montreal expenses. Covered in P & L with amount from SPARC.

Congratulations from the Board to the staff

Moved David Jack/Bay of Plenty that the 2004/2005 Financial statements be accepted

Waikato congratulated the Board & CEO for excellent financial management – a fantastic effort and deserves congratulations from membership at large

Annual Report

The president noted the following corrections or omissions to the Annual report:

Jackie Clarke Award 2004

Merle Jonson

FINA List 12 Referee

John West

Squad list – incomplete in documents

Swim Trust in partners

Education report – noted that 3000 is not highest numbers in a year for SwimSafe

Moved President/Canterbury that 2004/2005 that Annual Report with the outlined amendments and Financial statement be accepted

Manawatu asked at which stage Life members who have passed on are no longer on the list as per annual report. President stated that the practice was for recipients to come off the list in the Annual report in the year following their passing and this was confirmed by Norma Williams.

Moved President/Counties that the 2004/2005 Annual report be accepted as amended

Carried

Confirmation of Approval of the 2005/2006 Budget

Paul spoke to the 2005/2006 Budget as presented in General Business Motion 3. Paul noted that the Audit and Finance Committee have a rigorous process in setting the budget. He stressed that the inability of confirming income going forward due to the workings of the grant application process makes it hard to accurately forecast the budget in advance.

The Board's Audit & Finance committee has ensured a clear budgeting process to ensure budget is realistic. 340 cost centres, clearly coded, to allow for changes in income and prudence in prediction as to what income might be possible. It is proving a much better way to do things providing better control at matching expenditure against income as it is confirmed.

Paul noted the consolidated budget is in different format – the Headline budget was simpler than those presented in the past, but underlying it was a great deal of detail. The underlying detail is considerable so that costs and revenue can be better identified and making changes gives better control over areas of organisation. Remit will be spoken to later on in AGM

Moved President/Auckland that the 2005/2006 budget be accepted

Carried

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The President mentioned an item of business that should have been mentioned at the start of the meeting. A quorum has been reached which is 60% of delegates. Good to see there is 100% of the delegation present. For Remit changes require 60% of the votes which is 20 votes. President apologizes for not mentioning this earlier.

Swimming New Zealand Awards:

The President addressed the meeting and presented the Jackie Clarke Award. This award is for Administrator of the Year and was presented to Murray Coulter for his contribution to the Board's activities and SNZ overall.

John Mace was invited to present the recommendations of the Awards Committee.

John Mace had the pleasure of presenting the following recommendations for awards, and invited those in attendance to come forward to receive their Awards. Each award was seconded by the region listed and carried by acclamation.

New Zealand Service Awards:

Mark Saunders	Moved Mace/Bay of Plenty	Carried
Judi Devine	Moved Mace/Southland	Carried
Sonya Payne	Moved Mace/Southland	Carried
Esther Price	Moved Mace/Otago	Carried
Kenneth Sandri	Moved Mace/Southland	Carried
Marie Sandri	Moved Mace/Southland	Carried
Lyn Sutherland	Moved Mace/Southland	Carried
Adrian Pope	Moved Mace/Southland	Carried

New Zealand Honours Awards

Joan Matson	Moved Mace/Wellington	Carried
Elizabeth Tapper	Moved Mace/Southland	Carried

Life Membership

Bill Matson	Moved Mace/Wellington	Carried
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Bill Matson addressed the meeting and thanked SNZ for the honour received.

Election of Officers:

Directors. 7 nominations for 5 positions

Norma Williams & John Mace were appointed as scrutineers for the Election of Directors
Carried

The President proposed Bill Matson chair the meeting until the election of Directors was complete.
Carried

Bill Matson asked for scrutineers for the Awards Committee Election due to the long process of the Election of Directors

Don Stanley and Ross Bragg were appointed as scrutineers for the Election of Awards Committee.

Election of Officers:

The following were elected

Directors

John West

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Murray Coulter
David Jack
Karen Venables
Michael Dodds

Awards Committee

Ruth van Welie

The President requested that the Ballot papers be destroyed in line with SNZ Constitution Clause 17.7.

Carried

Appointment of Auditor

President moved to retain auditor – Pritchard McCullough
President/Counties

Carried

Notices of Motions

The voting process for notices of motion was by show of cards, which were used to indicate the number of votes per region. Acceptance of notices of motion required a 60% majority (20 votes).

Constitutional Remit 1

Existing Clause No

Description

5

Membership

5.1

The following persons shall be the Members of SNZ and will remain so, as long as they shall continue to abide by any rules and bylaws of the Club to which they belong, of the Regional Association to which such Club belongs, and of SNZ.

- (a) All members of clubs affiliated to SNZ
- (b) All members of SCATNZ (Inc)
- (c) All life members of SNZ appointed from time to time

5.2

Any member of a club desiring to transfer to another club, shall with their application, forward to the secretary of the new club a certificate from the former club that s/he is not financially indebted thereto. A member under suspension, or awaiting a hearing for an offence capable of having a period of suspension imposed, is ineligible for transfer.

Proposed and approved

5.1

The following persons shall be the Members of SNZ and will remain so, as long as they shall continue to abide by any rules and bylaws of the Club to which they belong, of the Regional Association to which such Club belongs, and of SNZ.

- (a) All members of clubs affiliated to SNZ**
- (b) All members of SCATNZ (Inc)**
- (c) All life members of SNZ appointed from time to time**
- (d) Persons and/or associations as determined by the Board from time to time. The Board shall set criteria and fees for any new classes of membership.**

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Board/Nelson Marlborough

Carried

Constitutional Remit 2

Existing Clause Description

No

15.3 (d) To approve the budget of SNZ

Proposed and accepted

15.3 (d) To receive the budget of SNZ

Murray Coulter spoke to the motion on behalf of the board, noting we were 2 months into the new financial year and only now approving the budget, clearly SNZ had already spent and received money in this time.

Audit and Finance Committee has been set up to work through and monitor spending against the budget. The AGM still had a function in receiving the budget.

Governance point of view it is appropriate to do it this way.

SCAT – asked what recourse the AGM had if there were areas of concern within the budget.

Waikato – stated they believed there are a lot of checks and balances available to the members to record their concerns in ways that were relative.

Board/Counties

carried

General Business

Motion 1 – Hosting fee

Murray Coulter spoke to the meeting in relation to the motion.

Apology from Board regarding the explanation provided yesterday. SNZ has appointed an Events Manager, something that needed to be done. The feedback from Regions is clear that we can't go backwards from this and he believes we can't achieve our strategic goals for Events without Sandra and the position.

He was unsure where Wellington received the information in regard to a \$12,000 profit they believed had been generated, as this was not the case for the meet run in Wellington.

There are areas that have made an impact on the budget, including the changes in the calendar of national meets, including the age groupings, reducing the income compared to the previous year.

SNZ are looking at spending \$65,000 more on events next year including

- Uniforms for officials
- Doubling the value of Vouchers for officials
- Signage
- Open Water
- From \$8000 in hosting fees being increased to \$12000 – equitable fee per day

Auckland wants the Board to still look at raising the amount in the future.

Wellington would prefer that money went on hosting fee rather than those other areas.

Taranaki noted that as a region that doesn't host meets, they spend considerable money on their regions getting to the national Meets, and this was a cost that hosting regions did not have to bear. Northland and Southland agree with Taranaki.

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Wanganui - not taking away from those hosting or Event Manager but what do the host regions have to do.

Auckland – still have to have an organising committee, get officials, duty clubs, areas on the ground.

Canterbury – noted that their experience with hosting Juniors and NAG's was a significant reduction in work they had to do relative to previous arrangements. They felt there was now a consistency across meets and significantly less work involved.

Board noted it would take account of comments when looking at budget for the next season. SNZ requested regions look at how each region is organising their team of people. Bay of Plenty suggested they keep a tally of the time spent by their region on organising a National Competition.

Motion put to the meeting

Description Remuneration of host region under the SNZ Letter of Agreement for Competition Hosting

Proposed The SNZ Letter of Agreement for Competition Hosting will provide for the host to receive the sum of \$5000 for all competitions except NZ Juniors and the sum of \$2500 for NZ Juniors.

Wellington/Auckland

Motion is lost.

Motion 2 - Affiliation fees

The President noted that Board had received questions as to why the incentive levy wasn't included in the affiliation cost. He advised that it was the Board's belief that regions preferred this to be kept separate as decided at last AGM. He confirmed the Board intended the 2005/06 Levy would be the same as in 2004/5.

Existing 2006/2007 Affiliation Fees

\$25.00 + GST Competitor
\$10.00+ GST Club swimmers
\$10.00 + GST others

Proposed To remain the same as the 2004/2005 and 2003/2004 year

President/Nelson Marlborough

Carried

Two further items of business from Auckland

Branding issues

Auckland spoke to the Branding presentation from the previous day and requested regions share their thoughts on the presentation. The regions gave their thoughts which were noted by the CEO.

Ineson Report

Auckland – sought more detail on how it would work, Northland Champs, Auckland, Counties Champs, etc. How many regions? The comments of all regions were sought and noted.

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The President advised that the Board is forming a sub committee, and will take some time to finalise the report, before considering its recommendations and outcomes. The Board noted the need to focus on synergies, local links and loyalty. Once comprehensive discussion had been had by the Board, then they would come back to membership.

The President then thanked the membership for their comments noting that those people on the sub committee will take the comments into consideration.

The President thanked departing Board Member Jane Lowe for her contribution on the Board and it was appropriate to recognise & thank her for work and effort in the role. He noted Warwick Jackson resigned in June and thanked Warwick for work he has done on the Board, Swim Sport and bringing financial systems in-house. The efforts of both have been significant in assisting the organisation to move forward.

The President also thanked Sandra and Karen for the time and effort involved in putting together the AGM Papers, forum and organising everything for the success of the meetings.

The 115th Annual General Meeting of Swimming New Zealand was declared closed at 12.45pm . The President wished everyone a safe trip home.