

**Minutes of Swimming New Zealand Board Meeting held at the Kingsgate
Hotel Oriental Bay Wellington 10/11 February 2006**

Board Meeting Attendance

Present
Murray Coulter
Jill Clarke
Donna Bouzaid
Karen Venables
Alan Barrett
Michael Dodds
David Jack

In Attendance
Paul Veric – CEO
Karen Woolley – Minute Secretary

Moved Jack/Bouzaid apologies for John West and Ross Butler received and accepted
Carried

Minutes

Moved Barrett/Clarke that the Board minutes of 11/12 November be accepted with the following amendment: Page 4 first line the word RE is moved to the beginning of the next line.
Carried

Moved Bouzaid/Venables that the Teleconference Minutes of 26 January 2006 be accepted.
Carried

Service Delivery

Murray advised that the Service Delivery Project was underway and the team saw it as a very important and exciting project for Swimming. The many things delivered in the past few years had built a strong capability, but apart from the Branding review had really only affected hundreds of members versus the thousands to be affected by this project. The project structure has been established with SPARC investment obtained and a management consultancy engaged to provide professional project management expertise. The project is based on the very good work done by Chris Ineson, but where he had identified the problems and a possible solution the team were looking at each service delivered and considering its optimal delivery method, before reaching a conclusion on the structure of the organisation. This is a longer approach but vital to ensure the best result.

The Project team and a few invited guests had recently met along with Burleigh Evatt Holdings Ltd, to discuss the following in a workshop:

- Ensure correct structure is put in place to enable SNZ to deliver services to the membership.
- Prioritise the draft list of services – current and proposed.

The team is to meet again in the coming week to discuss timelines and required resources as we develop a prioritised set of actions into a full project plan with defined deliverables. Murray stated that a financial module and a change management and communications module are needed; these will be looked after by a separate working team. The next steps are completion of a detailed project plan, defined deliverables and assignment of people and resources to the developments required.

Transfer Policy

The Board discussed the various issues and concerns in the transferring of members between clubs. Paul advised he has put communication out to the regions and is still collating the feedback. The Board requested Paul to summarise the feedback and put a recommendation back to the Board for Aprils meeting.

Succession Planning

Karen advised that the Governance Committee had recently discussed approaching suitable people to be either voted or seconded onto the Board at the AGM in September. Board members are to forward their recommendations to Karen by the end of February. The Governance Committee was requested to consider again the skills required to supplement those already on the Board and they are to review the suggested candidates for recommendation to the Board.

Conflict of Interest Register and Director Agreements

Moved Jack/Dodds that the Board accept the "conflict of interest and Director Agreement" documentation. Carried

Meeting Closed 7.50pm

Meeting reconvened Saturday 11 February

8.00am – 8.45am Board Only

Paul and Karen rejoined the meeting at 8.45am

2006/7 Strategic Initiatives/Organisational Indicators Session

The Board discussed and work-shopped the Strategic Initiatives/Organisational Indicators.

SNZ Senior Management Staff had met and discussed and provided recommendations for the board to consider.

The previous work the board had completed on the Education Strategy was incorporated into the draft which will be circulated to the Board as soon as possible, feedback will be considered and the final document will be signed off at the April Board meeting.

Aquatics New Zealand – SNZ Representative

Moved Barrett/Bouzaid that Murray Coulter be the SNZ delegate for Aquatics NZ. Carried

Branding Roll Out

Paul advised the Board that the branding roll-out was progressing very well. Some of the many re-branded products include:

- Logos/ Guideline packages have been forward to the Regions.
- Manual re – writes
- Certificates
- Newsletter formats

Next projects are:

- Assistant Swim Teacher Award Manual (formerly Swim Safe Manual)
- Staff vehicle sign writing
- CEO, Education, newsletter formatting.
- Education Resource and Competition Certificates
- SNZ common seal
- Blazer pockets
- Pins
- Branded clothing for sale at meets.
- Corporate Profile

Membership/Affiliation – Strategy Session

The Board discussed in depth their concerns that regions were not declaring complete membership numbers on affiliation returns, and discussed various incentive ideas. The Board decided this topic needed more data to be discussed at the Chairman's Forum in May. Paul was requested to develop a discussion paper.

Water Safety New Zealand

Murray, Paul and Karen met with 3 WSNZ Board members and the CEO Alan Muir on Friday 10 February.

- Murray advised that both parties agreed that there were definitely areas of strategic overlap with both organisations especially with respect to teaching all New Zealanders to swim competently.
- Paul and Alan Muir are to draw up a draft "Memorandum of Understanding" by the end of February 2006.
- Both parties are to also meet to discuss the WSNZ initiative "Swim for Life"
- The meeting agreed that both WSNZ and SNZ would work hard at their partnership.

Swim Coaches and Teachers

Murray and Paul met with the SCAT Board during Trials. The meeting was very positive and forward looking. SCAT discussed a list of items that they felt SNZ could assist them with and some ideas where SCAT could assist SNZ.

Both parties agreed to meet formally, initially, twice a year to discuss strategy and initiatives of mutual interest. SCAT are currently engaged in helping implement elements of the Youth and Age Group Development plan.

Murray advised that SNZ was looking forward to a strong working relationship with SCAT.

Facilities Strategy

Michael advised that:

- Clubs are to be surveyed on availability of water time. A baseline of what is currently available is needed.
- A Facility Capability survey of National Events with regard to "pool issues" to be forwarded to SNZ Events Manager and Technical members for their comments.

Michael suggested that once information has been collated a workshop with other Sports be held to discuss the information gathered, and any strategic discussions around facilities need to be put back to SNZ Board.

Michael is to approach John West to seek his support on this initiative.

Japan Age Groups

Paul updated the Board on recent correspondence received from involved parties.

Reports

Financials

- Audit and finance commented on the healthy financial position

CEO Report (full written report included in papers)

- Photosport contracts have been renewed.
- Launch of new website training programme. First Open Water partnered event held with new members.
- Mail out to regions with SPARC Governance and HR Information Resource, Winning the Red Tape Book
- New website launch/ongoing newsletters VO2 MAX

HPD Report (full written report included in papers)

Development Programme Initiatives

- XLR8R swim faster, faster! Programme completed and ready for launch. Replaces JPD and Distance Programmes and will be used to AG camp selection processes.
- 9x13-16 AG camps contracted at Palmerston North selected from 2006 NAGS and Youth/Opens
- 16/u "second Tier" camp to be integrated into 2006 Coach School
- Coaches to be integrated into Next Wave camp



NEM Report (full written report included in papers)

- ASTA to include practical assessment by end of February assessors trained in each region.
- SOC details on website.
- Unit standards final moderation should be completed in February.
- First steering committee meeting for Active Movement Aquatics 15 February in Wellington.

Event Manager (full written report included in Papers)

- Briefs to regions for 2006 National Competitions
- Communication and preparation of all material for 2006 National Competitions for regions and website
- Database project – pricing agreed and collating of data to begin

Moved Dodds/Jack that the CEO, HPD, NEM Event Manager Reports be accepted.
Carried

Confirmation of items for next meeting

- Strategic Initiatives 06/07 sign off
- Draft Business Plan 06/07
- Possible Topics for Regional Chairs forum
 - Affiliation fee structure
 - Strategic Initiatives
 - Service Delivery
 - Active Schools
 - Development Plan

Reports

- A&F
- Gov
- CEO Man & App
- A & F review

Meeting closed 4.00pm