



**Minutes of Swimming New Zealand Board Meeting at the Cophorne  
Durham St Christchurch 16 April 2006**

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Board Meeting Attendance

Present	Murray Coulter John West Karen Venables Jill Clarke David Jack Donna Bouzaid (late due to coaching commitments) Alan Barrett Ross Butler
In Attendance	Paul Veric CEO Karen Woolley Minutes Secretary
Apologies	Michael Dodds

The meeting commenced in committee session, and came out of committee to confirm:

1. Moved West/Jack the CMA Committee report on the Chief Executives performance be confirmed. Carried

**Welcome**

The Chair welcomed everyone to the meeting and thanked them for making time available over the Easter holiday weekend. He asked directors whose typical role is to look forward and be critical of performance to briefly reflect on the positive outcomes achieved over the past year or so.

**Minutes**

Moved Barrett/Jack that the Board minutes of 10/11 February be accepted. Carried

**Transfer Policy**

Paul has received some feedback from Regions. But is still awaiting best practice examples from Swimming Australia.

**Office Move**

Moved West/Jack that the Board:  
Delegate authority to the CEO to move premises subject to conditions outlined in the board paper

**Alumni Terms of Reference**

Paul has recently met with the Alumni Board. They have expressed an interest in coming under Swimming New Zealand.  
Moved Jack/Butler the motion that the CEO have further discussions with the Alumni Board to discuss the "Classes of Membership" and to report back to the Board with a recommendation. Carried

**Governance Plan**

Karen advised the Board that the Governance Committee have been working on the following:

- Appointment of an Independent Director.
- Complete Risk Register.
- Set up Online Board Review process.
- Planning for Melbourne 2007.
- Inviting Key Stakeholders to Board Meetings.

Moved Coulter/West the Board approve the Governance Plan with the following addition: "Audit, Risk and Finance are included in the proposed new initiatives for 2006/07."  
Carried

### **Succession Planning**

Karen Venables advised the Committee had been discussing the following points:

- Introduction of Induction packs for new Committee Members.
- After Induction – an assessment to be carried out by new Committee Member/s.
- New process for election of President and Vice President.

Moved Jack/Barrett the Board accept the Succession Planning Document with the following amendment to wording: "to ensure continuity" to read "to ensure consistency".

Carried

### **Governance Policy**

Due to the new Sports Betting Contract the following addition be included in the governance policies

Xi) Shall not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which SNZ are involved in.

Moved Jack/Venables that the Board accept the Governance Policy addition GP 1.1.7xi  
Carried

Note: The directors handbook will be updated with the new Governance Plan, the Induction Plan and the change to governance policy.

### **Annual General Meeting- Dates for 2006**

Moved West/Bouzaid that the 2006 Annual General Meeting be either of the following dates: 16/17 September, 2/3 September subject to the CEO seeking clarification from John Mace on his availability.

### **Strategic Actions and Business Plan**

Moved Clarke/Butler that the Board approve the Strategic Actions and receive the Draft Business Plan for 2006/-7 subject to the following amendment to wording , Point 5 in Strategic Initiatives " Begin first round of development" to read: "Begin the development".  
Carried

### **High Performance and Performance Centre Criteria**

Clive Rushton joined the meeting to present on High Performance and Performance Centre Criteria.

Murray congratulated Clive and the Commonwealth Games Team on their performances both in and out of the pool.

Clive advised the Board:

- Debriefs are yet to be completed on the Commonwealth Games and World Short Course performances. Once this is completed and the HPAC review of HP new criteria will be released.
- Clive is investigating the use of experienced NZ Coaches in a mentoring roll to visit targeted programmes with "up and coming coaches".
- Regional assessment dates have been well accepted.

- Clive was concerned about the order of events and structure of Opens in Christchurch.

The Board stated it was pleased with progress to date and certainly recent performances but accepted and agreed that doing what we have done will not guarantee success in 2008 and 2012. Thus SNZ must review the current state and be the architects of the next step change in the high performance programme. All parts of the programme should be in scope for review and the Board requested Clive to discuss the programme with the High Performance Advisory Committee with a view to providing a comprehensive recommendation to the Board of the actions required to meet our objectives. As a separate issues but with connections to the HPP the structure of Youth & Opens should also be considered along with an alternative approach to the Development Coach strategy and a recommendation provided.

The Board requested that outline of the next stage High Performance Strategy and the criteria for High Performance and Performance Centres be tabled at July's meeting. The Youth & Open Regulation changes are to be dealt with as soon as possible.

#### **Memorandum of Understanding Agreements**

Murray & Paul updated the Board on progress with the following organisations:

New Zealand Swim Coaches and Teachers

Surf Life Saving New Zealand

Water Safety New Zealand

Water Safe Auckland

New Zealand Recreation Association

New Zealand Masters

Swimming Australia

Paul and Murray had recently met with:

Surf Life Saving

- Agreed to sign a MOU
- Meeting was very productive.
- Discussed sharing ideas and resources and where each organisations strengths are.

Swim Coaches and Teachers

- Positive meeting
- Current draft for MOU with SCAT, documentation still to be finalised.

Masters Swimming

- Paul attended Masters AGM in Auckland in March – very successful.

Moved Barrett/West that the Board approve and empower the Chairman and CEO to continue negotiations with organisations in accordance with the Boards agreed strategic direction. Carried

#### **Service Delivery Project**

Murray advised he is happy with the direction of the project.

- A workshop was held in Wellington in March with invited guests attending.
- Work streams have been clearly identified.
- The Committee has engaged resources in the following areas:

Club Development

Pathways

Schools

Communication

Profile

Financial

Governance

**Presidents Forum in May – Topics for discussion**

- Service Delivery
- Active Schools
- Strategic Initiatives
- Financials

**Sponsorship**

Paul advised the Board:

- Process/Plan for Corporate Sponsorship
- Major corporate organisations have been approached.
- Sponsorships \$'s are pretty tight.

**Reports**

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

- Service Delivery project progressing very well. All contractors in place.
- Draft Memorandums of Understanding are currently being worked on.
- Data base project progressing.
- Stage 2 of the rebrand happening.

**High Performance Director (full written report included in papers)**

- Next Wave camp in April postponed at Swim Coaches and Teachers request until October.
- Regional Assessment Days announced.
- SPARC have tentatively agreed to receive a submission for Beijing Campaign funding relating to Open Water swimming.

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

- Worked alongside High Performance Director in the development of Regional Assessment days and XLR8 programmes.
- Worked with Swim Coaches and Teachers in the development of super clinics for 17 and over athletes.
- Assistant Swim Teacher Award should be launched on the framework by mid April final copy to New Zealand Qualifications Authority April 3<sup>rd</sup>.

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

- Attended Commonwealth Games as a sports specific volunteer.
- New branding and signage used at all National Competitions.
- Official's Function held at each National Competition.
- Competition Calendar updated to include results data on right hand side, links to squad information, team qualifying information.

Moved Venables/Barrett that the CEO, High Performance Director, National Educational Manager, Event Manager Reports be accepted. Carried

The Board noted that to ensure the meeting remained focused on key issues the outcome of each discussion paper should be clear in the Board papers.

Meeting closed 3.00pm