

Our Vision – Our community empowered through a lifelong love of swimming.

**Minutes of the Swimming Wellington Board Meeting
Tuesday 4th June 2024, 5.30pm @ KPMG**

Board members attending

Nathan Thomas (NT)
Istvan Csorogi (IC)

Marty Robinson (MR)
Kate McDonald (KM)
Mike Heath (MH)

In Attendance

Angus Pashley (AP), Executive Officer
Deane Carson (DC)

Agenda Item	Discussion	Decision/Action	Timeframe	Responsibility
1 Meeting Opening				
1.1 Agenda confirmation		Agenda confirmed	N/A	MH
1.2 Apologies	Nicole Chelmis (NC) was an apology.	N/A	N/A	AP
1.4 Director Conflict of Interest – new/changed disclosures	No new or changed conflicts of interests were raised by the Board.	No changes to the interest register required.	N/A	AP
1.6 Meeting minutes confirmation (23/04/2024)	Two minor changes were made to the minutes, clarifying fee type changes.	The Board confirmed these minutes, subject to amendments.	N/A	All
N2 Finances				
2.1 Financial report and Payments	AP, IC, and DC presented the financial reports and payments. Expenses tracking pretty much to Budget, but down on revenue due to lower than expected grant funding. Year end results will depend on June events revenue. MH questioned the movement of club income compared to Swimming Wellington income, which can be understood through looking at club annual reports received for the AGM. DC and AP talk the Board through the variance caused by leave liability.	The Board noted the financial report and payments.	Next Board meeting	DC/AP/IC

2.2 Funding applications	AP tabled one funding applications with Pelorus Trust	The Board noted the funding applications, IC and NT to approve digitally.	June 2024	AP/NT/IC
2.3 Budget FY 2024/25	AP, DC, and IC gave an update on the draft Budget for FY 24/25, based on year to date actuals.	The Board noted that final agreement to the Budget for FY 2024/25 will be confirmed at the next Board meeting	Next Board meeting	AP / IC / DC
2.4 Revenue & expenditure – 3 year history	AP and IC presented an overview of Swimming Wellington's three year revenue and expenditure history. Key features include a reduction in fee revenue, but an increase in grant funding received.	The Board noted this update.	May 2024	AP / IC / DC
3. Management Update, Environmental Scan & Actions				
3.1 Review of action items	AP updated the Board on the status of open action items.	The Board noted the action items.	Next Board meeting	AP
3.2 Management report	AP presented the management report to the Board. Highlights for the past 6 weeks have been supporting 12 coaches to get a foundation coaching qualification, and the Representatives group organising another upcoming event (along with planning for further opportunities).	The Board noted the management report.	Ongoing	AP/NT
3.3 May NQ and Distance Champs report	AP presented the event report on the May National Qualifier Event and Distance Champs. This was taken as read with no comments.	The Board noted the event report.	N/A	AP
3.4 Transfers & Records	AP presented the transfers and records.	The Board ratified the transfers and records.	N/A	AP
3.5 Revamped Trygve Cup	AP presented a proposal for a new format for the Trygve Cup. MH wanted to ensure that the new format has been through an engagement process involving club representatives, so the proposal will be presented to the Events Committee for comment at their next meeting.	The Board noted the proposal.	N/A	AP
4 Strategic Priorities				

4.1 Staffing structure – Sept 2024	<p>AP presented a proposal for a new staffing structure, and this was discussed by the Board. The Board did not endorse all the changes proposed on the basis of the constrained fiscal environment and the needs of SW's members. Management and Board will do more work in this space to ensure members are getting a balance of good value and quality deliveries for the budgeted funds available.</p> <p>Board is available to provide extra support to management when necessary budget limits have been reached, this just needs to be planned for and communicated.</p>	The Board noted this update.	N/A	AP/NT
4.2 Primary School Events	AP and NT provided an update on the primary school events. Events are progressing, with 5 of 7 zones having a date locked in. Swimming Wellington will continue to work with Todd, and continue to support local clubs to get involved in the zone events in their area.	The Board noted this update.	N/A	AP/NT
4.3 ISA review	No update at this stage – the last the Board is aware of, SNZ is progressing work with an intent to reach out to regions in the near future.	The Board noted this update.	Ongoing	AP/NC
4.4 Governance Review	NT gave the Board an update on the Swimming New Zealand Governance review. More information to come to the regions later in the year.	The Board noted the updates.	Ongoing	NT
4.5 Risk Register Policy	NT presented a draft Risk Management Framework (RMF) policy for the Board's approval. This is based on Sport NZ's RMF with changes to reflect the Swimming Wellington context. NT asked the Board to approve this as a new policy. MH moved, KM seconded.	The Board approved this new policy.	Ongoing	NT
6 Other Business & Meeting Close				

6.1 Any other business	Two items raised for AOB – update on the status of Swimming Wellington as a PCBU, and a confirmation of updated policies. Both will be conducted by email.	The Board noted these updates.	N/A	All
6.2 Next meeting date	22 July 2024			
Meeting Closed:	Meeting closed at 8.05pm			



Being a true and correct record of the meeting held -

Date – 22/07/2024