

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

**Minutes of the Swimming Wellington Board Meeting
Tuesday 12th March 2024, 5.30pm @ Teams Online**

Board members attending

Istvan Csorogi (IC)
Nicole Chelmis (NC)

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	MH acting Chair in Nathan Thomas' absence	Agenda confirmed	N/A	MH
1.2 Apologies	Nathan Thomas, Marty Robinson	The Board noted the apologies.	N/A	AP
1.4 Director Conflict of Interest – new/changed disclosures	No new or changed conflicts of interests were raised by the Board.	The interest register was updated.	N/A	AP
1.6 Meeting minutes confirmation (30/01/2024)	Meeting notes from Board meeting 30/01/2024 were considered by the Board.	The Board confirmed these minutes.	N/A	All
2 Finances				
2.1 Financial report and Payments	DC presented the financial reports and payments. DC ran through a reforecast budget based on year to date. Potential variance is through salary grants. IC noted the decrease in meet fees and revenue since last year. Focus for the rest of the year is the surplus to top up the cash balance/create more of a buffer. Outstanding question around a stock write-off, which will need to be considered for next Budget.	The Board noted the financial report and payments.	Next Board meeting	DC/AP/IC
2.2 Funding applications	AP tabled two funding applications with: <ul style="list-style-type: none"> - Wellington City Council - Pelorus Trust 	The Board noted the funding applications, IC and MH to approve digitally.	March 2024	AP/MH/IC

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	<p>AP presented the management report to the Board. AP gave a report on the National Qualifier Meet held on March 9th at WRAC. Verbal feedback from the event had been positive, with high numbers of swimmers from all big clubs. Louise is working with the coaches to get more formal feedback on the running of the event.</p> <p>MH requested that, instead of including funding overview in management report, this be left to the financial reports.</p>	The Board noted the management report.	Ongoing	AP/MH/NT
3.3 Open Water Events	AP presented a review of the open water events, covering entries, budget, and advertising. The Board discussed how in future these could be lined up with other events (e.g. Warf to Warf), potential feedback mechanisms for this year's participants (e.g. surveys), and how we could market these events outside of Wellington.	The Board noted the event report.	N/A	AP
3.4 Transfers & Records	<p>AP presented the transfers and records.</p> <p>KM moved to ratify, NC seconded.</p>	The Board ratified the transfers and records.	N/A	AP
3.5 Review EO employment agreement	Since this item was meant to be led by NT, MH to discuss with NT offline or at the next Board meeting	No Board action or decision	Next Board meeting	MH/NT
4. Strategic Priorities				
<p>4.1 Performance</p> <p>4.1.1 Representative Training for 2024</p>	AP updated the Board on the Wellington Representative programme for 2024. Communication is happening with coaches about what the plan is for this team. Communications to go out prior to NAGs communicating what inclusion on a longlist will mean for swimmers, and what shortlist criteria will be. The	The Board noted this update.	Ongoing	AP/NT

	programme should be covered for this financial year within planned grant applications, but will need additional funding in the next financial year.			
<p>4.2 Connection and Participation</p> <p>4.2.1 National/Regional fees for 2024/25</p> <p>4.2.2 Junior Short Course Sprints</p> <p>4.2.3 Primary School Initiative</p>	<p>AP discussed fees planning for FY 24/25. Fees need to be confirmed by April 26th (week of the next Board meeting), so will need to be circulated before the next meeting. Next Board discussion to also include consideration of pro-rata fees for specific events.</p> <p>AP presented a proposal to remove 11 and under swimmers from short course, and making a separate event with no qualifying times. Aim is to increase number of swimmers in this event.</p> <p>Pre the meeting, NT sent out an email update on the primary school initiative from the previous meeting.</p>	<p>The Board approved the proposal for a separate 11 and under short course.</p> <p>The Board noted the other items.</p>	Ongoing	AP/MH/NT
<p>4.3 Capability and resources</p> <p>4.3.1 Pool opening hours</p> <p>4.3.2 Membership Protection Policy review</p>	<p>AP thanked the Board for the support on the WCC pool opening hours discussion. AP attended the WCC meeting on this proposal alongside some club representatives.</p> <p>KM gave a brief presentation on the membership protection policy. Given a couple of key Board members were apologies, documents will be circulated after the meeting.</p>	The Board noted the updates.	Ongoing	AP/KM
6 Other Business & Meeting Close				
6.1 Any other business	MH raised that SNZ had sent out a proposed events programme, with a request for feedback. The Events Committee had sent in a response, and clubs were submitting individual responses. MH had submitted in a personal capacity on open water representation in the programme.	The Board noted this update.	N/A	All
6.2 Next meeting date	23 April 2024			

Meeting Closed:

Meeting closed at 7.32pm

A handwritten signature in black ink, appearing to read 'M. Jones'.

Being a true and correct record of the meeting held -

Date – 23/04/2024