

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

**Minutes of the Swimming Wellington Board Meeting
Tuesday 23rd April 2024, 5.00pm @ Teams Online**

Board members attending

Nathan Thomas (NT)
Istvan Csorogi (IC)
Nicole Chelmis (NC)

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	No apologies were noted.	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.	The interest register was updated.	N/A	AP
1.6 Meeting minutes confirmation (12/03/2024)	Meeting notes from Board meeting 12/03/2024 were confirmed.	The Board confirmed these minutes.	N/A	All
N2 Finances				
2.1 Financial report and Payments	The Board noted the YTD loss position and variance to budget and encouraged management to look for extra funding opportunities before the end of the financial year.	The Board noted the financial report and payments.	Next Board meeting	DC/AP/IC
2.2 Funding applications	AP tabled three funding applications with: <ul style="list-style-type: none"> - NZCT - Pelorus Trust - Grassroots Trust 	The Board noted the funding applications, IC and NT to approve digitally.	May 2024	AP/NT/IC

	AP noted that the grant funding environment was getting more challenging, resulting in a few declined grants recently.			
2.3 Budget FY 2024/25	<p>AP, DC, and IC presented the draft Budget for FY 24/25. This item has some interdependency with the below item on affiliation and event entry fees. The aim for next year's budget is to build a sustainable surplus for Swimming Wellington. The Board discussed the role of fees versus grant and external funding, reflecting on the current grant funding situation and the current 2023/24 end of year position.</p> <p>AP / IC / DC to finalise the Budget (once meet and affiliation fees are finalised) with a view to getting a surplus in 2024/25. This will be presented to the Board at the next Board meeting.</p>	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 Proposed affiliation and event entry fees 2024/25	<p>The Board considered changes to the affiliation and meet entry fees for 2024/25. The Board noted the need for fees to increase by some amount to support the running of events in 2024/25, given general increasing costs and challenging grant funding environment. The Board also acknowledged the cost to participants of participating in Swimming Wellington events, and acknowledged that it needs to be clear to swimmers the value that they're getting from paying these fees.</p> <p>The aim is to circulate the final fee decisions to clubs in early May.</p>	The Board agreed to a \$2 meet fee increase, and some level of increase to the affiliation fees.	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.	The Board noted the management report.	Ongoing	AP/NT

3.3 National Qualifier Event – March 9th	AP presented the event report on the National Qualifier Event, held March 9 th at WRAC. Nearly 200 swimmers attended, and 6 out of town clubs attended the event. The report noted several technical issues with the equipment at WRAC, which will need to be addressed before the Short Course Championships in June. AP will follow up on the streaming service with Ryan.	The Board noted the event report.	N/A	AP
3.4 Transfers & Records	AP presented the transfers and records. NT noted that there's been a delay in getting certificates of records to swimmers. The Board clarified that the process is that the Board needs to ratify these to confirm due process has been undertaken, but this shouldn't get in the way of providing certificates to record-holders.	The Board ratified the transfers and records.	N/A	AP
4. Strategic Priorities				
4.1 NZ Champs and NAGs reports	AP presented reports on these events. NT had attended NAGs the previous week, and reported back the success of a number of Wellington swimmers at the event. NT highlighted some event issues for SW to keep in mind for our events, including issues around event ticketing, wifi, and cell-phone coverage. NT noted that there was a Coaches Forum before the event, and that this was great to see.	The Board noted this update.	N/A	AP/NT
4.2 Oceania Champs	4 Wellington swimmers are currently at the Oceania Champs event. The Board expressed their support for these swimmers.	The Board noted this update.	N/A	AP
4.3 Primary School Events	AP updated the Board on the primary school events work. A couple of clubs are engaged at the moment,	The Board noted this update.	Ongoing	AP/NT

	<p>with work to engage a few more. The plan is to assign a club to each school 'zone' to run the event. Most schools have touched base to identify preferred dates for the events (mid – late September 2024).</p> <p>Swimming Wellington is seeking funding for these events. The Board discussed additional funding or support through WCC, Nuku Ora, etc.</p>			
4.4 ISA Review	<p>NC updated the Board on the ISA review work. SNZ is looking to Sport New Zealand for broad guidance, but it's likely that some swimming-specific work will be necessary.</p> <p>In terms of next steps, SNZ is aiming to have a draft constitution ready for their AGM. SW is also aiming to have a draft constitution ready for our AGM, which can be presented to member clubs. There are also guidelines online on the MBIE website which will be useful to clubs. At the SW AGM, the draft constitution can be presented as an exemplar, or clubs can choose to write their own using the MBIE guidance.</p>	The Board noted the updates.	Ongoing	AP/NC
6 Committee Updates				
6.1 Policy Committee	<p>KM presented a proposed policy review timeline to the Board. At the moment, all policies are reviewed yearly, which for some policies (i.e. club colours policy) is unnecessary. KM proposed an updated timeline, where policies are reviewed between every 1 – 3 years depending on their likelihood of needing updating. Additional to policies on this list, NT recommended inclusion of a risk management policy for consideration at the next Board meeting.</p> <p>KM also ran the Board through the existing Disputes and Disciplinary Policy, which it was recommended that SW retain.</p>	<p>The Board agreed to the new policy review periods.</p> <p>The Board agreed to retain the existing Disputes and Disciplinary Policy.</p>	Next Board meeting.	KM/NC

	KM to present reviewed policies at next Board meeting.			
7 Other Business & Meeting Close				
7.1 Any other business	<p>NT attended another workshop on the governance restructure by SNZ and more information will be shared to the regions later this year.</p> <p>MH noted that the next Events Committee meeting was in the calendar, with a focus on the 25/26 calendar.</p> <p>AP and NT noted that club AGMs were coming up, and that the Board members will reach out to their liaison clubs to attend these AGMs.</p>	The Board noted these updates.	N/A	All
7.2 Next meeting date	4 June 2024			
Meeting Closed:	Meeting closed at 6.18pm			



Being a true and correct record of the meeting held -

Date – 04/06/2024