

# MINUTES

of **Board Meeting** held on Thursday 23 August 2007 at 7.30pm  
at Sports House, Harbour Sport, Stadium Drive, Albany

**Present:** Mark Saunders (Chair), Phil Pickford, Gwen Ryan, Ken McEwan, Suzanne Speer  
and Philippa Bouzaid

**Apologies:** Teresa Stanley, Matthew Saunders

## Minutes of previous meeting:

**Moved** by Mark Saunders that the minutes of the previous meeting be accepted.

**Seconded:** Phil Pickford

**Carried**

### 1. **Matters arising from previous Minutes:**

Executive Officer's Job Description: This was agreed by the Board.

Board Policy Manual: The board made the appropriate amendments and updated both the Board Policy Manual and the Board's Terms of Reference. Philippa to attend to amendments and upload updated manual to website.

Digital Screen Policy: Sub-committee to advise the Screen Policy at the September meeting. Philippa to set up meeting with Technology Group to discuss guidelines and procedures.

### 2. **Strategic Plan**

*Risk Management Policy:* Philippa advised that the committee would present an outline of the "risks" and the impact these would have on the organisation at the September meeting.

### 3. **Financials:**

**Moved** by Mark Saunders that cash disbursements totalling \$3,866.60 be accepted

**Seconded:** Phil Pickford

**Carried**

### 4. **Reports:**

Executive Officer:

Highlights from Report –

Waitakere Region commencement of schools programme

Club zone forums set for week starting 3 September.

Officials assessment guidelines now confirmed and being uploaded to website

Negotiations have begun with regard to advertising on digital screen

**Moved** by Mark Saunders that the EO's report be accepted.

**Seconded:** Suzanne Speer

**Carried**

Registrar:

Transfers:

Geoff Hawksworth	PAR	to	WAQ
Jenny Xu	TAS	to	CCY
Brenagan Salt	TAS	to	CCY
Rebecca Gray	ONE	to	LMTE

**Moved** by Mark Saunders that all transfers be accepted.

**Seconded:** Gwen Ryan

**Carried**

**Moved** by Gwen Ryan that records numbered 27 to 36 (with the exception of record number 32) be ratified.

**Seconded:** Ken McEwan

**Carried**

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**5. Correspondence:**

Email received from Charlie Root (Parnell coach) with regard to the Swim Fun competition. Marked briefed the board on the proposal and Philippa is to meet with Charlie at Auckland Winters to discuss further.

**6. General Business:**

*SNZ Competition Review:* This was discussed in light of Gwen's email to the board. Gwen advised that a coaches meeting had been organised in between sessions at Auckland Winters at which time this would be reviewed. Feedback from the coaches attending will be summarised and sent to SNZ as part of the feedback process for discussion at SNZ's AGM.

*Board Annual Agenda with respect to Strategic Issues:*

Liaison with SNZ	Mark Saunders
Facilities	Suzanne Speer
Swim Schools / Schools	Gwen Ryan, Teresa Stanley
Swimmers	Gwen Ryan
Clubs	Mark Saunders
Finance	Matthew Saunders, Phil Pickford
Policy / Legal	Ken McEwan, Suzanne Speer
Mentoring Executive Officer	Phil Pickford

It was agreed that Mark and Philippa would develop the monthly agenda for discussion of the abovementioned strategic issues.

*Auckland Development Pathway:* Gwen advised the board of CSG's direction with regard to the development of swimmers and coaches in the Auckland region. It was noted that this document had been forwarded to all Auckland coaches for their input and this would be discussed at the meeting at Auckland Winters. An outline would be presented to the board at the October meeting.

*SNZ RADs Camps:* Confirmation of Head Coach will be advised next week.

*SNZ AGM :* It was noted that Mark and Philippa would be attending the AGM. Auckland have requested the following points be discussed at the Delegates forum:

National Calendar in light of recent memo received  
Results Awards to coaches (confirm all is in order)

The meeting closed at 10 pm.

SIGNED as a true and correct copy of the Minutes.

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Philippa Bouzaid - Secretary

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Date: