

# MINUTES



of **Board Meeting** held on Thursday 21 August, 2008 at 7.30pm  
at Sports House, Harbour Sport, Stadium Drive, Albany

Present: Ken McEwan, Andy Brown, Gwen Ryan, Suzanne Speer, Dominic Toomey,  
Willem Coetzee, Teresa Stanley, Jullie-Ann Mold and Philippa Bouzaid

In

Attendance: Fay Freeman, John Anderson, Riki Burgess (1 hour presentation)

Ken McEwan welcomed Julie Ann Mold and Teresa Stanley as the appointed independent board members.

## **Conflict of Interest:**

Suzanne Speer noted her conflict of interest with regard to the amalgamation of Metro and Total Aquatics.

Philippa to present at each board meeting the Conflict of Interests Register.

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

*Conflict of Interests Policy:*

Discussion took place around Swimming Auckland's policy and Swimming NZ's policy. Board members agreed to adopt Swimming NZ's policy with amendments.

Two other items on the Agenda have been deferred to the September meeting.

**Moved** by Gwen Ryan that the minutes of the previous meeting be accepted.

**Seconded:** Andy Brown

**Carried**

## **2. Strategic Plan / Business Plan**

As part of ARPASS, Swimming Auckland was elected as one of the sports organisations to take part in the ODT (SPARC's Organisational Development Tool) during 2007. Moving on from this, ARPASS made available funds to be used for an independent assessment of Swimming Auckland's Strategic, Financial and Communications Plans. Fay Freeman was appointed as the independent to work with Swimming Auckland along with John Anderson (Accountant) and Riki Burgess from Harbour Sport. Notes taken from this presentation are outlined hereunder:

Introduction of Strategic Plan brief and assessment of finances.

### **Brief:**

1. Reformat SP

*Board:* Review the SP. Are we okay with our Vision and Goals?

2. Develop Annual Business Plan out of the SP.

3. Develop Annual Agenda – linking to the SP then to each board meeting.

*Board:* In the past we have had a Business Plan which has included tasks that have been board member jobs. Need to keep board and EO separate.

**Redraft Executive Officer's position:**

1. Job Description is a very detailed document. Idea is to separate this out. Develop KPI's for EO.  
*Board:* Job description for EO – some of the board members are not aware of this.
2. Process of performance review – timing, process, frequency used for Performance Review

**Financial Strategy:**

1. Develop financial strategy – new income streams
2. Breakdown of Swimming Auckland's current revenue streams
3. Identify opportunities to maximise revenue
4. New income around existing and/or potential products
5. Identify new sponsors

**Financial Realities:**

Board members were given a series of analysis sheets taken over the last 5 years published accounts of Swimming Auckland. These were discussed with some of the following points being raised:

Grant Funding:

*Board:* Not a viable long term option. Is it feasible that there will be any money in say 5 years. Legislative change impacts significantly.

**Financial analysis**

The need to tie back activities to the fundamentals. Cover costs by matching income and expenses. Must plan, without plan never know whether we are over spending or under spending. Cut costs to fit.

Need a good fundraising plan while grants are available so we put ourselves into a very good financial position.

Offer a service for recreational swimmers. Easier to grow recreational swimmers?

Fay, John and Riki left the meeting at 8.30pm with the board agreeing that Fay return to facilitate the review of the strategic plan on Thursday 18 September.

**3. Financials:**

Ken noted the importance of having a board member that understands the finances. It was agreed that Julie-Ann, as an Accountant, lead the board with regard to finances at board meetings. Julie-Ann to be a signatory on the bank account.

**Moved** by Ken McEwan that Julie-Ann and Andy Brown be signatories to the bank account.

**Seconded:** Willem Coetzee

*Carried*

It was agreed that Philippa adjusts items in the budget.

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**4. Reports:**

Executive Officer:

Executive Officer Report – August

Philippa brought the board's attention to the likelihood of championship meets not meeting budgeted income due to the tightening of the qualifying times and the number of swimmers meeting same.

Registrar's Report

Amendment to record number 39 to read Orinoco Faamausili-Banse Prince.

Amendment to record number 40 to correct spelling of name to Katerina Kavalenko.

Amendment to spelling of Timekeeper's name to Paul Bocock.

**Moved** by Ken McEwan that record numbered 39 and 40 be ratified.

**Seconded:** Dominic Toomey

*Carried*

**5. Correspondence:**

Received Technical Certificate for the Waterhole Level 1 meet held on 19 July, 2008 which was not signed off by a Referee.

A resolution was put forward by Ken McEwan to ratify the Waterhole Level 1 meet on 19 July, 2008.

That the resolution to ratify the Waterhole level 1 meet has been voted on by board members with one abstention from Gwen Ryan, due to a conflict of interest.

**Moved** by Ken McEwan that the Waterhole Level 1 meet on 19 July be ratified.

**Seconded:** Dominic Toomey.

*Carried*

**6. General Business:**

Swimming NZ Spring Competition:

Gwen highlighted points noted in her feedback with board papers. Coaches still want this to be an age group meet.

Suzanne Speer briefed the board on her coaches recommendations.

The board discussed this at length with Swimming Auckland recommending that the age groups be 14/under years 15 – 16 years and 17/over, which is in agreement with SCAT.

A motion was put forward by Dominic Toomey that we reply to Swimming NZ with a recommendation that we would like to see an age group made available for children that are under 13 years to be able to compete.

**Moved** by Ken McEwan

**Seconded:** Suzanne Speer.

*Carried*

United Swimming Club and the proposed Kings School Swimming Club:

The board's role is to protect the Auckland clubs and to see whether it is geographically feasible to affiliate another Swim Club. The board is to do whatever they can to keep United Swimming Club's lane space at Kings School. Ken sought a mandate from the Board to enable himself and Philippa to meet with the Kings School Principal to see if this matter can be resolved. Ken to bring outcomes back to the September board meeting.

**Moved** by Dominic Toomey

**Seconded:** Willem Coetzee

*Carried*

*Media Report:*

Dominic Toomey expressed his findings (and concerns) with reference to the review of the media report. Dominic's concern was that the amount of money being paid was not warranted when taking into account the amount of media work that had been undertaken. Discussion was held and the board is to discuss this matter further at the strategy meeting.

Meeting closed at 9.45 pm

Next Meeting to be held on Thursday 18<sup>th</sup> September, 2008 (Strategic Review) starting at 7.15pm.

Signed as a true and correct record of the meeting.

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_