

MINUTES

of **Board Meeting** held on Thursday 25 September, 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, Julie-Ann Mold

Apology: Philippa Bouzaid (Holidays)

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

Ken raised an issue with page 3, issue 6, general business – We need to be careful with this part 'board to do everything'. Ken feels we need to be impartial and objective. Ken to see Philippa re amending minutes as this is not necessarily what was agreed. Ken and Philippa have been trying to meet with United and Kings but as yet there has been no progress. They are waiting to hear back from United.

Incentive Scheme:

Suzanne gave new members an overview and explains this for background information. Questions why are we looking at it now? The regulations say when we are required to look at the scheme. Explains rule 5.5 re the allocation of monies.

Gwen clarified the difference for the board between ASA Incentive Rewards and ASA Incentive Awards – (pg 2 Registrar's Report). The board agrees there are a number of issues surrounding this matter.

There is confusion as to interest being paid into the general fund and not capitalising on the investment.

There was general discussion clarifying when swimmers are/are not entitled to payments of incentive rewards. Discussion also about compliance with code of conduct (e.g. withdrawing from relays). Dominic will draft a policy for discussion.

The matter of combining the rewards and awards schemes is to be discussed further.

Portfolios:

On hold until the strategic plan has been completed.

Review of the AK Champs 2007 Financials:

Ken questioned whether each meet needs to be financially positive and suggests we need to look at the overall number of meets being financially positive eg the distance meet is a very important one regardless of financial end result. Opens are of concern. ASA must have a fully supported Open meet. Gwen advises that coaches have agreed to support the 2009 SA Open meet.

Gwen explains how the funding applications operate. There was a query regarding the ASB Community Trust application being due prior to 1 October. Suzanne will talk with Philippa regarding funding issues.

Julie-Ann puts forward the prospect that Guardian Trust has a number of trusts available to apply to. She also discusses the anomaly with the funding date vs budget (where money is shown in or out before it is actually received) and how it can affect the appearance of balance sheets.

2. **Strategic Plan / Business Plan:**

Ken will forward an e-mail from Fay to the Board .

3. Financials:

Julie-Ann advises a trading surplus and the deficit is back to \$7000. She discusses how MYOB processes amounts with regards to when received and when the cost is incurred. It is an anomaly of MYOB that needs to be understood. Julie-Ann advises the financial position appears healthier than it has done.

We really need big events as a source of income. Julie-Ann and Philippa are to work through some cash flow models when Philippa returns to assist in forecasting profit from meets etc.

Suzanne will discuss with Philippa whether funding is available for medals.

There was discussion regarding the refund policy (regulation 4.8) for scratching at swim meets. A medical certificate should be a requirement before a refund is sent out (this includes before close off scratching also). Julie-Ann is to discuss this with Philippa.

Julie-Ann to discuss with Philippa the possibility of numbering the term deposits for ease of identification in financials.

Moved by Julie-Ann Mold that cash disbursements totalling \$29,863.28 be approved.
Seconded: Willem Coetzee **Carried**

4. Reports:

Executive Officer:

Discussion held regarding the Westwave policy on advertising. Ken and Philippa to try and progress with West Wave.

Discussion held regarding the Takapuna Grammar pool proposed complex and the need to get a board member to make contact so there can be some ASA input if possible. Andy will discuss action to date with Philippa then make an approach.

Gwen discusses the new 50m pool at Waterhole. Gwen will arrange the trust to send another letter to ASA regarding possible involvement with this.

Discussion regarding underwater hockey and cameras. The board thinks this sounds like an excellent idea. Query was raised regarding the use of the LED/AOD for this. Is it currently paid for?

General discussion around the media policy and possibility of a regular invoice system. This matter requires clarification. Teresa is to put some draft KPI's and reporting together for the media position. She will get from Philippa previous documentation regarding this position. She will look at original brief a.s.a.p. There is further need to align this position and expenditure with our proposed strategic plan/direction.

Registrar's Report:

Moved by Dominic Toomey that records numbered 41 to 73 be ratified.
Seconded: Gwen Ryan **Carried**

Willem confirms that the correct spelling of Kovalenko is as it appears in the official results.

It was discussed that we need to look at amending the wording of the ASA Incentive Award (Pg 2 Registrar's Report) to read ASA Investment Award.

General discussion was held about the ASA trophy – (Pg 2 Registrar's Report) – This surrounded the word Aucklander. Dominic felt a swimmer from CM should be able to receive this cup as an 'Aucklander'. Willem did not agree with this. This matter requires

some clarification as regulation 12.2.4 mentions the requirements for the award and there is NO mention of Aucklander in this regulation.

Discussion held regarding changing the number of SA ribbons to 800. Agreement - this is mainly for swimmers at juniors and Div II as they enjoy the swapping of ribbons.

5. Correspondence:

Inwards: Ken gave the board feedback from the SNZ AGM. He advised that Murray Coulter, Ron Clarke and Mark Burge were elected onto the board of SNZ. There was considerable discussion around the voting rights issue and what action, if any, is required or necessary. Ken advises any remit regarding this would be required before the next SNZ AGM. This matter is to be taken forward with SNZ.

The 60 day transfer waiver has now gone with the proviso (caveat) this does not apply where a reverse transfer occurs within a set period of time.

Agreed that we should get the Auckland members of the SNZ board in for talks with the board. It was proposed by Suzanne that ASA board forward a letter to SNZ regarding the ITC funding issue. Clarification is required on this as a matter of urgency. Ken will attend to this matter On behalf of the Board.

6. General Business:

Club Zone forums are on hold until the Strategic Plan is finalised.

Teresa spoke regarding contact she has had with the organiser/events director of an Aquathon event and whether ASA would be interested in supporting this event? There was general agreement that this could be a good move and we could look at the possibility of utilising the ASA website for this. Teresa is to monitor this.

The next board meeting is set down for Thursday 23rd October 2008. The meeting will commence at 6.30pm on the Strategic Plan then the normal board meeting will follow on from this at approximately 7.30pm.

Meeting closed at 9.35pm

Signed as a true and correct copy.

Secretary _____
Andy Brown (in Philippa's absence)

Date: