

MINUTES



of **Board Meeting** held on Thursday 31 July, 2008 at 7.30pm
at Sports House, Harbour Sport, Stadium Drive, Albany

Present: Gwen Ryan, Ken McEwan, Suzanne Speer, Andy Brown, Dominic Toomey,
Willem Coetzee and Philippa Bouzaid

Apologies: None

Acting Chair: Suzanne Speer offered to chair the meeting and this was agreed.

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

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

Screen Advertising – Philippa updated the board on the progress of contracts between Duncan Harris and West Wave. Duncan has accepted the terms in his contract and a Letter of Agreement has been forwarded to management at West Wave.

Auckland Opens – Gwen advised that the survey had been received from coaches and findings from the survey resulted in changing Auckland Open Championships to a three session event with a mix of timed finals and heats and finals. The board discussed costs involved and agreed that it was imperative that Auckland Championship events break even, overall.

Philippa and Gwen to review the 2007 Auckland Championship events with regard to the financial outcome overall and circulate to the board.

Amendment to the Registrar's Report –

Record No. 24 should be amended to read 100m butterfly, not 100m backstroke.
Standard Times for Auckland Records – subject to amendments as agreed by the board that "best times" be substituted for standard times.

Moved by Ken McEwan that the minutes of the previous meeting be accepted with one change to item 3 concerning the review of standard times by the Board. To correct the minutes it is necessary to say that with subsequent new information from the Registrar on this matter, it was agreed to alter the term "standard times" to "best times" for clarity and therefore there was no need to take it as an item to the AGM as it was a matter of semantics only.

Seconded: Suzanne Speer

Carried

2. **Strategic Plan / Business Plan**

Suzanne (and Philippa) presented a power point presentation on the "Governance" role of board members, the objectives of Swimming Auckland in line with Swimming New Zealand, conflict of interest policy and the current strategic plan. Suzanne highlighted the importance of the Chair person and the purpose of the board with regard to operational direction, policy and the role that board members should play in ensuring the financial management of the Association, in line with the Executive Officer's duties and responsibilities.

The board is to review the strategic plan and advise recommendations for the adoption of a business plan and annual agenda. To assist in this process, Ken McEwan to report back to the Board on the correlation of the pillars of SNZ and ASA to ensure that ASA's are aligned with the national body.

3. Financials:

The board discussed the importance of having a board member that really does understand the financials and can assist with planning ahead (financially) to ensuring that Auckland Swimming is financially sound into the future.

Moved by Gwen Ryan that cash disbursements totalling \$39,040.37 be approved.

Seconded: Willem Coetzee

Carried

The importance of fundraising was discussed by the Board as an integral part of ASA's financial situation for the next year. Philippa to review draft matrix of fundraising to detail applications to be made through the coming year. Matrix to include: the purpose of the application, dollars requested, the date to be requested, to which organisation and the total to be applied for. This is to be completed in conjunction with the Board's review of its Strategic Plan.

4. Reports:

Executive Officer:

Executive Officer Report – July

Philippa brought the board's attention to the one potential issue which relates to the Letter of Agreement with West Wave insofar as their expectations of revenue from advertising. Discussion from the board was forthcoming with an agreement that we get the best possible percentage from the screen advertising

Amalgamation of Metro Swim Club and Total Aquatic Sports. Philippa to write a letter to Metro and Total Aquatics to seek clarification of the amalgamation.

Media – The board agreed that a quarterly report be prepared by Dave Worsley for the August meeting incorporating the months of April, May & June. The board will then look at the report and ascertain clear guidelines.

Suzanne raised the issue with regard to media seeking members to speak on behalf of Swimming Auckland and strongly suggested that this be a duty of the chair person and /or the Executive Officer. Dominic suggested that Andy Harper, as President, be considered when interviewing Swimming Auckland. This was agreed.

Registrar's Report

Amendment to record number 24 to read 100m butterfly not 100m backstroke.

Moved by Gwen Ryan that records numbered 1 to 38 be ratified.

Seconded: Dominic Toomey

Carried

5. Correspondence:

Letter received from Andy Harper regarding a new Trophy -

The board agreed and accepted two new trophies being donated by Heather Williams in respect of the 50m freestyle events for both male and female swimmers.

Moved by Gwen Ryan that two new trophies be accepted for the Womens 50m freestyle event and the Mens 50m Freestyle event.

Seconded: Andy Brown

Carried

Thank you has been received from Mark Saunders for the Olympic Ring he has been presented with as Team Manager for the NZ Swim Team to the Olympics.

6. General Business:

(a) Election of Chair / Assistant Chair / Independent Board Members

Independent Board members –

Moved by Dominic Toomey that Julie-Ann Mold (North Shore member) be appointed as an independent board member.

Seconded: Willem Coetzee

Carried

Moved by Suzanne Speer that Teresa Stanley (WaterSafe Auckland) be appointed as an independent board member.

Seconded: Andy Brown

Carried

Philippa to forward a letter of acknowledgement to Jenny Wetzell for making herself available.

Chair person -

Moved by Gwen Ryan that Ken McEwan be appointed Chair person of Swimming Auckland.

Seconded: Suzanne Speer

Carried

Moved by Dominic Toomey that Andy Brown be appointed as Deputy Chair.

Seconded: Willem Coetzee

Carried

(b) Attendance at Swimming New Zealand's Annual General Meeting will be Ken McEwan and Philippa Bouzaid. Philippa to forward information regarding the AGM to board members for discussion at August meeting.

Moved by Gwen Ryan that Ken McEwan and Andy Brown be signatories on the ASB bank accounts.

Seconded: Suzanne Speer

Carried

(c) Kings School – a recommendation be forwarded to Swimming New Zealand for the affiliation of Kings Swim Club to Swimming Auckland.

(d) 2009 National Events – Philippa advised that we will be hosting New Zealand Juniors in February as pool space for NZ Spring is unavailable at West Wave. This has now been transferred to Christchurch.

(e) Confirmation from Swimming New Zealand of the name change from Kelston Aquatics to Glen Eden Aquatics.

(f) Philippa - review discussed.

Meeting closed at 10.00 pm

Next Meeting to be held on 21 August 2008 **starting at 7pm.**

Signed as a true and correct record of the meeting.

Secretary

Date: _____