

# MINUTES



of **Board Meeting** held on Thursday 26 July 2007 at 7.30pm  
at Sports House, Harbour Sport, Stadium Drive, Albany

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

**Apologies:** None

**Minutes of previous meeting:**

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

**Seconded:** Teresa Stanley

**Carried**

**Board Elections:**

**Election of Chair**

A nomination by Teresa Stanley that Mark Saunders be appointed Chair of Swimming Auckland.

**Seconded:** Gwen Ryan

**Elected**

**Deputy Chair**

A nomination by Gwen Ryan that Phil Pickford be appointed as Vice Chair of Swimming Auckland.

**Seconded:** Teresa Stanley

**Elected**

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

*Schools Aquatics Programme:* The board discussed the two proposals put forward in line with a further paper tabled by Teresa Stanley. It was recommended, and the board agreed, to follow Water Safe Auckland's IAP and Swimming New Zealand's Swimstart programmes. Consideration of what Swimming Auckland could offer schools was noted and would form part of the proposal pack which will be presented to schools. The board agreed that whenever possible, Swimming Auckland would meet the needs of the school. Philippa advised the board that there was a job advertisement for a Schools Development Officer with Swimming Auckland on the website and would seek costs in advertising in the regional papers.

**2. Strategic Plan**

*Risk Management Policy:* Philippa recommended to the board that the Risk Management Policy enclosed in the board papers be accepted and that a sub-committee be appointed to assess risks associated with Swimming Auckland.

**Moved** by Mark Saunders that the Risk Management Policy be accepted.

**Seconded:** Phil Pickford

**Carried**

Sub-Committee members will be Teresa Stanley, Mark Saunders and Philippa

*Digital Screen Policy:* Philippa requested the board to identify a policy to enable the rules/guidelines of governing the new screen to be incorporated. A sub-committee of Phil Pickford, Gwen Ryan and Philippa will adopt a policy to be presented at the August board meeting.

*Review of Strategic Plan:* Philippa suggested that the board leave the review of the strategic plan until after the Zone Forum meetings with clubs. The board agreed on the following dates with meetings to commence at 7.30pm:

<b>Zones</b>	<b>Venue</b>	<b>Day &amp; Time</b>	<b>Board Member</b>
Northern	Harbour Sport	Tuesday 4th Sept	Suzanne Speer
Waitakere	Sport Waitakere	Monday 3 <sup>rd</sup> Sept	Phil Pickford
Central	Water Safety	Thursday 6 <sup>th</sup> Sept	Mark Saunders

Philippa to enclose with September board papers a summary of discussions at the meetings.

**3. Financials:**

**Moved** by Mark Saunders that cash disbursements totalling \$136,824.79 be accepted  
**Seconded:** Teresa Stanley

**4. Reports:**

*Executive Officer:*

Highlights from Report –

- CSG to look at a development pathway for all swimmers
- Club Kit for clubs is now available via the SPARC website
- Technical Officials – exam procedures are being put in place
- Negotiations with Waitakere Council with regard to generating income from screen
- Yearbook is due out in early August. This has been held up due to waiting on Swimming New Zealand's competition plan.

**Moved** by Phil Pickford that the EO's report be accepted.

**Seconded:** Mark Saunders

**Carried**

*Registrar:*

Transfers:

Hannah Baddock	WAQ	to	LMTE
Alice Adams	NSS	to	MET
Grace Bell	NSS	to	WAQ
Thomas Jackson	MET	to	PAR
Rebecca Jackson	MET	to	PAR
Richard Jackson	MET	to	PAR
Scott Smith	WHL	to	WAQ
Shane Smith	WHL	to	WAQ
Kirsten Tang	NSS	to	WAQ
Liam Cavitt	WHL	to	WAQ
Pese Iuli	TAS	to	LMTE
Oliver Young	NSS	to	MET
Malcolm Richardson	NSS	to	CCY
Erik Kahr	NSS	to	ONE
Rachel Burns	MET	to	LMTE
Cameron Tang	WHL	to	WAQ
Katerina Kovalenko	CSC	to	NSS
Joshua Miller	WHL	to	NSS

Regional

Elle Macartney	NTHLD	to	ONE
Marina Macartney	NTHLD	to	ONE
Ben Johnston	CSC	to	BOP

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

**Seconded:** Phil Pickford

**Carried**

**Moved** by Gwen Ryan Auckland records numbered 1 – 26 (with the exception of Number 11) be accepted.

**Seconded:** Teresa Stanley

**Carried**

**5. Correspondence**

The board acknowledged the Coach and Team Manager report from the Auckland team competing at the Greerton Invitational meet.

**6. General Business:**

- Jackie Clarke Award – Discussed and name put forward
- Remits to SNZ Constitution - Philippa advised that the 'Transfer' rule needs to be amended and the board agreed to the amendment. Philippa to forward appropriate remit to Swimming New Zealand.
- The board reviewed the Board Induction Pack accordingly.
- Ken McEwan to review and forward to Philippa once completed, the School Development Officer's contract.
- EO's Job Description – board to review and advise at August board meeting.

*Funding Applications:* Philippa advised the board that funding applications need to be completed for funding towards office computers, rent and salaries.

**It was resolved** by the Board that Philippa seek funding from Pub Charity for computers and Southern Trust for rent and salary.

**Moved** by Mark Saunders    **Seconded:** Suzanne Speer

**Carried**

The meeting closed at 9.30 pm

SIGNED as a true and correct copy of the Minutes.

\_\_\_\_\_  
Philippa Bouzaid - Secretary

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