



# MINUTES

## Tasman Swim Club – Committee Meeting

*Date | time* 19 June 2019 6.02pm | *Meeting called to order by* James Marshall

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### In Attendance

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Mandy Thomas, Patsy Berriman, Melinda Baigent, Sarah Amyes, Karla Thurlow, Steve Fox, James Marshall (Chair Person), Sarah Shallcrass

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### Apologies

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Daniel Bell & Nicky Douglas

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### Meeting Greeting

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James declared quorum and opened meeting. He welcomed new committee members Sarah Amyes, Karla Thurlow & Sarah Shallcrass.

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### Minutes from Previous Meeting

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Minutes read and approved.

**MOTION:** That the minutes from meeting 8<sup>th</sup> May be accepted.

**Moved by** Mandy **Seconded by** Steve **CARRIED**

**ACTION:** Secretary to file minutes on website and send link through to Club Members.

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### Correspondence

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Email from SNM requesting Nominations for their awards and achievements received in Inbox after due date for nominations. Discussed and diarized for next year to put on agenda in time to make any nominations.

General Correspondence enquiries answered or forwarded in accordance with constitution.

**MOTION:** That above correspondence be received.

**Moved by** Karla **Seconded by** Sarah Amyes **CARRIED**

**ACTION:** Secretary to diarize for 2020.

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### Treasurers Report

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Treasurers Report read and accepted.

**MOTION:** That the overview of statements be accepted.

**Moved by** Patsy **Seconded by** Karla **CARRIED**

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## Committee Reports

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### Committee reports

#### *Membership*

Membership numbers stand at 71 at time of meeting.

#### *Health & Safety*

Hazard Identification forms required by SNM for all clubs for every facility they swim in. To be held at Recorders table. Forms to be modified per our facilities by Secretary and approved at next meeting.

**MOTION:** That forms be modified and bought to next meeting

**Moved by** Sarah A **Seconded by** Karla **CARRIED**

**ACTION:** Secretary to modify relevant H&S forms

#### *Uniforms*

New uniform items for sale online through Probands. 2 Hoody options to become available within next 10 days and slowly as old stock sells out new items will be offered. Other uniform items and new member packs still to be purchased through Uniform Co-Ordinator.

Slight change in design and logo approved – unanimous vote

Committee acknowledges Karla & Melinda's work in getting new uniform designed and available for purchase.

Agenda item for next meeting to look at using only one version of logo. Melinda to bring samples of all logo's currently being used.

**MOTION:** that new uniforms design be approved and available for online purchase.

**Moved by** Sarah S **Seconded by** Patsy **CARRIED**

**ACTION:** Karla to send link and photos of samples to Secretary for circulation to Club. Secretary to circulate. Melinda to provide samples of logo and where currently being used.

#### *Travel*

South Islands – Mark to provide information for Travel documents – before South Islands Patsy to Liaise with Mark and once forms have been obtained – copies to Travel Managers and originals to be kept with Club documentation.

Junior Wellington Champs – Vans booked 12 people + accommodation. Daniel needs to confirm details so all aspects of travel can be finalized in a timely manner.

Team travel to Junior Festival undecided.

## Camps 2020 (Compulsory)

Information from Daniel through Travel Co-Ordinators & Coach Liaison

18 Day camp

5<sup>th</sup> January – 9<sup>th</sup> Palmeston

9<sup>th</sup> -12<sup>th</sup> Taupo

12<sup>th</sup> – 17<sup>th</sup> Palmeston

17<sup>th</sup> Wellington Champs

21<sup>st</sup> Home

Coach has requested as above. Cost per athlete not including flights \$2600/\$2700. 23 athletes to attend at a total cost of \$61,200.00.

Push back expected regarding length of camp and around first section of camp.

Fundraising from athletes essential – all athletes attending to assist with fundraising ventures even if parents opt out.

CLM Liaison to meet with Daniel and discuss giving parents and athletes camp details and expectations then a meeting to be arranged with parents involved to see viability of fundraising.

Travel Co-Ordinators will send out request for Managers and this will detail coaches expectations. Managers will be selected and informed by above.

Accommodation to be booked in Taupo –

Total cost \$2500 with 15% deposit of \$375 to be paid immediately by Treasurer to secure booking.

All team Managers to be Police vetted by Club Secretary before they travel with team.

**MOTION:** Accommodation in Taupo be booked, and deposit paid.

**Moved by** Karla **Seconded by** James **CARRIED**

### **ACTION:**

**Patsy:** Liaise with Mark and obtain relevant documentation and copy for Travel Folder and originals to be kept with club records. Police Vet all team Managers.

**Daniel:** Details of camp finalized and given to Travel Co-Ordinators. Provide all attendees with details and expectations of camp.

**Sarah A & Karla:** Karla to Liaise with Daniel to finalize all details of camp and informing athletes and parents. Both to organise meeting for discuss fundraising options. When relevant details come to hand finalize all travel aspects of camp.

## 2019 South Island Championship

Melinda finalized and submitted application to Pub Charities for

Van Hire	\$1667.83
Accommodation	\$9043.48
Catering	\$2173.91

TOTAL \$12885.22

## Camp 2020

Costs as above totaling \$61200.00.

### **Meeting in Committee from 7.30pm until 8.00pm.**

**Resolution:** that Melinda apply for funding for accommodation, van hire & food for Camp 2020.

**Moved by** Sarah A **Seconded by** Mandy **CARRIED**

**ACTION:** Melinda to submit applications to relevant funding providers.

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## General Business

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- Committee requested Club Liaison to provide update on tiling.

**ACTION:** Karla to meet with CLM and provide feedback to committee.

- *Prizegiving* – poor attendance especially by Junior & Intermediate club members – suggestion to look to separate AGM from Prizegiving may help.

**ACTION:** Diarized by Secretary to raise again in planning for next year's events.

- *Filling vacant roles* – Website Press Manager – Sarah Shallcrass nominated and voted into role. President & Chairman. Committee to bring to next meeting ideas for moving forward.

**Motion:** Sarah Shallcrass shall be Website/Press Manager.

**Moved by** Sarah A **Seconded by** Karla **CARRIED.**

- *Acknowledging long serving past committee President and committee members.* To do presentation at XLR8 meet – Cards & Vouchers from Edyline. Mark, Janine, Jenny, Colin R, Lisa Drummond, Susannah Peckham.

**ACTION:** Sarah A to organise cards – Patsy to organise vouchers.

- *Request to make some changes to breakfast club menu* fresh fruit, smoothies remove Raro as an option. Kids to go on a roster for cleanup.

**Motion:** Purchase blender for smoothie making.

**Moved by** Sarah A **Seconded by** Karla **CARRIED**

**ACTION:** James to organise menu change & roster. Sarah A to purchase blender?

- *New parent video to be added to website.*

**ACTION:** Sarah Shallcrass to liaise with Jenny and add tab to website.

- *Melinda to obtain mock up for clubrooms via Trinders and obtain 2 quotes and then look for funding options.*

**Motion:** Initial Plans & Funding options be obtained for new clubrooms.

**Moved by** Melinda **Seconded by** Patsy **CARRIED**

**ACTION:** Melinda as above and report back to committee.

- *Coach Daniel Bell voted onto committee per 7.8 of club constitution.*

**Motion:** Coach become full committee member

1 against, 1 abstaining, 7 for **CARRIED**

- *Offer of funding for club NZ Home loans via Sarah Shallcrass – \$250 for every new client who mentions that they are coming in through Tasman Swim Club. Melinda/Patsy*

**Motion:** Written confirmation of agreement from NZ Home loans offer be obtained and presented to committee.

**Moved by** Melinda **Seconded by** Patsy **CARRIED**

**ACTION:** Sarah S to obtain details in writing of above.

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## Next Meeting

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24 July 2019 6.00pm, Saxton Stadium Boardroom.

Motion to adjourn was made at 9:00 p.m. and was passed unanimously.