



**Swimming Bay of Plenty  
Board Meeting Minutes**

<b>Venue:</b>	Rotorua Aquatic Centre	<b>Date:</b>	27 <sup>th</sup> November 2019	<b>Meeting opened:</b>	6.15pm
<b>Chair:</b>	Bronwen Radford	<b>Minutes:</b>	Karen Nixon	<b>Closed:</b>	8.30

<b>Committee Present:</b>	David Pearce, Darrin Walsh and Dennis Curtis
<b>Guests present:</b>	
<b>Apologies:</b>	Renee Kelly, Dallas Couvee

Item	Discussion/Action	Moved/Seconded	Responsibility	Date
Welcome				
<b>Agenda Items</b>				
Conflict of interest	None to declare			
Board Member	Move that Dennis Curtis be an appointed board member. His term will conclude at the end of the next AGM	Darrin/ David Agreed.		
Previous minutes	The minutes of the board meeting held were moved as a true and correct record	Darrin/ David Agreed		
Matters Arising				
Funding	We were successful in getting some funding for lane hire, special			

Item	Discussion/Action	Moved/Seconded	Responsibility	Date
	thanks to Melvene Surtees for doing this			
Board Charter	Renee has made a couple of changes to Charter Moved that the charter be accepted	Darrin/ David Agreed		
	Moved that the Governance Process Policy be adopted.	Darrin/ David Agreed		
Strategic Plan	Moved that the Strategic Plan be adopted. Strategic plan to be on meeting agenda.	Dennis/ Darrin Agreed		
Survey Monkey	To be sent out. Discussion on awards. We believe we do it well, not easy to move to another town. Facilities in other towns do not match Rotorua's.		Karen/ Bronwen	
BOP AGM	Feedback from clubs was the AGM went well. Emails were sent to life members with copy of constitution.No response was received. We intend to hold one meeting a year with our life members.			
Correspondence	It was moved that the inwards correspondence be accepted and the outwards ratified. Discussion on Correspondence.			
Te Arawa	Discussion on correspondence, we are still awaiting a letter from Te Arawa Lakes Trust to confirm Te Arawa Swimming have their agreement to use the name. but will continue the process of looking at their application. Dennis will liase. We will invite Te Arawa to a meeting to have a Q & A session. Questions will be emailed prior to this meeting. At the next stage we will also email other clubs to advise them of the application and give them the opportunity to comment.		Dennis/ Karen	
Financial report	Moved that the financial report be accepted.  Moved that Karen be paid a bonus  Moved that Karen has her remuneration increased, this is be reviewed annually.	Bronwen/ David Agreed  David/ Darrin Agreed  Darrin/ David Agreed		

Item	Discussion/Action	Moved/Seconded	Responsibility	Date
	Moved that a Voucher be purchased to reimburse expenses for Records Officer.	Dennis/ Darrin Agreed		
General Business				
Board	<p>Moved that Bronwen Radford be elected Chairperson for 2019/2020</p> <p>To promote leadership and for succession planning we will be alternating the meeting chair.</p> <p>Moved that be Dennis Curtis be elected Deputy Chairperson 2019/2020</p> <p>Technical Committee-Find out when the next meeting is and the board will take them out to dinner. At this meeting the Technical Committee will be appointed. One SBOP board member will attend on rotation and Karen will provide admin support. Discussion on the best way forward to appoint officials for meets.</p> <p>Awards Committee- Moved that the awards committee be Geraldine Hale, Bronwen Radford, Sam Pook, Ellen Sherwood and Lesley Mackenzie for 2019/2020</p> <p>Events Team: Is to be ratified as soon as confirmation of volunteers is confirmed.</p> <p>Moved that the Westpac bank signatories be Darrin Walsh, Renee Kelly and Karen Nixon</p> <p>Moved that Karen Nixon be added to My IR so that she can do GST returns etc online.</p>	<p>Dennis/ Darrin Agreed</p> <p>Bronwen/ Darrin Agreed</p> <p>Darrin/ David Agreed</p> <p>David/ Darrin Agreed</p> <p>Darrin/ David Agreed</p> <p>Darrin/ David Agreed</p> <p>David/ Bronwen Agreed</p> <p>Darrin/ David Agreed</p>		
Constitution	We have not adopted Regional One. We will email our proposed draft to Steve in the hope they will agree to our changes.		Karen/ Bronwen	
SNZ Road Show	We have asked for it to be in Tauranga and have a venue in mind. No date at this stage.			

Item	Discussion/Action	Moved/Seconded	Responsibility	Date
Rotorua Aquatic Centre	Money is an issue, upgrades to outdoor pool will be done first, time line is only a guide. We will try to source funding for Blocks, Darrin will ask NZCU.		Bronwen / Darrin	
Aquaknights Swimming	Bronwen gave update on Aquaknights Swimming. Coaching and Admin meeting's held last weekend. Looking forward it looks positive.			
Other Business				
Next meeting	Meeting's at 6pm. Wednesday's is ok. Next meeting late Jan/ February.			

