



## Swimming Bay of Plenty Board Meeting Minutes

|               |                        |                 |                 |                        |        |
|---------------|------------------------|-----------------|-----------------|------------------------|--------|
| <b>Venue:</b> | Rotorua Aquatic Centre | <b>Date:</b>    | 9 November 2017 | <b>Meeting opened:</b> | 6.30pm |
| <b>Chair:</b> | Bronwen Radford        | <b>Minutes:</b> | Karen           | <b>Closed:</b>         | 8.00pm |

|                           |  |
|---------------------------|--|
| <b>Committee Present:</b> | Jane Williamson, Jan Pook, & Lindsay Horne |
| <b>Guests present:</b>    |  |
| <b>Apologies:</b>         | Darrin Walsh, Michael Pugh,                |

| Item                 | Discussion/Action   | Moved/Seconded    | Responsibility | Date     |
|----------------------|---|-------------------|----------------|----------|
| Welcome              |   |                   |                |          |
| <b>Agenda Items</b>  |   |                   |                |          |
| Conflict of interest | None to declare   |                   |                |          |
| Previous minutes     | The minutes of 8 <sup>th</sup> August 2017 be moved as a true and correct record                        | Jan/ Jane Carried |                |          |
| Matters Arising      | BOP AGM- went ok Darrin and Lindsay re-elected. Follow up with letters.                                 |                   | Karen          | 30/11/17 |
|                      | Te Arawa- have heard nothing- application now lapsed.   |                   |                |          |
|                      | SNZ AGM- went well. Karen and Bronwen attended.   |                   |                |          |
|                      | Tauranga, Opotiki and Te Puke are now all lapsed. All are working with other clubs to support swimmers. |                   |                |          |
|                      | Officials Shirts ordered  |                   | Bronwen        | 30/11/17 |

| Item              | Discussion/Action  | Moved/Seconded           | Responsibility                            | Date       |
|-------------------|--|--------------------------|---|------------|
| Election of Chair | It was moved that Bronwen be Chairman for 2017/18  | Jan/Jane<br>Carried      |   |            |
| Election of Vice  | It was moved that Jane be Vice Chair for 2017/18   | Lindsay/ Jan<br>Carried  |   |            |
| Correspondence    | All emails that required the boards attention forwarded.<br>Moved that the inwards accepted and the outwards ratified  | Jan/Jane<br>Carried      |   |            |
| Financial report  | Discussion   | Lindsay/ Jane<br>Carried |   |            |
| Records           | Discussion   | Jan/ Lindsay<br>Carried  |   |            |
| General Business  |  |                          |   |            |
|                   | Technical Official Guidelines- Discussion  |                          | Bronwen and Karen to attend next meeting. | 1/01/2018  |
|                   | Regulations – discussion on updated draft  |                          | Karen to finalise and circulate           | 20/11/2018 |
|                   | Karen removed from room.<br>Once a year the Board will overview the administrators remuneration. The first meeting was held today 9 <sup>th</sup> November 2017. The outcome was that a one off bonus payment will be paid on the 15 <sup>th</sup> December. | Lindsay/ Jan<br>Carried  |   | 15/12/17   |
|                   | Quote for Mugs and Bottles circulated – Discussion. Look at ordering 50 coffee cups and 400 drink bottles. Get quote to have Tiki on one side and BOP logo on the other  |                          | Karen                                     | 15/12/17   |
|                   | Hoodies/ Tee's for BOP Swimmers at National Meets. T.shirts for Junior Festival, Div II and NAG's. Plus a couple for Regional TM. Tiki on back.  |                          | Bronwen/ Karen                            | 15/12/17   |
|                   | Travel policy- Discussion  | Jan/ Jane<br>carried     | Karen                                     | 15/12/17   |
|                   | Neville Voucher- same as last year and a coffee cup  | Lindsay/ Jan<br>Carried  | Karen                                     | 15/12/17   |
|                   | Meetings / Teleconferences? Discussion- Board meetings every two months. First Thursday of every second month.   |                          |   |            |

| Item         | Discussion/Action  | Moved/Seconded | Responsibility | Date       |
|--------------|--|----------------|----------------|------------|
|              | Funding discussion- look at funding for Trailer.                           |                |                |            |
|              | Aquaknights- have a pathway to 2020. Really positive meeting last weekend. |                |                |            |
| Next meeting | 8 <sup>th</sup> February 2018 6.30pm.                                      |                | Karen          | 01/02/2018 |

