



**Swimming Bay of Plenty  
Board Meeting Minutes**

<b>Venue:</b>	Club Rooms RAC	<b>Date:</b>	12 December 2018	<b>Meeting opened:</b>	6.30
<b>Chair:</b>	Bronwen Radford	<b>Minutes:</b>	Karen Nixon	<b>Closed:</b>	8.45pm

<b>Committee Present:</b>	Karen Wagstaff, Jan Pook, Dallas Couvee, Renee Kelly
<b>Guests present:</b>	
<b>Apologies:</b>	Darrin Walsh

Item	Discussion/Action	Moved/Seconded	Responsibility	Date
Welcome	Quick intro of everyone.			
<b>Agenda Items</b>				
Conflict of interest	Discussion on conflict of interest. No conflict of interest to declare.			
Board Composition	Karen 2 yrs, Renee 1 yr, Bronwen and Dallas 3 years			
Election of Chair	Nomination of Bronwen Radford for Chair received	Jan Pook, Karen Wagstaff Carried		
Election of Vice Chair	Nomination of Jan Pook for Vice Chair received	Karen Wagstaff, Dallas Couvee Carried		
Bank Signatories	It was moved Karen Wagstaff, and Renee Kelly be added as signatories to the bank account. So the account signatories will	Bronwen Radford, Jan Pook. Carried	Karen	31 December

Item	Discussion/Action	Moved/Seconded	Responsibility	Date
	<p>be Karen Wagstaff, Renee Kelly, Darrin Walsh and Karen Nixon. All Signatories to have internet Access.</p> <p>It was moved that Jane Williamson and Lindsay Horne be removed as account signatories and from Internet access.</p>	Bronwen Radford/ Jan Pook. Carries		
Technical Committee	<p>The Board moved that Steve Knox, Ann Benseman, Lesley Mackenzie, Fiona Paignton be appointed to the Technical Committee. The Technical committee will advise the board of an additional representative following their meeting.</p> <p>The Board Representatives will be Dallas Couvee, if Dallas is unable to attend Karen will be a substitute.</p> <p>Karen to send letters confirming appointment</p>	Bronwen, Karen  Carried		31 December
Awards Committee	<p>The Board moved that the Awards Committee be Bronwen Radford, Geraldine Hale, Chris Groothoff, Lesley Mackenzie and Wayne Johnson.</p> <p>Karen to send letters confirming appointment</p>	Jan/ Karen  Carried		31 December
Previous minutes	The minutes of the board meeting held 11 October 2018 were moved as a true and correct record	Jan/ Bronwen Carried		
Matters Arising	Funding- Darrin still working on this. Touch Pads, arrangements made for the pads to stay in Tauranga temporarily for two weeks- it is not feasible to have them there full time.			
Correspondence	<p>It was moved that the inwards correspondence be accepted and the outwards ratified.</p> <p>Discussion on email received regards IOT training. We will get Technical to look at feedback and consistency.</p> <p>Junior Festival- arrangements are underway for this. We are approaching people for specific jobs.</p>	Jan/ Renee  Carried		
Financial report	<p>As circulated.</p> <p>Melvne Surtees has agreed to do funding applications for us.</p>	Jan/ Dallas  Carried		

Item	Discussion/Action	Moved/Seconded	Responsibility	Date
	Ideas: Lane Space, Medals, Dive Blocks, Moved that Karen receives a bonus payment this year of \$1250.	Jan Pook / Dallas Couvee		
Records	Schedule two. It was moved that the records be accepted and ratified. Discussion on records, send email to clubs and coaches regards swimming out of region. Karen to send cards.	Karen Wagstaff Dallas Couvee Carried		
General Business				
Board Charter	Happy with document, a good start. All Feed back to be sent into Karen by 30 December.		all	31 December
Governance Process Policy	Happy with document, a good start. All Feed back to be sent into Karen by 30 December.		all	31 December
Regulations	Feedback by end December. We can ratify by email.		all	31 December
Club Rooms	Bronwen gave brief history of club rooms. Darrin is going to do a letter outlining our concerns to SR. BOP need to protect our investment.		Darrin/ Bronwen	31 December
AOD Cable.	Apply for funding.			
Central Swimming	BOP will loan CS up to \$2000 to cover costs for Tri Series until bank account can be sorted.	Bronwen/ Renee Carried		
Other Business	Karen email out travel claim form. FINA book- some changes being done at SNZ level so we should wait until they come out.		Karen	31 December
Next meeting	6 February 2019			

**Certified as a True and Correct Record of the meeting held 12 December 2018.12.14**

**Brown Radford Chairperson**\_\_\_\_\_

**Karen Nixon Administration Officer**\_\_\_\_\_