



NZSCTA Minutes 19 May 2018, Face to Face, Christchurch 10am

Attendance: Nevill Sutton (Chair), Susan Vogel, Pam Berry-Mason, Todd Mason, Frank Tourelle, Sarah Clarke, Henrietta Latham (EO)

Apologies: Daniel Fulton, Michael Weston, Donna Bouzaid

Previous Minutes:

April minutes approval

Moved: NS/SV Carried

24 April Meeting:

Action Items from previous minutes:

- Australia Safe Sport Report – request to use templates- permission has been given
- Review of Complaints procedure – complaints procedure/forms underway
- Suggest amendments to Membership form
- Events Committee – approach to SNZ regarding Coach Registration
- Bronze & Silver certificates to be replaced – update given
- Teacher Policy – follow up with Parliament – dismissed, no change required
- MoU – work plan needs to be development moving forward – agreed and attendees confirmed
- Strategic Plan – final version to be uploaded to website
- NAGS feedback and discussion points for SNZ
- Funding application for salary
- Child Advocate brief – NS to follow up
- Next meeting – structure of Awards Committee and other portfolios

Action Items

- ✓ Amend SBM to PBM – adjusted
- ✓ Complaints process and forms available for next meeting
- ✓ Update the membership registration form to include;
'Name given at birth'

'Have you held a passport in another country?
(if so please provide a copy of your previous passport)'

'Are you able to provide a Police Clearance from another Country'

'Are there any actions that may prevent you from being on pool deck'

'Disclaimer: Should your Police Vet take 65 days or more, then you will be required to step away from Coaching until a report is obtained.'
- ✓ Events Committee meeting topics to be raised; Registration and Policy Vetting, NAGS review, Health & Safety at National meets

Updates given and moved that minutes of 24 April, meeting be accepted:

Moved: PBM/SV Carried

Executive Officers Report:

- 2016-17 Accounts – completed and return to Incorporated Societies now done
- IRD – some issues with registration and GST returns, now all sorted, and GST return complete. Refund expected
- Access to MYOB for Target Accounting now complete, and it is hoped to have the Annual Accounts for 2017-18 by the end of July. This will also add the transfer to Xero
- Budget (work in progress) I will have something in place for the July meeting. I think it is best to work on the 12 monthly costs in 2017/18 year rather than 15 previous periods
- Awards Certificates and Trophies. I wasn't happy with the process this year, and although a change in EO hasn't helped I think we can do this better next year. I have spoken with Sue Southgate who will work with me on this for 2019
- Cost of running conference are outlined in an attachment. Outstanding accounts total \$10,374, which is a concern. This includes sponsorship, trades, and course attendance fees

Membership

We currently have the following membership:

Premium Coaches	192
Associate Coaches	52
Professional Teachers	89
Voluntary Teacher	0
Site Members	24
Life Members	<u>12</u>

Total Membership Numbers 344

7 Premium and 8 Associate Coaches, still working pool side and not financial

There appears to be a trend by Clubs not register their Club night coaches. Something we should consider and suggest to SNZ to have another registration code for volunteer Club Coaching. I think Clubs need to also under the ramifications of not have police vetted staff on pool deck, and I think we need to understand how that affect our Club H&S policies or insurance.

I have received several responses to my follow up emails, regarding outstanding Coach registrations, and have noted on file for SNZ, to make the necessary adjustments.

Board Calendar 2018 and work plan till Dec 2018

Attached is the Board calendar for the remainder of 2018, for discussion and input

Discussion document – Board Portfolios moving forward

Attached is a DRAFT of Portfolios moving forward and for discussion and feedback. Michael, Nevill and I, have been working on the plan to align with the Strategic Plan now in play.

Action Items

- ✓ All Board members to provide dates of availability please, so they can be noted on the working Calendar
- ✓ Update the Board Portfolios and send out
- ✓ H&S what are NZSCTA's obligations to our members and at events – HL to follow up



- ✓ Employment Contracts
- ✓ Create a 'Go to' for Coaches which provides all relevant information when setting up and for Clubs employing Coaches
- ✓ BC to work with Awards Committee
- ✓ Confirmed work plan for MoU; meeting to be set up. Working party Michael, Donna, Nevill, Steve Johns and Andy Kent.

Moved to accept the Executive Officers report:

Moved: TM/ SV

Carried

President Report:

MoU completed and signed off, with a primary view of working collaboratively moving forward. Starting to the effect on several other things including Education. A meeting to be set up as quickly as possible.

Discussion with Brendon Ward, dates for following conference and involvement of ASTA in NZSCTA conference.

Laws concerning 'Teaching' will not affect the organisation moving forward.

Agreed changes to portfolio moving forward as per circulated list. Request that Michael is able to assist in the Policies and Procedures area and confirm that Daniel is happy to continue with the Partnerships & Strategies area and Swim School Pathways.

Moved: NS/TM

Carried

Portfolio's

Strategic:

Update given by MW and discussion on role out of the MoU work plan moving forward. Those to be involved in the meeting are; Michael Weston, Nevill Sutton, Donna Bouzaid, Andy Kent and Steve Johns.

Action Items

- ✓ Meeting set up with SNZ as soon as possible

Moved: TM/SV carried

Coms & Marketing

(Magazines, Facebook, Instagram & Website)

Discussions on how our media platforms can be used more effectively;

Points and Action items

- ✓ Look a newsletter format around conference
- ✓ Review of Marketing of NZSCTA going forward
- ✓ Site membership list to be provided
- ✓ Link to Professional Development opportunities
- ✓ Photo ID on cards, look at ability to do on the website
- ✓ Begin role out of changes moving forward

Moved: NS/PBM carried



Events Committee update:

- Feedback given to SNZ, from Coaches meeting.
- Events Committee meeting set down for 26 May 2018 in Wellington.
- Discussion item on agenda, National events moving forward

Action Items

- ✓ TM to report back after meeting on 26 May 2018

Conference Update:

- Sales took place at the beginning of the week. Marketing plan to target at the end of meet
- Wellington moving forward 31 July-3 August. Contract signed
- Eventbrite – consolidation of information and changes to be made moving forward.
- Promotions – target audience, peak interest targets and give opportunity to come along, 25% bookings Friday
- Provide the opportunity to pay off with a minimum per month payment to be set once we are aware of
- Survey Coaches – through survey monkey
- Moved that the date for 31 July – 3 August 2019
- Debrief sent to Sponsors and trades and ASTA conference
- Insurance cover Association cover
- Employ Sure another good person to call on Board for lecture
- Great experience to attending
- Look at lecturers outside of the industry
- Some contacts provided for 2019 conference
- Introductions and presentations perhaps review briefing
- Feedback from plenary session provided, which was extremely useful
- Speaker info required on Eventbrite
- Consider having the historic introduction recorded
- Thanks to everyone who assistance
- More trades and sponsors in 2019, consider our current agreements, how can we make this work

Action Items

- ✓ Survey Monkey to go out through. Top 3 speakers and 3 top topics
- ✓ APP Changes for NZSCTA conference 2019, SV to approach Eventbrite
- ✓ Follow up letter to Sponsors & trades. SV to provide stats to include in letter (HL)
- ✓ Follow up on current sponsorship/ trade agreements (MW/DF)
- ✓ Photographer a must at 2019 awards
- ✓ Having speakers bring their own equipment etc. caused some un-necessary stress. It was agreed that quotes for Conference computers are obtained and apply for funding.
- ✓ Also, a suggestion that pop up banners – 6 in total, may well be another sponsorship opportunity or a funding grant opportunity

Moved: SV/SC Carried



Complaints:

Discussion in committee 1.35pm

Out of committee 2.05pm

Moved: NS/FT

Moved: TM/PBM

Funding:

Resolved to seek funding for four computers for annual conference and a replacement computer for Executive Officer.

Resolved to seek funding for 6 pop up banners for conference.

Action Items

- ✓ Apply for funding for computers
- ✓ Apply for funding for pop up banners

Moved: NS/PBM Carried

General Business:

- Peter Burgeon – statistical information available for Coaches for evaluation of swimmers, at a question to Coaches to be included in survey monkey. Recognised that there may be a fee to be covered by NZSCTA
- Jan Cameron acknowledgement, recognition discussion
- Re-validation of Coaching Course circulate the proposal to Board Members for feedback to NS please
- HL away on in Australia 23-2 June 2018
- Next meeting topic: Awards Committee structure, rules and regulations and governance

Action Items

- ✓ Survey Monkey – ask Coaches if they would like the opportunity to receive statistical information for their swimmers should it be made available

Another effective face to face meeting with much achieved.

Next Meeting: Zoom meeting 17 July 2018, 8pm (Calendar appointment to be sent)

Meeting closed: 2:40pm

Signed as a true and accurate record: _____

Dated: _____