

Minutes of the Annual General Meeting of the Wellington Swimming Association held on Thursday 26 August 2010 at 7.00pm, at Pelorus Trust House, Seaview

Mark Berge welcomed everyone to the 109th Annual General meeting.

Life Members: Pam Edwards, Daphne McLay, Bill and Joan Matson
Board: M. Berge - President, V. Morton, G. Forsythe, H Newall, R Gibson,
N Lucie-Smith, N. Woodrow
Selector: Sandy Turner
Operations Manager: H. Latham

Delegates:

BREAKERS	Brian Newth	
CAPITAL	Steve Hind	Jillian Kennemore
HATAITAI	-	
HUTT	Apology received	
KAPITI	Apology received	
KARORI PIRATES	Lynda Kamstra	
PORIRUA CITY AQUATICS	Matt Trlin	Terry Laws
MARANUI	Ron Watt	Heather Albrecht
RAUMATI	Jill Roberts	Kylie Piper
SWIMZONE RACING	Cath Green	
TAWA	Kathryn Gillum	Catherine Barnes
UPPER HUTT	Peter Green	Barbara Neish

Others: Mike Byrne, SNZ, Tania Black SNZ, Alan McLay (Maranui), Chris Roberts (Raumati), Samantha Piper (Raumati), Jasmine & Lisa Lee (Capital), Caroline Hind (Capital), Jude Fawcett (Capital), Fiona Pampalone (SZR), Mike Green (SZR), Lynette Sadler (SZR), Colin Sasse (SZR), Nevill Sutton (PCA), Robyn Prior (Masterton), Doug, Rosemary and Todd Morton, Fiona Mackay (Swim T3)

Apologies: Robert Gibbs (Hutt), Lynn Keatley(Life Member), Philip Rush (Board Member), Timon Wilkinson (Capital), Brian Ward (SZR), Kapiti Swim Club.

MOVED that the apologies be accepted.

Heather Newall/Sandy Turner - Carried

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:

Moved that the minutes of the Wellington Swimming Association Annual General Meeting held on 25TH August 2009 are confirmed as a true and accurate record.

Cath Green/Ron Ward- Carried

Matters Arising from the Minutes:

There were no matters arising from the previous meeting.

TABLING OF ANNUAL REPORTS AND FINANCIAL STATEMENTS RECEIVED

	<u>Annual Report</u>	<u>Financial Statement</u>
Breakers	✓	✓
Capital		Requested extension
Hataitai	✓	✓
Hutt	✓	✓
Kapiti	✓	Requested extension
Karori Pirates	✓	Requested extension
Maranui	✓	✓
Porirua City Aquatics	✓	✓
Raumati	✓	Requested extension
SwimZone Racing	✓	✓
Tawa	✓	✓
Upper Hutt	✓	✓

Capital Swim Club, Karori Pirates, Kapiti and Raumati Swimming Club have requested a deferment to on/before 30 December 2010.

Annual Report

All Clubs have received a replacement Annual Report along with the Financial Statement for 2010 tonight. It was noted that the following amendments had been included in the new version:

- Page 9, inclusion of Philip Rush as Open Water Coach to the 13th FINA World Championships in Rome
- Page 24, 2010 NZ Junior Nationals Report
- Page 36 amended results for the Wgtn Long Course event.

Receive and adopt the Swimming Wellington's Annual Report including the above amendments

Matters Arising from the Annual Report

No matters arising.

Presidents Report

Mark Berge gave an overview of the Annual Report.

Moved that all reports be taken as read and changes that had been circulated be adopted.

Heather Newall/Matt Trlin – Carried

Financial Statement

Viv Morton suggested that a vote of thanks be made to Graham Gould for auditing the Swimming Wellington Accounts.

ELECTION OF OFFICERS

NO VOTE REQUIRED.

Mrs Viv Morton has stood down from the position of Treasurer and Mrs Sandy Turner has offered to take up this position in the forthcoming year.

Board for 2010-11

President:	Mr Mark Berge
Secretary of the Board	Ms Rosie Gibson
Treasurer:	Mrs Sandy Turner
Four Members:	Mrs Heather Newall
	Mr Phillip Rush
	Mr Neil Woodrow
	Mr Nigel Lucie-Smith
Three selectors:	Mrs Heather Newall
	Ms Rosie Gibson
	Mrs Sandy Turner
Awards Committee:	Mrs Daphne McLay
	Mr Roger Robins
	Mr Jim Drummond

Service Awards

Mark Berge invited Daphne McLay to present the awards. Daphne made mention of Bill Matson being the recipient of the Officer of the NZ Order of Merit (ONZM) for services to swimming in the New Year Honours and asked Bill to assist her in presenting the SW awards.

Service Awards were presented to:

- Mark Berge, Capital Swim Club
- Greg Forsythe, Capital/Karori Pirates Swim Club
- Nevill Sutton, Porirua City Aquatics

Life Membership was awarded to Vivien Morton, Porirua City Aquatics for service to our sport.

Mark thanked Viv for her services as SW Treasurer and Henrietta Latham for her efforts as Operations Manager.

REMITS to be changed for 2010

Remit 1

Rule 13 Clubs

13.7 The annual general meetings of Clubs shall occur prior to the last week of June each year.

Proposed:

13.7 The annual general meetings of Clubs shall occur prior to **20 August in each year.**

Rationale:

Allows clubs to hold Club AGM's and sufficient time to furnish the necessary returns prior to SW AGM **and recognises that many clubs have a year end date of 30 June 2010.**

Remit 2

Rule 16 Swimming Wellington Board

In addition to the current policy

Proposed:

16.7 No person employed by Swimming Wellington may be elected to serve as an elected member of the Swimming Wellington Board.

Rationale:

Additional policy to cover the any employees of Swimming Wellington and in line with SNZ Rule 10.3

Remit 3

Rule 21 Appeals / Rule 22 Annual Returns

22.1 All Clubs shall provide to the Secretary prior to the AGM:

- (a) The details of the decision appealed against it.
- (b) The date of that decision and the person or body who made it.
- (c) The grounds of the appellant's appeal.

And shall lodge with the Secretary the applicable appeal fee as prescribed by the Board from time to time.

Rule 22 Annual Returns

22.2 If any Club fails to file its annual return by the due date the Board may suspend the Club and its Members until it has complied and/or impose such penalty or requirement as determined by the Board.

Proposed:

22.1 All Clubs shall provide to **Swimming Wellington** prior to the AGM:

- (a) The details of the decision appealed against it.
- (b) The date of that decision and the person or body who made it.
- (c) The grounds of the appellant's appeal.

And shall lodge with **Swimming Wellington**, the applicable appeal fee as prescribed by the Board from time to time.

Rule 22 Annual Returns

22.2 If any Club fails to file its **annual** return by **the due date**, the Board may **impose a fine on the Club not exceeding \$250 inclusive of GST**.

If a Club fails to supply a return within 30 days of the due date, the Board may suspend the Club and its Members until it has complied.

Rationale:

22.1 Annual returns are forwarded to the Operations Manager of Swimming Wellington rather than Secretary.

22.2 /3 To keep policy in line with Rule 13.7 proposed above and ensure that clubs meet the requirements set down the in the Constitution regarding annual returns and audited accounts.

Remit 4

Rule 28 Annual General Meeting

28.3 The business of the annual general meeting shall be:

- (a) To receive apologies for absence and to verify proxies
- (b) To call the roll of Delegates
- (c) To confirm the Minutes of the previous AGM
- (d) To table Annual Reports and Financial Statements from Clubs
- (e) To receive the Annual Report and Financial Statements for the year ended 30 June
- (f) To receive the report from the Awards Committee

- (g) To appoint two scrutineers
- (h) To elect the Board and three selectors and Awards Committee
- (i) To consider all motions, notice of which has been previously given
- (j) To deal with other business which can properly be considered or which the AGM agrees to consider.

Proposed:

28.3 The business of the annual general meeting shall be:

- (a) To receive apologies for absence and to verify proxies
- (b) To call the roll of Delegates
- (c) To confirm the Minutes of the previous AGM
- (d) To table Annual Reports and Financial Statements from Clubs
- (e) To receive the Annual Report and Financial Statements for the year ended 30 June
- (f) To receive the report from the Awards Committee
- (g) To appoint two scrutineers
- (h) To elect the Board members **in accordance with Rule 16.3, plus** three selectors and Awards Committee
- (i) To consider all motions, notice of which has been previously given
- (j) To deal with other business which can properly be considered or which the AGM agrees to consider.

Rationale:

To bring into line with the Rule 16.3 where the two longest serving elected members shall retire but shall be eligible for re-election.

Remit 5

Rule 30: Members Meetings

30.1 Swimming Wellington will hold two Members' Meetings annually, one in March/April and the other in September/October.

Proposed:

30.1 The Board **will** convene **two** members meetings **annually**.

Rationale:

Currently the Board is committed to holding two Members Meetings annually as per 30.1. This often falls outside the needs of the planning process and therefore allows meetings to be called when there is a need.

Remit 6

REG. 7 SELECTION OF SWIMMING WELLINGTON TEAMS

7.6 Upon application, swimmers must complete a Code of Conduct

Proposed:

7.6 Upon application, swimmers must complete a Code of Conduct **and Swimmers Medical Information Form**.

Rationale:

Swimming Wellington has had to introduce a Swimmer Medical Information Form to bring into line with any traveling SNZ team.

Swimming Wellington



Remit 7

REG. 11 SCHEDULE OF CLUB COLOURS & ABBREVIATIONS

<u>CLUB</u>	<u>COLOURS</u>	<u>ABBREVIATION</u>
Capital Swim Club	Electric Blue & Fluoro Yellow	CAP
Hataitai Swimming Club	Blue and White	HAT
Hutt Swimming Club	Red and White	HUT
Kapiti Swimming Club	Jade Green, Navy and White	KAP
Karori Pirates Swimming Club	Black, White and Red	KRI
Maranui Swimming Club	Red, White and Blue	MAR
Porirua City Aquatics	Turquoise, Orange and Black	PCA
Porirua Swimming Club	Black White and Orange	PSC
Raumati Swimming Club	Red, White and Blue	RAU
SwimZone Racing	Blue, Green, Red and White	SCA
Tawa Swimming Club	Red, Blue and Gold	TWA
Upper Hutt Swimming Club	Royal Blue and White	UHT

<u>CLUB</u>	<u>COLOURS</u>	<u>ABBREVIATION</u>
Breakers Swim Club	Black, Blue, Silver & White	BRK
Capital Swim Club	Electric Blue & Fluoro Yellow	CAP
Hataitai Swimming Club	Blue and White	HAT
Hutt Swimming Club	Red and White	HUT
Kapiti Swimming Club	Jade Green, Navy and White	KAP
Karori Pirates Swimming Club	Black, White and Red	KRI
Maranui Swimming Club	Red, White and Blue	MAR
Porirua City Aquatics	Turquoise, Orange and Black	PCA
Porirua Swimming Club	Black White and Orange	PSC
Raumati Swimming Club	Red, White and Blue	RAU
SwimZone Racing	Blue, Green, Red and White	SZR
Tawa Swimming Club	Red, Blue and Gold	TWA
Tornadoes Swim Club	Orange, Black and Purple	TOD
Upper Hutt Swimming Club	Royal Blue and White	UHT

Rationale:

Inclusion of Breakers Swim Club and Tornadoes Swim Club from 1 July 2010 and the removal of Porirua Swimming Club.

Remit 8:

RULE 16 – SWIMMING WELLINGTON BOARD

6.2 The Board shall comprise of:

- (a) Elected members:
 - (i) President of Swimming Wellington;
 - (ii) Secretary to the Board of Swimming Wellington;
 - (iii) Treasurer of Swimming Wellington;
 - (iv) Technical Officials Officer to Swimming Wellington; and
 - (v) 4 (four) Ordinary members

- (b) Appointed members:
 - (i) Up to two people appointed by the elected members of the Board.

Proposed

6.2 The Board shall comprise of:

- (a) Elected members:
- (i) President of Swimming Wellington;
 - (ii) Secretary to the Board of Swimming Wellington;
 - (iii) Treasurer of Swimming Wellington;
 - (iv) ~~Technical Officials Officer to Swimming Wellington; and~~
 - (v) 4 (four) Ordinary members
- (b) Appointed members:
- (i) Up to two people appointed by the elected members of the Board.

Rationale:

It is the Board's recommendation that the Technical Officers position is appointed at the first meeting of the new Board.

MOVED that all remits be adopted.

Neil Woodrow/Sandy Turner - Carried

GENERAL BUSINESS

1. SNZ

Mike Berge welcomed Mike Byrne CEO SNZ, who said it was great to see the number of people at the meeting and congratulated service award recipients and spoke on a number of areas of SNZ business:

- State Insurance had come aboard as a sponsor who wanted to be involved at grass roots level with LTS programmes. Primary teachers need to be upskilled to be able and confident to teach children and the goal of State Insurance and SNZ was to have a LTS support person in every community. In the Wellington Region, Sport Wellington and the Hutt City Council were helping carry out this role. A person to liaise and support LTS in primary schools in Wellington will soon be appointed. State Insurance were also on board to assist SNZ to develop capability, membership services and marketing and provide more formal secondary school competition.
- SNZ has had some revenue growth this year, despite difficulty in sourcing funding and the business of SNZ is looking good compared to a few years ago.
- The Database project has been challenging over the past few months but SNZ is looking at developing a more efficient database system.
- SNZ are also actively trying to develop profile of swimming in NZ with the magazine "Fastlane" being sent out to all people in the NZ swimming database
- The first NZ Awards dinner was held as part of NZ Opens & Commonwealth Trials in Auckland earlier in the year. It is hoped that this will become a regular feature in the SNZ calendar. The Legends relay was also held in which 48 NZ reps competed and raised \$42,000 for a variety of charities.
- NZ Opens was televised on Sky and it is hoped to broadcast livestreaming of the NZ Age Groups in March 2011.
- Coaching: High Performance has received some direction from SPARC who suggested that a coach should be appointed that has "podium" experience and Mark Reagan has been appointed. The Australian accreditation coaching programme has been implemented this year and Sheila Galloway has been appointed to roll out programme to coaches throughout NZ.

Swimming Wellington



- Performance: Gareth Kean and Tash Hind have recently performed creditably at Pan Pacs at Irvine, California and Gareth is also competing at the Junior Pan Pacs in Hawaii in a next week.
- The Government has announced increased investment into High Performance sport with a \$40m investment into North Shore to build new pools there.
- Winds of change have been manifested through Project Vanguard to look at organisation structure of SNZ and will present suggestions/developments at the SNZ Forum next month.

Mike thanked Henrietta for her positive relationships with SNZ and Mark as board member and chair of Project Vanguard, a tireless worker for SNZ and SW.

Mark Berge thanked Mike for his comments and reminded members that the SNZ Forum will be on Saturday 11 September, the day prior to the SNZ AGM. Part of the afternoon will be taken up with Phase 2 of Project Vanguard and how swimming as a whole is structured and Mark suggested that representatives from SW clubs should attend.

Mark then introduced Tania Black, SNZ Membership to speak on membership issues and some background regarding the remits for the SNZ AGM. Tania noted:

- That it was critical to have lots of representative from clubs at the Forum.
- The SNZ Database was used to run educational courses and was the basis for communicating to members and it was important for our sponsor to know that SNZ can (and does) communicate with all its members
- Active Network is developing a product that can be combined with HyTech product and is looking to include swimming-specific requirements.
- Remit from Swimming Manawatu wanting SNZ to interact with regions, rather than clubs. Suggests that it is far easier to deal direct with clubs rather than go through regions. Implications for education team and sponsorship.
- Remits and CEO response will be sent out tomorrow.
- Regional and club activities. Recent Snz survey showed that people want to hear about region and club activities. Membershipship person appointed and will be starting next week.
- New initiatives need to be shared between clubs and regions.

Mark Berge thanked Tania for her report and reminded members that SW Board will represent its members the AGM.

2. Carnival Committee

Henrietta Latham spoke briefly about SW looking to expand the Carnival Committee (6-7 people) and is seeking representatives from clubs who will come together as a committee to look at national meets, etc

3. Development Committee

Neil Woodrow reported on meetings with coaches that had been co-ordinated by Mark and Henrietta which had been held recently who had made suggestions to make the calendar more vibrant and user-friendly.

These meetins had looked at the levels and structures of meets in Wellington and made a number of proposals for changes, particularly to improve the flow of swimmers into the sport and for the 12 and under swimmers who make up the majority of competitive swimmers.

Swimming Wellington



The Development Committee had considered all suggestions and looked at the implications of these on both Club and SW revenue, officials, parents and swimmers, while also taking into consideration the changes that have been required owing to the holding of the Rugby World Cup in Wellington next year.

The general theme was to build the calendar around three levels of swimming, Level 3 (entry level, LTS, swim schools, etc), Level 2 meets (club league) and Level 1 (Signature and SW meets).

Other recommendations made by the coaches were to have more structured Level 1 meets and move SW Summer Champs to December, but SW needs to look at the implications of moving this event and survey its members. Also suggested was opening up AAG to more swimmers and SW only giving subsidies to medallists and having an Open Week across the region to allow people to visit clubs and get a taste of competition and competitive swimming.

Mark thanked the Development Committee and the coaches for participating in the process.

There being no further General Business the meeting closed at 8.46 pm.

Confirmed as a true and accurate record

Signed _____

Date ____/____/____