



Minutes of HBPB Swimming Board Meeting **22nd September 2021 via Zoom at 6.30m**

Present: Sue Hewitt (Administrator), Andrew Bull, David Kamper, Jacqui Margerison, Julie McLaughlin, Keith Bone
Apologies: Karen Busch

Governance

HBPB Board Member Vacancy

- There remains a vacant position on the Board. The constitution allows for the Board to fill a casual vacancy for a term up to the end of the AGM the next year.
- The Board moved to fill the casual vacancy with K Bone. A Bull/J Margerison

HBPB Member Club Constitutions

- The SNZ Member Club Constitution is due end September, which will allow our clubs to update.
- Enterprise has indicated that they are in the process of updating theirs and it was at the lawyers. The draft has not been sighted, but it will need to align with the region and the national body.

Sub-Committee Review

- Discussion on the review of the Eastland Swim and Swim HB sub-committee terms. Although Swim HB is currently in recess terms are still relevant, and the region would hope to again have a team of volunteers active in HB.
- Funds from regional championships should come to the region – expenses paid, and income retained. A Bull spoke around past distributions and the relevance and lack of benefit to swimmers. The Board can play a more active role to do something positive aimed at the swimmers, with funds going to a purpose, or purposes.
- Eastland Swim can continue in some capacity, but the regional championships are regional.
- A Bull moved a motion that the revised Eastland Swim and Swim HB Terms of Reference be adopted. A Bull/J McLaughlin
- Discussion around ideas for some distribution of funds made from the 2021 HBPB Winter and Summer Championships. S Hewitt indicated that a profit from Winters was yet to be determined.
- Proposed to reduce the entry fee for HBPB Summers, which will benefit competitive swimmers, and will show that the region is allocating profits made to swimmers. S Hewitt to determine what the profit is and come up with options of a reduced entry fee to the Board. **S Hewitt to follow up**

Distribution of Swim HB Funds

- Discussion on the distribution of Swim HB funds that have accumulated over recent years, as club distribution has not occurred. Included in Swim HB reserves is \$10K that has been marked for the purchase of electronic equipment.
- P Richardson's (on behalf of Swim HB) proposal discussed with varying opinions. This is historical money and under the old terms of reference should go to HB clubs, as Eastland Swim money has been distributed to Gisborne clubs. Moving on it will be regional.
- Move that the Board adopts the proposal as outlined by P Richardson This includes distribution to HB clubs, as well as a small operating reserve maintained on behalf of HB clubs, and a historical amount of \$10K coming to the region for replacement equipment. Replacement equipment will benefit the region on a whole. J Margerison/D Kamper
- S Hewitt to notify P Richardson and arrange distribution. **S Hewitt to follow up**

Policies

Full Policy Review

- Board has had the following drafted policies circulated
 - Code of Conduct – Separate to MPP
 - Competing Out of Region Policy
 - Financial Assistance Swimmer Recognition Policy
 - Health and Safety Policy
 - Media Policy and Guidelines
 - Member Protection Policy Manual – SNZ Adopted
 - Police Vetting Policy
 - Records Policy
 - SunSmart Policy
 - Transfer Procedure
- Discussion on policies. Vaping to be added to Code of Conduct, and some clarification needed to Financial Assistance, and Eastland Swim and Swim HB Terms of Reference.
- Move to adopt policies, with amendments, and send out to clubs. A Bull/J Margerison
- Policies to go on a review cycle. **S Hewitt to follow up**

Competition and Events

Wairoa Meet

- Gisborne vs Hastings vs Napier meet postponed due to Covid-19 restrictions. This was an exciting new initiative which the region still wants to deliver.
- Discussion around date. S Hewitt to look at calendar and discuss with coaches before coming back to Board. **S Hewitt to follow up**

Designated Meets

- As decided the Wairoa meet was removed from the 10 designated meet list, meaning we only had 9 designated meets.
- The Eastland meet that was planned for the 18th-19th September was not run due to Covid-19. This was another designated meet. There are
- We will have the opportunity to add at least one other meet, and possibly more if other events are postponed, but need to confirm with SNZ as soon as possible. **S Hewitt to follow up**

Inter-club Meets

- Upcoming Meets
 - Greendale Spring Meet – 17th-18th October 2021 – flyer received
 - East Coast Carnival – 13th – 14th November 2021 – flyer yet to be received
 - March Race Meet – 5th – 6th March 2022 – Hosted by Sundevils

2023 National Meets

- S Hewitt has spoken to D Johnson (SNZ) on the process to tender for national meets. 2022 is already allocated and tenders are generally on a 2-year cycle. The HB Olympic Pool will allow us to tender for 2023 meet/s. This opens in March and D Johnson will help in this process. The region will need to tender with support from the pool operators (Hastings Fitness Trust), the Napier City Council, Hastings District Council, Tourism HB, and other relevant parties. **S Hewitt to follow up**

Disability and Para Swimming Clinic

- C Leslie (SNZ) is keen to arrange to run this in the region. It would be a half to one day event with C Leslie present to provide support about disability and para swimming and to provide some advice about the classification process. We would need some commitment from coaches.
- The calendar is to be looked at so that a date can be provided. **S Hewitt to follow up**
- Wairoa is possibly a good venue if only one in the region.

Facilities and Equipment

HB Olympic Pool

- D Kamper and S Hewitt met with Sir G Avery and D Nancarrow to discuss needs from a regional perspective. There was a meeting with them and club committees on Monday 20th September and from this clubs are to send through their projected lane space requirements – July 2022. S Hewitt is to formulate a draft requirement for swim competitions. **S Hewitt to follow up**
- Pool space will still be tight, and swimming needs to continue to work for access, while working in with other aquatic users.
- Covid-19 and weather have delayed the opening slightly, with the date now approximately mid-August 2022.

Electronic Equipment

- Swim HB has been holding \$10K in an account that was reserved for equipment update.
- Move to replace equipment as per requirements outlined by D Kamper. D Kamper/J Margerison
S Hewitt to follow up
- D Kamper to provide S Hewitt clarity on needs and costs. **D Kamper to follow up**

Funding Report

- Grant Outcomes
 - NZCT – Administration – Received \$12,000.
 - First Light Foundation – Wairoa Meet – Carried over and then withdrawn due to postponement.
- Grant Accountability
 - NZCT – Accountability to be done. **S Hewitt to follow up**
- Grant Applications
 - None

Financial Report

- Ratify Payment of Accounts Approved via Email – 19th July – 16th September 2021
 - Teamline – Swim Caps Wairoa Meet - \$1036.15
 - TLC Live – Technical Shirts - \$859.64
 - All Admin Payments
 - All SNZ Affiliation Payments
- Approve Additional Payments
 - None
- Approve Financial Reports J McLaughlin/D Kamper
- Bank Approvals – In the process of getting J Margerison approved by Westpac as a signatory.

Sub-Committee Reports

HBPB Swimming – For Swim HB

- Nothing to report

Eastland Swim

- S Hewitt is waiting for a response from Eastland Swim on details on ribbons, medals, pool bookings and other relevant details for the HBPB Summer Championships. **S Hewitt to follow up**
- Acknowledgment of receipt of letter and circulation to the Board has been done. No response required from Board.

Coach Committee

- A meeting of our coaches with some out of region coaches/SNZ staff was held via ZOOM.
- Possibility to have a coaches meeting more frequently – perhaps once a month. Coaches may take the opportunity at Summers to meet.

Technical

- New Technical Officials - K Busch (Regional Referee). Congratulations.
- Gisborne Assessor
 - Sonia Keepa has indicated to A Bull that she is keen still to do this and knows the process.

- It is imperative that we have someone in this role so a timeline will need to be used, or the region will need to actively look for someone else.
- K Bone is attending Summers, and training is occurring in HB across all clubs, although Covid has been a challenge.

Events Committee

- Most regions would have an events committee made up of a couple of coaches, the administrator, Chair, a technical representative, and perhaps one or two others.
- Defer discussion of this until next meeting.

Board to follow up

Records

- Short Course Records
 - NZ Secondary Schools - K Hurley – 13 years – 100 Breaststroke (1.14.36), 200 Breaststroke (2.41.23), L Nicholls – 13 years – 100 Butterfly (1.04.27), J Keepa – 17 years – 100 Individual Medley (57.81), 200 Individual Medley (2.04.98)
- Long Course Records
 - None
- Congratulations to all record breakers.

Previous Minutes

- Minutes of meeting – 20th July 2021 moved – with the correction in nominator for J Margerison.
J Margerison/A Bull

Matters Arising (not already discussed):

- Police Vetting of HBPB Swimming Board – Thank you for those who have done this. One member still to complete.
- Backstroke Wedges – Still to be Investigated.

Correspondence: (as per notified by email).

- Inwards of Significance – 18th July – 21st September 2021
 - D Johnson – SNZ – Membership Reporting 2021-21
 - S Johns - SNZ – SNZ Board Appointments Panel
 - D Finlayson – Sport HB – Various re Balance is Better Parent Education
 - NZCT – Notification of Grant Outcome
 - I Ansell – Apollo Projects – Re Equipment HB Olympic Pool
 - K Owen – Sport HB – Disability and Inclusion Newsletters
 - NAQ – Notification of Changes to Committee
 - NZ Swimming (Alumni) Trust AGM Information
 - G Martin – Enterprise – Re Club Constitution
 - L Allen – Thank You for Gift
 - D Johnson – Meeting Notes – August Admin Meeting
 - G Avery – Request for Meeting re HB Olympic Pool
 - D Finlayson and K Owen – Sport HB – Various re Disability and Inclusion Training
 - A Cook – NAQ – Code of Conduct
 - S Johns – SNZ – Elected Board Member Vote
 - S Johns – SNZ – Swimming NZ AGM 2021
 - A White – SNZ – Birmingham 2022 Commonwealth Games Criteria
 - NZ Swimming (Alumni) AGM 2021 Minutes
 - First Light Foundation – Notification of Grant Held Over
 - S Johns – SNZ – Appointed Board Member Announcement – D Bridgman
 - D Johnson – SNZ – Minutes September Admin Meeting
 - G Avery – Invitation to HB Club Rep Meeting – 20th September 2021
 - H Latham – NZSCAT – Updated Police Vetting List
 - GDL – October Meet Flyer
 - S Johns – SNZ – Change to ZOOM for SNZ AGM 26th September 2021
 - S Johns – SNZ – SNZ AGM Agenda and Annual Report
 - D Johnson – SNZ - Pool Facility and Swim School Guidelines Delta Level 2
 - Various Quotes – Wairoa Meet
 - Quotes – Electronic Touch Pads

- D Johnson – Event Information/2022 Calendar
- Eastland Swim – Letter re HBPB Summer Championships
- D Finlayson – Sport HB - Re Possible Balance is Better Presentation Postponement
- Various Administrative Communications – Competitions/Swim Meets/Flyers, Memberships/Database, Coach and Club Communications, Bookings, Funding, and Other Admin
- Outwards of Significance – 18th July – 17th September 2021
 - First Light Foundation – Grant for Wairoa Meet
 - Clubs – Requests for Club Constitutions
 - Clubs – Short Course Opportunity Meet Flyer
 - Clubs – HBPB Summer Championships Flyer
 - Clubs – Notification of HBPB Swimming Board Delegations 2021-22
 - G Avery – Membership Statistics
 - Eastland Swim – Re HBPB Summer Championships
 - Eastland Swim – Various Requesting Information on Bookings and Awards
 - Clubs – Greendale Spring Meet Flyer
 - Various Updates and Information – Competition/Swim Meets/Flyers/MM Files, Coaches Communication, Club Correspondence, Invoices, LC 2022 Opportunity, Funding, and Other Admin
- Move that the inwards and outwards be approved. Julie/Andrew

Transfers and Clearances

- Swimmer Transfers – F Cameron, J Corrin (ENT to COM), T Winitana (TRO to NAQ), T Wilson (CHB to PNASC), T Wilson (PNASC to CHB), A Cook, C Cook, H Douglas, P Foster (NAQ to SUN), J Ebbett-Watt (SUN to Aquagym)
- Non-Swimmer Transfers – R Smith (NAQ to HBPB)
- Clearances – None

Health and Safety

- Nothing to report.

Meeting Close – 7.55pm

Next meeting – TBC