

# CANTERBURY WEST COAST SWIMMING Inc

## MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD AT WHARENUI, MONDAY 9 MAY, 2005

**WELCOME:** Mr Ron Clarke extended a special welcome to all present...

**PRESENT:** Mesdames J Bickley, B Bridge, G. Cain, M Howell, M. Morrison,  
V Wright, Ms B. Mahan, C Carey  
Messrs G Cook, R. Clarke, G Miles, M Schout, W Wright

**ABSENT:** J. Stevenson, B Naylor, S Hodgins

**APOLOGY:**

Accepted

**MINUTES:**

Correction: - J Bickley and G Cook were present at the last meeting 11 April 2005.

Minutes of 14.4.05 taken as a true and correct record

Moved G Cook/J Bickley.....

Carried

**ARISING FROM MINUTES:**

Ron Clarke confirmed Youth and Opens to be held in Canterbury 12 – 16 April 2006.

Re Canterbury B Champs being held over one day in future, Marlene Morrison has heard back from two West Coast clubs in favour. To be two sessions on a Saturday.

**FINANCIAL REPORT:**

G Cain tabled her report and presented accounts for payment.

**Accounts for payment:**

Screen Concepts	\$2592.00	Polo tops (uniforms)
Canterbury Foundation	\$ 196.00	unused portion of donation returned
C Carey	\$ 242.48	Admin supplies
Canterbury Office furniture	\$ 828.00	Admin office equipment
Templeton swim Club	\$ 350.00	replace lost cheque (SIC travel donation)
Boise	\$ 45.50	cartridge refill
Electronic Display Services	\$ 236.25	Admin office setup
R Clarke	\$ 23.70	NZ Forum (taxi)
Promark	\$ 945.00	Junior carnival ribbons

**Debitors:**

SNZ	\$ 1648.86	Junior national entries
SNZ	\$ 2773.02	NAG's entries
Wharenuui	\$ 450.00	junior carnival cards

**Funding Applications:**

Southern trust – laptop to be purchased this week

NZ Community trust – pool passes to be done

Pub Charity – Youth and Opens bank statement required

Century Foundation - require an audit, minutes & signatures required.

Moira provided details of funding applications for Christchurch City Council for Youth & Opens 2006 – Carey to follow up

Carey to write to Swimming New Zealand re. Outstanding amt owed to CWCS from national meets.

Finances be approved: **Moved: G Cain/M Howell**

Carried

That accounts be paid as and when funds available: **R Clarke/M Howell**

Carried

**CORRESPONDENCE:**

As listed, inwards received, outwards endorsed Moved: M Schout/ M Howell Carried

**Transfers:** As listed

Moved: M Schout/M Howell

Carried

**REPORTS:**

**Competition:** After feed back from clubs, Canterbury B Champs will be two sessions on a Saturday, feedback from coaches meeting to look at 200m events being deck seeded, and leave 50 & 100m events in ages.

**Selectors:** No report

**Technical:** Lesley Huckins has been appointed as the new National Examiner for Canterbury West Coast – John Doran retired.

Frank Ruddiman to sit referees exam at Wharenui Winter Olympics

**Registrar:** New season, one club only has registered swimmers so far.

**Equipment:** Ron Clarke is working with Omega re. New timing equipment at QEII Carey needs all equipment to her to check and update asset register and insurance details. Discussion regarding what to do with old starting equipment. Jan Bickley to talk to Sport Canterbury about possible sports museum donation.

**Publicity:** No report

**Administrator:** as attached

**GENERAL BUSINESS:**

Breakfast Meeting - Jan Bickley attended a Sport Canterbury breakfast meeting on advertising and publicity, very informative and emphasising need to contact media a week before an event. Universaide Games –Brigitte Mahan questioned if any selections or funding decisions had been made from SNZ.

Clash of the Codes – Carey Carey to discuss with Wellington re possibility of junior competition in Christchurch. Waiting to hear back.

Remits for AGM discussed covering Trophies, records, meets and service awards. Completed remits to be bought to the next meeting then circulated to membership.

Ron Clarke gave a summary of the SNZ Regional Delegates Forum he attended in Wellington on 8 May.

**Meeting closed 9.55pm**

**Signed**

**Date**

THE NEXT MANAGEMENT COMMITTEE MEETING WILL BE on 13 June 2005 at 7.30pm. The next delegates' meeting will be held the annual General Meeting at the Wharenui meeting room at 2pm on Sunday 26<sup>th</sup> June at 2pm. Management members please bring a plate

## **Correspondence to 9 May 2005:**

SNZ: Contacts List Update, Vacancy for Regional Education Manager, Incorporated Society membership required by all clubs preferably, Invitation to Host Youth & Opens 2006, TM files and Results for Australian Age Group, 2005 school of coaching forum in Auckland, National Competition Evaluation report from members, S Holden away for 5 weeks, CEO Newsletter, Technical Officials Update, Technical Examiner for Canterbury, NZQA Unit Standards for Swimsafe, 2005 Australia Open Water Results, State of Origin (NZSCAT)

### **CENTRES:**

BOP: Concerns to be discussed at forum, Rolly Webb passed away  
ED: Minutes

### **CLUBS:**

Burham: President's Report  
Christchurch: President's Report  
Greymouth: Prefer Canterbury B's to be one day - discuss  
Halswell: President's Report and service award nomination, change of secretary,  
Hokitika: Prefer Canterbury B's to be one day - discuss  
Jasi: Centre Nomination & Service Awards, Presidents report  
Kaiapoi: President's Report, Nominations for Centre  
QES: President's Report and Service Award,  
Sockburn: Problems with email - discuss  
Templeton: Nominations for Centre positions  
Westport: President's Report  
Wharenui: Nominations for Centre, President's Report

### **OTHERS:**

Canterbury Champs B's to become a one day meet – responses required  
Remits from C Carey & G Cook  
Jasi meet Info, Wharenui 100s Meet Info  
Reminder about Incorporated Societies returns and members thereof  
Club Info sheet for completion after AGM  
Registration to come in manually for the present time  
Letters to funding authorities thanking them for donations  
Thank you letters to our sponsors at NAGs  
Finalists at Sports Canterbury Awards  
Funding course for Carey  
NZ Community Trust – receipt of \$500 for competition passes  
Letters to Administrator applicants  
Appointment of Carey Carey as Centre Administrator

### **TRANSFERS:**

George & Maureen Cook – Jasi to Wharenui  
Sammy Winward – North Shore to Aquagym  
Sam Butler – Comet to Aquagym  
Lauren Trangmar – QES to Jasi  
Holly Cassin – Halswell to Jasi  
Kirsty Nicolle – Halswell to Wharenui

**RECORDS:** Nil

### **TRI SERIES – AUSTRALIA**

Annabelle Carey  
Hamish Wilson  
Abby Shaw  
\$200 to each of the above swimmers in month of travel

### **WORLD CHAMPS MONTREAL**

Annabelle Carey  
Zoe Baker  
Georgina Toomey

## **Administration Report 1      26 April – 6 May 2005**

### **Admin**

Set up office – now have computers, printers & fax all communicating – will email all in next couple of days with my contact details

Booked in for CCC funding seminar on 12 May

Working through calendar

Remits for constitution changes for AGM

Initial work & proposals for Clash of the Codes – waiting to hear back from Wgtn.

Initial start on website work

### **Registrations**

Learnt the format & have initial registrations from one club done

### **Database**

Transferred and merged swimming results data from recorders database onto main computer base of registrations for last two years.

### **Financials**

Gill still doing this but I have been familiarising myself with funding agencies & processes.

Note after AGM send minutes to IRD showing I am responsible for financials so I have speaking rights for tax purposes

### **Development**

SI Camp July -getting quotes for pool, bus & tee shirts to put in for funding in the next month

Booked QEII pool & rooms for camp

Contacted Nelson Marlborough re camp waiting to hear back this week