



SWIMMING OTAGO

Minutes of Management Meeting

Held by Skype on 12th August 2009 at 7.23pm

|| PRESENT:

- Mandy Grainger (President), Colin Walker (Secretary), Patricia McNaughton (JVP), Graham Price (Treasurer), Michael Dodds, Alan Hale, Susan Sawtell, Terry Wall, Sharon McKinnel, Peter Ross, Jill Scott

|| APOLOGIES

- Vicki Bown and Lynn Robertson (SVP) for lateness

Peter Ross/ Jill Scott carried

|| WELCOME:

- Mandy welcomed everyone to the meeting by way of Skype at Dunedin, Balclutha, Cromwell and Alexandra.

|| MINUTES OF PREVIOUS MEETING:

- The minutes of the meeting held on the 8th July 2009 as circulated were confirmed as correct.

Graham Price /Alan Hale carried

|| MATTERS ARISING:

➤ **Electronic Banking**

Graham Price advised that the cost of internet banking is \$10 per month. There will be one administrator of the account and 2 other people who can authorise to initiate payment. It was resolved to initiate internet banking processes.

Graham Price/Tricia McNaughton carried

The current signatories of Alan Hale and Terry Wall with Colin Walker to be added to the persons to authorise payment.

Mandy Grainger/Michael Dodds carried

The guidelines to be provided at the next meeting for approval.

➤ **Upgrade of Internet service**

Preliminary work to date on this issue is that it should be done in stages. The first stage should be converting dialup to broadband followed by upgrading the computer to a laptop for easy of having information available at a number of forums.

The costs associated with broadband will range from \$40.00 to \$60 per month depending on the plan and provider and based on 3GB per month. At the same time it will be necessary to buy a modem which should be wireless for approx \$100 and upgraded antivirus will also be need at approx \$70

The stage 2 of buying the laptop should occur towards the end of the year when windows 7 is the new operating platform.

It was resolved to proceed with stage one

Tricia McNaughton/Terry Wall carried

➤ **NZ Representative Fund**

Latham Wardhaugh and Diana Evans have accepted a position on the committee for this fund. Graham Price is to contact Sean McMahon to see if he is available to join the committee.

|| CORRESPONDENCE:

- The Correspondence Schedule up to the 10 August 2009 with the Inwards Correspondence being received and the Outwards Correspondence being endorsed.

Graham Price/Jill Scott carried

A discussion was had about the Disabled Sport Expo and the need to have some promotional posters made for this type of Event. The Secretary to make contact with SNZ to see what posters they may have for this type of promotion. Susan Sawtell to make contact with the disable group to see what information they need about swimming.

The Secretary to check with other clubs to see who might need clearance to attend the Queensland State Championships in December 2009.

|| FINANCIAL REPORT:

➤ **Financial Report**

The Treasurer advised that \$18,600 was in the current account. A report will be available for the next meeting.

|| PORTFOLIOS/COMMITTEES

- Mandy outlined some information from the SNZ website about portfolios and what should be considered. Members to advise any portfolios other than competition by next Wednesday so allocation can occur.

Lynn Robertson arrived at 8.15pm

|| COMPETITION COMMITTEE MATTERS:

➤ **Otago Winters**

The following duties were allocated for the running of Otago Winters

Meet Director - Graham Price

Processing of entries- Michael Dodds

Duty Clubs to be allocated on the highest entries per club

Officials - Mandy Grainger

Return of Trophies Terry Wall to arrange for the trophies to be returned.

➤ **Otago Championships- Visitor Rule**

A paper on this matter had been circulated to members.

It was resolved the paper be sent to clubs for ratification at the Delegates meeting on the 13th September 2009

Susan Sawtell/ Lynn Robertson carried

➤ **Primary / Secondary Schools- Relays**

A paper on this matter was circulated for consideration

It was resolved that the paper be sent to clubs so it can be ratified at the Delegates meeting on the 13th September 2009. Des Smith Secondary Schools Sports Coordinator to be advised of the proposed changes.

Mandy Grainger/Lynn Robertson carried

➤ **South Islands Championships 3-5 September 2010**

The South Island Committee has asked for confirmation that Swimming Otago will host the South Island Championships on the 3-5 September 2010.

It was resolved that Swimming Otago host the 2010 South Island Championships and Susan Sawtell to book the pool

Mandy Grainger/Terry Wall carried

➤ **Meet Manager**

Hytek has produced a new version of Meet Manager being version 3. Support for version 2 finishes in December 2009. Alan Hale was checking to see if our renewing of the site licence which has to be done by 1 September 2009 would include the new version. Files from version 3 can not be used on version 2 and so a decision on when version 3 should come into operation needs to be made.

It was resolved to purchase version 2 for this years site licence of Meet Manager and Alan Hale to purchase it. Upgrading to version 3 to occur once further information has been received in relation combining it with the site licence.

Lynn Robertson/Tricia McNaughton carried

➤ **Regional Team Manager**

Nominations had been received for South Islands and NZ Springs. The following were appointed

South Islands- Julie McMahon Assistant Kathryn Duncan

Sharon McKinnel/Michael Dodds carried

NZ Springs- Terry Wall

Sharon McKinnel/Tricia McNaughton carried

➤ **Calendar**

It was resolved the calendar be approved for sending out to the clubs with a note that it is subject to change and the up to date version will be on the web

Michael Dodds/ Susan Sawtell carried

|| DEVELOPMENT

- Nothing to report

|| RECORDS

- No records have been broken since the last meeting.

|| AFFILIATIONS

- There have been 231 affiliations received to date for the new season

|| SNZ DATABASE

➤ Database

Alan Hale updated the committee on the current position in relation to the database. Some work is being done on the reports. It is hope to have the procedures for the affiliations ready soon.

➤ Project Vanguard

A survey has been received from SNZ in relation to the regional review. A consensus was reached on the answers to the survey and it was resolved to send it off to SNZ

Mandy Grainger/ Lynn Robertson carried

➤ AGM and Regional Forum

SNZ is holding a Regional Seminar on Saturday 19 September 2009 with the AGM on Sunday 20th September 2009. This year SNZ is only paying for the dinner on the Saturday night of the Regional Forum and AGM. All other costs for sending its personnel to these meetings are to be paid by Swimming Otago. Consideration needs to be given on how many people should attend these two meetings. In the past two members have attended.

It was resolved that the President and the Secretary attend the Regional Seminar and AGM of SNZ

Susan Sawtell/Tricia McNaughton carried

|| DELEGATES MEETING

- It was agreed the next Delegates meeting be on the 13 September 2009 start at 11.30am if the first session of the Otago Winters Meet is finished.

Meeting Closed at 10.09pm

Minutes Endorsed

Signed: _____

Date: _____