

2006 ANNUAL GENERAL MEETING MINUTES



Minutes of meeting of the 116th Swimming New Zealand Annual General Meeting held at the Mecure Hotel, Willis St, Wellington on Sunday 17th September 2006.

The President of Swimming New Zealand, Murray Coulter declared the 116th Annual General Meeting open at 12.30pm. Murray welcomed FINA Vice President Bill Matson, life members, delegates, observers, guests and SNZ staff to the meeting.

Attendance:

President:	Murray Coulter
Vice President:	John West
Directors:	Allan Barrett, Donna Bouzaid, Jill Clarke, Michael Dodds, David Jack, Karen Venables, Ross Butler
Swimming New Zealand	Paul Veric (Chief Executive), Sandra Holden (Operations Manager), Karen Woolley (Finance/Education Administrator), Ally Todd (National Education Manager).
Life Members:	Bill Matson
SNZ Awards Committee:	Enid Wordsworth
Delegates:	
Northland:	Elly Molloy, Richard Dunkerton
Auckland:	Mark Saunders, Philippa Bouzaid
Counties-Manukau:	Jeannie Sibun, Debbie Mahoney
Waikato:	Humphrey Pullon, Tim Rogers
Bay of Plenty:	Geraldine Hale, Bronwen Radford
Taranaki:	Judith Armstrong, Kevin Mace
Hawkes Bay Poverty Bay:	Keith Bone, Guy Bull
Wanganui:	Robert Van Bentum
Manawatu:	Diane Farmer, Barrie Swailes
Wairarapa:	Craig Voyce, Oliver Smith
Wellington:	Pam Edwards, Mark Benge
Nelson/Marlborough:	Stephen Fryer, Brent Cheyne
Canterbury/West Coast:	Ron Clarke, Carey Carey
Eastern Districts:	Rob Naylor
Otago:	Alan Hale, Terry Wall
Southland:	Esther Price, Edward Barron
SCAT:	Brett Naylor, Bronwyn Coers

Observers Ian McPhee, Joan Matson. Lisha Hunter, Geoff Sibun, Kate Thorn

Apologies

Maurice Duckmanton, Don Stanley, Norma Williams, Colin Kennedy, Jim Cole – SNZ Life Members, John Mace – Awards Committee Chair, Clive Power

Moved Murray Coulter/Manawatu that the apologies be received

Carried

2005 Minutes

Minutes of meeting of the 115th Annual General Meeting held in Wellington, 4th September 2005. Moved John West/Nelson Marlborough that minutes of 115th AGM be confirmed as true and correct

Carried

No matters arising from the minutes.

2006 Annual Report

A summary presentation of the 2006 Annual Report was given by the President. The 2006 Annual Report has been circulated and there has been great feedback regarding the quality and content of the revised format.

The President thanked Paul, Sandra and all that contributed to the 2006 Annual Report.

2006 ANNUAL GENERAL MEETING MINUTES



Major achievements of Swimming New Zealand over the year have been

- Finances – increased income
- Successful organisational re-brand
- Increase in capability
- Commonwealth Games Results – President complimented the team, coaches, managers and support staff for the outstanding achievements
- Membership survey – 5.1 in 2004 to 7.6 in 2006– President complimented staff on achievements
- Website – Live results and re-branding
- Re-writing on ASTA and placement on the NZQA Framework

The President thanked everybody from Swimming New Zealand for their contribution to a remarkable year. SNZ Competitions have again stepped up, with officials, swimmers achieving great results and outstanding media coverage. Thank you to everyone, looking forward to 2007.

The President noted that the Board is very proud and privileged to work with CEO, Paul Veric and endorse the direction that he is taking Swimming New Zealand.

Financial Statements

David Jack – Chair of Audit and Finance spoke to the Financial Statements within the 2006 Annual Report (page 25 of the SNZ Annual Report).

In summary there has been a huge lift in activity on both sides of income and expenditure. An increase in income primarily comes directly from investment from SPARC (2.3m) which is two thirds of SNZ income. This increase has been well earned and congratulations to Clive Rushton for being persuasive and presenting a great case to SPARC. Congratulations and thanks to the swimmers for achieving the targets set.

Other income streams are detailed on Pg 39, with Gaming Trusts, Paul and team able to achieve grants of 430,000 as well as 230,000 towards swimming education programmes.

The figures are direct SNZ finances. The SNZ Rewards scheme of \$35,000 is in a separate bank account as requested by the membership. The finances are formatted into deliverable categories (line items) detailing performance output rather than basic salaries, travel etc.

There has been increased investment in events, communication, marketing and branding. Media (including regular press releases) as well as substantial investment in membership services through the service delivery project has also occurred.

Moved Murray Coulter/Wellington that 2006 Financial Report be received.

Carried

Discussion: Corrections to the Annual Report

Swimming New Zealand notified that World Top 150 could be inaccurate. SNZ will investigate and will publish an updated version of the World Top 150 on the SNZ website if required.

Page 54 Short Course records – 3rd relay date to be checked. Should read 06
Same page – Long Course and Short Course Records header are back to front

Moved Murray Coulter/Wellington that the 2006 Annual Report be accepted subject to amendment as above

Carried

Receive the 2006/2007 Budget

The President asked if the meeting was happy to receive the budget and if there were any comments in relation to the budget.

Moved Jack/Wellington that the 2006/2007 SNZ Budget be received.

Carried

2006 ANNUAL GENERAL MEETING MINUTES



Swimming New Zealand Awards

President addressed the meeting and presented the Jackie Clarke Award. The Jackie Clarke Award for 'Administrator of the Year' was presented to Mark Saunders. The citation supporting his nomination was read.

Enid Wordsworth was invited to present the recommendations of the Awards Committee.

Enid Wordsworth on behalf of the Awards Committee moved the following recommendations for awards, and invited those in attendance to come forward to receive their Awards. Each award was seconded by the region and carried by acclamation.

New Zealand Service Awards

Margaret McGregor	Wairarapa	Carried
Diane Farmer	Manawatu	Carried
Neville Hunter	Bay of Plenty	Carried
Skip Peyman	Northland	Carried
Dot Planer	Northland	Carried
Rickard Dunkerton	Northland	Carried
Gaylene Martin	Northland	Carried

New Zealand Honours Awards

Janet Froggatt	Northland	Carried
Myra Larcombe	Northland	Carried
Kerry Downie	Nelson/Marlborough	Carried

Scrutineers

The President sought the meetings direction for scrutineers for the Election of Directors.

Bill Matson
Ian McPhee

Were appointed as scrutineers for the Election of Directors **Carried**

Notices of Motions – Remits for Changes to the constitution

The President advised the meeting of the voting process for notices of motion by show of cards, which were used to indicate the number of votes per region. Acceptance of notices of motion required a 60% majority vote. For Remit changes 60% of the votes were required which is 17 votes for remits to carry.

Remit 1

Existing Clause No	Description
9.0	Fees
9.1	SNZ shall prior to the commencement of its financial year set a membership fee payable to it by each member and notify all Regional Associations and Clubs of the amount of such fee.
9.2	A Regional Association shall be entitled for each financial year to require all members to pay a fee to it and shall promptly notify all Clubs of the amount of such fee.
9.3	All Clubs shall remit to their Regional Associations a list of the names and addresses of the members of their clubs as at the 30th day of June in each year.
9.4	All Regional Associations shall ensure that all SNZ membership fees due from the members in their regions have been collected and are remitted to SNZ in three instalments payable respectively no later than the 15th days of September, February and June in each year.
9.5	A member will be ineligible to compete in any swimming competitions conducted by any Club, Regional Association or SNZ if he/she has not paid to

2006 ANNUAL GENERAL MEETING MINUTES



his/her club all club, regional association and SNZ membership fees within 14 days of the dates they fall due.

- 4.1 To prescribe fees payable by Members
- (b)

Moved SNZ Board/Wellington

- 9.0 Fees**
- 9.1 Prior to 30 June in each year, SNZ shall fix the membership fees payable by every club and every competitive swimmer to both SNZ and each Regional Association, and promptly notify all clubs of the respective amount of such fees payable.
- 9.2 Each Regional Association shall collect all such fees, and shall remit to SNZ, all SNZ fees in three instalments, payable no later than the 15th days of September, February and June in each financial year.
- 9.3 Every club shall, in each year, remit to their Regional Association no later than 15 July in each year, the contact details of every member of their club as at the preceding 30th day of June.
- 9.4 Each Regional Association will be responsible for ensuring every club in their region complies with 9.3, and upon receipt, but no later than 31 July in each year, forward such information to SNZ.
- 4.1 To prescribe fees payable by Members to SNZ and Regional Associations.
- (b)

Amendment to process – Waikato requested the meeting consider 9.3 and 9.4 separately. The President put this request to the meeting which was Agreed.

Motion to approve 9.3 and 9.4 put.

Carried
Carried

Amendment 9.2 Moved Manawatu/Wellington

- 9.2 Each Regional Association shall collect all such fees, and shall remit to SNZ, all SNZ fees in three instalments, payable no later than the 15th days of September, February and June in each financial year.

Motion to approve amended 9.1, 9.2 and 4.1b put

Carried
Carried

Remit 2

Existing Clause No	Description
10	The Board
10.1	The board shall comprise of:
(a)	Eight elected Directors
10.4	At each AGM of SNZ the three longest serving elected Directors shall retire but shall be eligible for re-election. If the longest serving Directors number more than three, all with equal length of service, the three to retire shall be decided by straw poll.

Moved SNZ Board/Manawatu

- 10.1 The board shall comprise of:
 - (a) **Six** elected Directors
- This motion also includes the transition arrangement that the Board be reduced by one elected director at the 2006 AGM and then reduces again by

2006 ANNUAL GENERAL MEETING MINUTES



one elected director at the 2007 AGM as defined below:

2005/2006 current Board size = 10

- 8 elected, 1 appointed position, 1 appointed position vacant

2006/2007 proposed Board size = 9

- 7 elected, 1 appointed position, 2nd appointed position is intended to be made

2007/2008 proposed Board size = 8

- 6 elected, 2 appointed positions

- 10.4 At each AGM of SNZ the ~~two~~ ~~three~~ longest serving elected Directors shall retire but shall be eligible for re-election. If the longest serving Directors number more than ~~two~~ ~~three~~, all with equal length of service, the ~~two~~ ~~three~~ to retire shall be decided by straw poll.

Carried

Remit 3

Existing Clause No Description

- 16 **Representation and Voting Rights at Annual General Meeting**
- 16.5 The vote for the election of Directors and the awards committee shall be by secret ballot and the highest polling candidate shall be elected. Two scrutineers shall be appointed and shall announce the result. The ballot papers will thereafter be destroyed by the scrutineers.
- 16.6 Method of Election - To be declared elected a candidate must obtain at least 50% of the votes entitled to be cast, at the meeting. If there are an insufficient number of candidates obtaining 50% of the votes first cast to fill the vacancies, the remaining candidates shall participate in further ballots, prior to each of which the candidate obtaining the least votes in the preceding ballot shall be eliminated, until the required number of candidates to fill the remaining vacancies have obtained at least 50% of the votes entitled to be cast.

Moved SNZ Board/Bay of Plenty

- 16.5 The vote for the election of Directors and the awards committee shall be by secret ballot and the highest polling candidate/s, pursuant to the system set out in rule 16.6, shall be elected. Two scrutineers shall be appointed to administer and supervise the system and shall announce the result. The ballot papers will thereafter be destroyed by the scrutineers.
- 16.6 Method of Election – Proportional Representation under the Single Transferable Vote (STV) system.
- a) A voting paper will be distributed to all electors, listing the names of the candidate(s) seeking election, and the number of vacancies.
 - b) To vote, voters shall rank all candidates in order of preference by marking "1" against the most preferred candidate, and thereafter sequentially in descending order.
 - c) To be declared elected, a candidate must receive the "quota" (being the total number of valid votes, divided by the number of vacancies plus one, plus one).

2006 ANNUAL GENERAL MEETING MINUTES



$$\left(\frac{\text{VOTES}}{\text{SEATS} + 1} \right) + 1$$

d) If, after counting the first preferences for each candidate, a candidate does not have votes equal or greater than the quota, the last placed candidate will be excluded, and his/her votes will be distributed to remaining preferences until the required number of candidates to be elected have reached the quota.

This motion includes that the rule change shall come into effect immediately, meaning the 2006 AGM will utilize the STV method to determine election results.

Carried

Amended Michael Dodds/NZSCAT

- 16.6 Method of Election – Proportional Representation under the Single Transferable Vote (STV) system.
- a) A voting paper will be distributed to all electors, listing the names of the candidate(s) seeking election, and the number of vacancies.
 - b) To vote, voters shall rank ~~all-one~~ **or more** candidates in order of preference by marking "1" against the most preferred candidate, and thereafter sequentially in descending order.
 - c) To be declared elected, a candidate must receive the "quota" (being the total number of valid votes, divided by the number of vacancies plus one, plus one).

$$\left(\frac{\text{VOTES}}{\text{SEATS} + 1} \right) + 1$$

d) If, after counting the first preferences for each candidate, a candidate does not have votes equal or greater than the quota, the last placed candidate will be excluded, and his/her votes will be distributed to remaining preferences until the required number of candidates to be elected have reached the quota.

Carried

The amended motion was put.

Carried

The President reminded the meeting this remit included that the process comes into effect immediately.

Remit 4

Existing Clause No Description

- 7.2 A club will be eligible to be affiliated to SNZ if upon application it can demonstrate that it:
- (a) Has a membership of at least 20 fee paying members, 10 of whom must be registered swimmers.

Moved SNZ Board/Wellington

- 7.2 A club will be eligible to be affiliated to SNZ if upon application it can demonstrate that it:
- (a) Has a membership of at least ~~20~~ **50** fee paying members. ~~10 of whom must be registered swimmers.~~

Amended Northland/SCAT

- (a) Has a membership of at least **20 fee paying** members.

2006 ANNUAL GENERAL MEETING MINUTES



Lost
Carried

The original motion was put

Remit 5

Existing Clause No Description

- 2.7 "Competitive Swimmer" means a member of SNZ who actively engages from time to time in competing in either inter-club, regional, national or international competitions.
- 2.8 "New Zealander" means any member who has been a member of SNZ for at least six months and who is either a New Zealand citizen or has been granted permanent residence in New Zealand during that time.
- 31.1 A swimmer will only be eligible to take part in competitions conducted by any club, regional association or SNZ if he/she is a member of SNZ and has paid membership fees that are due. A swimmer can participate in club organised relay races if he/she is not a member of SNZ.

Moved SNZ Board/Wellington

- 2.7 "Competitive swimmer" means a member of a club, who competes in any interclub, regional, national or international competition ("representative competition"), and who has paid as part of his/her club membership fee, the Regional Association and SNZ competitive swimmer fees, as prescribed from time to time.
- 2.8 "Club competition" means a competition organised by a club in which only members of that club may compete in.
- 2.9 "Inter-Club competition" means a competition organised by a club, in which members of any club may compete at, whether as individual representatives of a club, or as representatives of a club's team.
- 2.10 "Contact Details" means the name, address, phone numbers, date of birth, and email address of a member of SNZ, including specifying whether that member is a competitive swimmer.
- ~~2-8-2.11~~ "New Zealander" means any member who has been a member of SNZ for at least six months and who is either a New Zealand citizen or has been granted permanent residence in New Zealand during that time.
- 31.1 A competitive swimmer will not be eligible to compete in a representative competition unless he/she:
- (a) Is a current member of SNZ, and
- (b) Has first paid his/her membership fees to his/her club, (including the Regional Association and SNZ competitive swimmer fees), and
- (c) Has first paid any other fees or costs prescribed by his/her regional association and/or SNZ, including the fee or cost to travel to, be accommodated, and compete in, a past or future representative competition
- 31.2 At Inter-Club or Regional competitions, a Club or Regional Association may permit non-members to compete against SNZ members in a relay race, but no other.
- 31.3 At Inter-Club competitions, a Club may organise one length freestyle races, but no others, in which club members (other than competitive swimmers), and or non members may compete.

Amended Auckland/Northland

- 31.3 At Inter-Club competitions, a Club may organise one length freestyle up to 50m

2006 ANNUAL GENERAL MEETING MINUTES



aces, but no others, in which club members (other than competitive swimmers), and or non members may compete.

The amended motion was put.

Carried
Carried

Remit 6

Existing Clause No	Description
5.2	Any member of a club desiring to transfer to another club, shall with their application, forward to the secretary of the new club a certificate from the former club that s/he is not financially indebted thereto. A member under suspension, or awaiting a hearing for an offence capable of having a period of suspension imposed, is ineligible for transfer.

Proposed Auckland/SNZ Board

- 5.2 Any member of a club desiring to transfer to another club, shall forward to the secretary of the new club, their application together with a certificate from the former club that s/he is not financially indebted thereto. A member under suspension, or awaiting a hearing for an offence capable of having a period of suspension imposed, is ineligible for transfer.
- 5.3 A member may only be a competitive swimmer for 1 club at any one time.
- 5.4 For transfers of competitive swimmers only, the transfer shall not become effective until the expiry of 90 days from the date that the transfer and the certificate were lodged with the new club.
- 5.5 During the 90 day period the transferring competitive swimmer may continue to represent the club transferred from and/or the regional association of that club, but no other.

Amendment Wairarapa/Northland

- 5.4 For transfers of competitive swimmers only, the transfer shall ~~not~~ become effective immediately. ~~The member can not then transfer to another club until the expiry of 90~~ 60 days from the date that the transfer and the certificate were lodged with the new club.
- 5.5 During the ~~90~~ 60 day period the transferring competitive swimmer may continue to represent the club transferred from and/or the regional association of that club, but no other.

Lost

Amendment Wanganui/Southland

- 5.4 For transfers of competitive swimmers only, the transfer shall not become effective until the expiry of 60 days from the date that the transfer and the certificate were lodged with the new club.
- 5.5 During the 60 day period the transferring competitive swimmer may continue to represent the club transferred from and/or the regional association of that club, but no other.

Carried
Carried

Amended motion put

Election of Officers:

The following were elected

Directors

Donna Bouzaid

2006 ANNUAL GENERAL MEETING MINUTES



Allan Barrett

Awards Committee

Life Member – Moved Northland/Manawatu that John Mace be elected.

Honours Member – Moved Northland/Manawatu that Noel Smith be elected.

Carried

The President requested that the Ballot papers be destroyed in line with SNZ Constitution Clause 17.7.

General Business Items

General Business Item Number: 1 – affiliation Fees 2007/2008

Moved SNZ Board/Nelson Marlborough

That SNZ affiliation fees for 2007/08 be:

Competitive Swimmer	\$35
Cub Fee	\$100

That Regional Associations affiliation fees for 2007/08 be:

Competitive Swimmer	\$21
Club Fee	\$150

Swimming New Zealand and Regional Associations agree to not charge non-competitive swimmers, officials and administrators fees.

All amounts do not include GST.

Amendment Wellington/Manawatu

That SNZ affiliation fees for 2007/2008 be:

Competitive Swimmer	\$40
Cub Fee	\$112.50

That Regional Associations affiliation fees for 2007/08 be:

Competitive Swimmer	\$25
Club Fee	\$170.00

Swimming New Zealand and Regional Associations agree to not charge non-competitive swimmers, officials and administrators fees.

All amounts are including GST.

Carried

The amended general business item was put

Carried

General Business Item Number: 2 – Results Award Levy 2006/2007

Moved SNZ Board/Nelson Marlborough

SNZ Results Awards levy for 2006/07 will be \$5.50 including GST per competitive member.

Carried

The amended motion was put and

Carried

General Business Item Number: 3 – Affiliation Fee Model

Nelson Marlborough

Withdrawn

2006 ANNUAL GENERAL MEETING MINUTES



General Business Item Number: 4 - Auditor

Moved SNZ Board/Waikato

The SNZ Board recommend Auditors for 2006/07 are:

Accountants Plus Ltd
Chartered Accountants
WELLINGTON

Carried

The President paid tribute to Jill Clarke who has been on the Board for over 10 years and contributed a tremendous amount to swimming in NZ in so many areas.

Bill Matson congratulated the delegates and believed swimming was on a fast track to extraordinary things and congratulated the President Murray for the way the whole weekend has been run.

President would like to thank those people in particular SNZ staff involved in putting together the AGM Papers, forum and the logistics for the day.

The President declared the 116th SNZ AGM closed at 3:40pm