

**Minutes of the Swimming New Zealand
121st Annual General Meeting
held at Brentwood Hotel, 16 Kemp Street, Kilbirnie,
Wellington on Sunday 30th October 2011**

PRESENT

Board

Ross Butler (Chairman and Acting President), Ron Clarke, Mark Berge, Alison Fitch, Humphrey Pullon

Life Members

John Mace, Merle Jonson, Danyon Loader, Don Stanley

Regional delegates

Kim McCahon, Carlrine Gillespie (Northland), Teresa Stanley, Willem Coetzee, Suzanne Speer, Brian Palmer (Auckland), Jeannie Sibun, Debbie Mahoney (Counties Manukau), Simon Perry, Jenny Lornie (Waikato), Bronwen Radford, Karen Nixon (Bay of Plenty), Channa Perry, Mark Dingle (Taranaki), Keith Bone, Gary Martin (Hawke's Bay Poverty Bay), Stephen Ross (Wanganui), Dianne Farmer, Braden Noel (Manawatu), Jeanette Pope, Maryann Corrigan (Wairarapa), Greg Forsythe, Rosie Smith, Neil Woodrow (Wellington), Stephen Fryer, Brent Cheyne (Nelson/Marlborough), Wayne Rollinson, Liz Tillman (Canterbury/West Coast), Monique van Vugt (Eastern Districts), Colin Walker, Michael Dodds, Mandy Grainger (Otago), Nigel Soper (Southland), Nevill Sutton (NZSTCA)

Guests

Joan Matson, Paul Matson, Mary McFarlane, David Jack, Jackie Stanley

Awards Committee representative

Ian McPhee

SPARC

Peter Miskimmin, John Page, Dave Adams

SNZ Staff

Mike Byrne (Chief Executive), Marge Hocken, Kent Stead, Philip Rush, Chris Morgan, Rebekah Erkens, Lisa Conroy, Mark O'Connor, Martyn Newman-Hall

1. WELCOME BY PRESIDENT

Ross Butler opened the 121st Annual General meeting and started with general Health & Safety rules for the day. Ross noted we have a quorum for the AGM and then welcomed all Delegates and Life Members.

Ross asked for and received approval that no media attendance would be allowed during the meeting and noted the meeting would be run in accordance with the current constitution subject to special rules in affect due to the deferring of the September AGM.

The Chairman and CEO made statements to the meeting.

2. APOLOGIES

Apologies for being absent were received from Enid Wordsworth, John West, Jane Wrightson, Nelson Cull, Kerry MacDonald, Karen Woolley, Belinda Galley, Philippa Hadley, Colin Kennedy and Norma Williams.

*Moved by **Ross Butler**, seconded by **Jeannie Sibun (Counties Manukau)** that Apologies be accepted.*

All in favour, Carried

3. MEMORIAM

The meeting noted the following members who have passed away since last year's AGM:

- Bill Matson – Swimming Wellington / SNZ Life Member; Vice-President FINA – Ross Butler completed a presentation on Bill's accomplishments where Joan and Paul Matson were invited guests during the presentation.
The meeting then observed a minute's silence.
- Ron Shakespeare – SNZ Life Member / National President 1961-62 / National Selector for 18 years / Member of NZ Olympic and Commonwealth Games Committee.
Keith Bone completed a presentation on Ron's accomplishments.
The meeting then observed a minute's silence.
- Jill Vernon - Swimming Auckland / SNZ Service Award recipient
- Jack Greenwood - Swimming Auckland
- Edna Peterson - Swimming Auckland
- Sylvia Roberts – Swimming Northland President/Vice-President
- Doc Harris – Swimming Bay Of Plenty
- Bob Smith – Swimming Otago

The meeting then observed a minute's silence.

4. CONFIRMATION OF MINUTES

2010 AGM Minutes on 12th September 2010

Ross Butler asked that the minutes of the 2010 Annual General Meeting of Swimming New Zealand held Sunday 12th September 2010 be adopted as a true and correct record but with two motions requested first.

Motion 1

Bronwen Radford (Bay of Plenty). Page 11 has a part missing so needs to be amended. "and the need for continued consultation...." needs to be added after the part "That Project Vanguard seeks the ratification from this Annual General Meeting to continue this process recognising the independent regional funding streams".

Dianne Farmer (Manawatu) seconded - Motion carried

Motion 2

Dianne Farmer (Manawatu). Page 11 Mark Berge moved motion from stage 1 to 2 which was carried.

Stephen Ross (Wanganui) seconded - Motion carried

*Moved by **Steven Ross (Wanganui)**, seconded by **Jeannie Sibun (Counties Manukau)** that the Minutes of the Annual General Meeting of Swimming New Zealand held Sunday 12th September 2010 with the amendments noted above are a true and correct record.*

All in favour, Carried

2010 SGM Minutes on 31st October 2010

Ross Butler asked that the minutes of the 2010 Special General Meeting of Swimming New Zealand held Sunday 31st October 2010 be adopted as a true and correct record.

*Moved by **Jeannie Sibun (Counties Manukau)**, seconded by **Keith Bone (Hawke's Bay Poverty Bay)**.*

All in favour, Carried

5. 2010 ANNUAL REPORT

Ross Butler acknowledged the efforts and commitment by the previous President, Murray Coulter. The meeting acknowledged their thanks to Murray.

The joint Chair/Chief Executive report was taken as read from pages 2 and 3 from the Annual Report. Ross Butler read through and commented on all aspects of the Report.

Channa Perry (Taranaki) acknowledged the SNZ TAC support in the region over the last year.

The work and commitment from Bert Cotterill as an SNZ Life Member was noted.

*Moved by **Ross Butler**, seconded by **Channa Perry (Taranaki)** that the Reports for the period ending 30 June 2011 be accepted and received.*

All in favour, Carried

6. FINANCIALS

Ross Butler invited Ron Clarke, as Chairman of the ARF Committee, to present Swimming New Zealand's financial statements to 30 June 2011.

A few queries were made by the Delegates and all were answered satisfactorily by Ron, the Board, Mike Byrne and Mark O'Connor.

The call was made to receive and adopt the 2010/11 Financial Statements.

*Moved by **Dianne Farmer (Manawatu)**, seconded by **Jeannie Sibun (Counties Manukau)**.*

All in favour, Carried

Ron Clarke moved to accept the appointment of Deloitte, Chartered Accountants of Wellington, as SNZ's auditors for the 2011/12 financial year, seconded by **Jeannie Sibun (Counties Manukau)**.

All in favour, Carried

7. 2011/12 BUDGET

Ross Butler invited Ron Clarke to present the 2011/12 Swimming New Zealand budget.

In discussions it was noted:

- Can User Pays be removed for coaches – Don Stanley
- Development programmes can be looked into this year – Mike Byrne
- SPARC funding appears up but this is due to unspent money carried forward from last year to this.
- Lottery Grants are received for programmes.
- FINA money is recorded as net, not separately in and out
- Motor lease costs will increase in proportion to the number of SKSS Regional Advisors.
- Marketing & Technology increase noted.
- Explained that the budget is a snapshot at that point in time and not an exact document – a 'living document'.
- "Administration costs appear to be growing beyond the sports means" – the Board heard and took note of this statement by Don Stanley.
- Entry fees income was explained.

As part of these discussions it was noted the meeting needed Scrutineers to confirm voting on the budget. John Mace and Don Stanley were nominated to be Scrutineers for the election process"

*Moved by **Dianne Farmer (Manawatu)**, seconded by **Teresa Stanley (Auckland)**.*

All in favour, Carried

Motion

Channa Perry (Taranaki). In the Budget the item "Project Vanguard" will be replaced as "General Contingency Fund linked to the outcome of the High Performance Review".

Teresa Stanley (Auckland) seconded - Motion carried

42 for and 2 against, Carried

Note:

A commitment from the Board was made to:

- Have more transparency with the updating of the budget throughout the year.
- As changes happen which are 15% or greater then stakeholders will be informed at the time.

The call was made to receive the 2011/12 Budget.

*Moved by **Ron Clarke**, seconded by **Jeannie Sibun (Counties Manukau)**.*

43 for and 1 against, Carried

8. ELECTION OF DIRECTORS, AWARDS' COMMITTEE

Board of Directors

Nominations for the SNZ Board were, David Jack, Suzanne Speer and Nevill Sutton.

Ross Butler advised that the voting Delegates for each region and NZSCTA should complete their voting paper. These were collected by the Scrutineers who left the room and counted up the votes.

Suzanne Speer and Nevill Sutton were elected onto the SNZ Board and there were 4 informal votes.

Ross Butler thanked David Jack for his willingness to be nominated and thanked the Scrutineers for their contribution to this process.

Motion

Don Stanley, Scrutineer, proposed that the voting papers and also those from the previous Postal Ballot he has could be destroyed.

*Moved by **Stephen Fryer(Nelson/Marlborough)**, seconded by **Bronwen Radford (Bay of Plenty)***

All in favour, Carried

Award's Committee

Ross Butler advised that one nomination had been received for the Life Member position for John Mace, and that John is duly elected to the position.

Ross Butler advised that one nomination had been received for the Honours Award position for John West, and that John is duly elected to this position.

Ross congratulated everyone on their appointments.

9. REMITS

Bronwen Radford (Bay of Plenty) acknowledged the Terms of Reference were a good step and as a result moved to withdraw Remits 1 & 2.

Jeannie Sibun (Counties Manukau) seconded - Motion carried

Teresa Stanley (Auckland) are supportive of the intent of the SPARC review and as a result moved to withdraw Remits 3 to 9.

Dianne Farmer (Manawatu) seconded - Motion carried

Simon Perry from Swimming Waikato withdrew Remit 10.

No further Remits.

10. AWARDS PRESENTATIONS

Ross Butler requested John Mace to come up and present the Awards.

John firstly thanked Noel Smith for his dedication to the Award's Committee.

Motion

John Mace sought approval by the delegates to hold off presenting the Life Member Awards until the State SNZ Awards Dinner in 2012.

*Moved by **Dianne Farmer (Manawatu)**, seconded by **Jeannie Sibun (Counties Manukau)** –*

All in favour, Carried

John presented the following awards which were approved by acclamation:

Service Awards

Kevin Leonard, Dianne Leonard, Susan Sawtell, Colin Walker, Suzanne McFadden, Frank Ruddiman, Lesley Huckins, Gill Cain, Ron Clarke, Liz Tilman, Kay Hudson, Heather Newall, Henrietta Latham

Honours Awards

Daphne McLay, Vivien Morton, Jo Davidson

11. GENERAL BUSINESS

Ross Butler tabled the Swimming New Zealand Review – Draft Terms of Reference.

Peter Miskimmin from SPARC confirmed the elected Working Group including the Chair, Chris Moller.

It was noted that complications can arise if people/roles of the Steering Group do change, however the preceding discussions did not bring forth any further motions.

A few amendments made to the document were shown on the large screen and it was requested that the amendment added the new Working Group Chair's name to it.

Ross requested that the meeting accept the amended Swimming New Zealand Review – Draft Terms of Reference.

*Moved by **Greg Forsythe (Wellington)**, seconded by **Teresa Stanley (Auckland)**.*

All in favour, Carried

12. CLOSE OF MEETING

Peter Miskimmin from SPARC said thank you to all for the good work in the meeting and how he was looking forward to the future progress with the swimming community.

Humphrey voiced thanks to SPARC for their commitment with swimming in New Zealand.

Ross Butler then declared the 121st Swimming New Zealand Annual General Meeting closed at 1.34pm.

Signed as a true and correct record:

Ross Butler
Chairman and Acting President

Date:

Matters Arising: