

## **Minutes – Evolution Aquatics Tauranga Inc**

**Held at Otumoetai Swimming Pool Clubrooms on Wednesday 30th May 2019**

Meeting Opened: 6.00 pm

**Present:** Michael Pugh (Chair), Megan Trotter, Donna Tumai, Vanessa Hamm, Julie Wilkinson, Jan Eustace, Michelle Stewart, Abi Guy, Tai Daniela (8pm)

**Apologies:** None received.

### **Minutes of Previous Meeting**

**Moved** –Michael/Megan                      That the minutes of 1<sup>st</sup> May be accepted as true and correct.                      **CARRIED**

### **Matters Arising**

- AGM – Guest speaker- Michael to contact Tayla Armstrong.

**Moved-** Michael/Megan                      That the matters arising be accepted                      **CARRIED**

### **Inwards Correspondence**

- Swim NZ- Increase in subscriptions
- Email- Cyrana Mathews re:Ruby, wanting to nominate her for BOP Swimmer of Year.
- Volunteer Breakfast – Sport BOP 18<sup>th</sup> June. Donna to send invite to Helen Williamson, Jane Williamson, Freda & Steve Delaney, Kevin and Dianne Leonard.
- Tots to Teens Magazine Advertising – Nicki has addressed this.
- Swim BOP added new meet -

### **Outwards Correspondence**

- Emails/letters to Life Members about AGM
- Email sent about swimmers selected for Australian Champs

**Moved-**Donna/Michael    That the inwards and outwards correspondence be accepted.                      **CARRIED**

**LTS Co-ordinator Report** - A report was received. Numbers are still good. Club night has been set for 16<sup>th</sup> August at Greerton pool from 5.30pm-8pm. Donna to ask Nicki to book lanes 3-7.

**Moved-** Donna/Julie                      That the LTS Co-ordinator report be received and accepted.                      **CARRIED**

**Treasurer's Report**- Balance Sheet and Profit and Loss sheets were received. Currently no receipts have yet been received from the coaches for expenses.

**Moved** Megan/Michael                      That the Treasurer's report be accepted.                      **CARRIED**

**Squad Report**- None received

**Health & Safety** – A policy document has been circulated via email with amendments. See Policies below.

## General Business

- **AGM/Prize Giving** – Vanessa to chair the AGM. Michael to provide his report visually. Coaches to provide a report. Discussion about certificates. Jan suggested Evolution Aquatics Tauranga Founders Cup. Photographs to be taken by John Forrest. Email to be sent to families reminding about this event. Swimmers to bring Club shirts.
- **Buses** – Cost of buses sent to Relay champs was more than expected. Dining experience at Wendy's was less than satisfactory. Next year this event will be organised differently to ensure numbers of seats available and swimmers match.
- **Shares** – Otumoetai Swimming Club are transferring shares they hold with TILT and Trust Power to Evolution. Question is, do we need to keep them?
- **Policies** – Report from Vanessa about policies needed, and an update/discussion on the Health and Safety Management Plan, Expenses Policy, Staff and Swimmer Policies June 2019.  
A big thank you to Vanessa and Megan for getting policy documents completed. Nicki has agreed to be the Health and Safety Officer for the club.

Swimmer Policies June 2019 contains the following -SNZ Registration, Squad Cancellation of Membership, Squad Suspension of Membership, Returning after Cancellation, Travel Away, Swimmers Awards, Guest Policy, Meet Expectations, Parent Participation, Social Media, Child Protection, National Swimmer Funding, Transport of Swimmers. Vanessa to get Nicki to upload on to our website.

Staff Policies and Expenses Policy also discussed and approved.

Health and Safety Management Plan also approved.

**Moved** Vanessa/Michael – That the Health and Safety Management Plan, Expenses Policy, Staff and Swimmer Policies June 2019 be adopted and affective from 1<sup>st</sup> June 2019.

### **CARRIED**

- **Evolution Winter Champs** – Megan is in contact with Swim Waikato about provision and payment of an AOD operator from Waikato for the meet. Donna has booked 10 rooms at Grosvenor Motor Inn, which will be made available for our officials. A list of main officials needs to be completed and other jobs that are required for the meet. Megan to sort catering.
- **Coaches** – Vanessa to draft a letter to the Evolution Coaching outlining the correct process for allowing new swimmers into squads (via Squad administrator), health and safety issue relating to coaching staff being late for training and leaving swimmers unattended, also insisting that all swimmers who swim for Evo are paying the club and not the coaches directly.
- **Swim BOP Awards** – Nominations need to be made for as many categories as possible.
- **Australia Trip** – It was agreed that only one coach would be sufficient to go to Adelaide. Any additional coach is able to travel at their own cost.
- **Special Olympics** – Michael to share document received for assistance with officiating at Special Olympics meet to be held on 14<sup>th</sup> July at Greerton.

Meeting closed- 7.48pm

Next meeting – Wednesday 26<sup>th</sup> June 2019 at the earlier time of 6pm.

Signed by Chair

A handwritten signature in black ink, appearing to be 'M. J. P.', written over a horizontal line.

Date

26-6-19