



Minutes – Evolution Aquatics Tauranga Inc
Minutes of meeting held at Memorial Pool Clubrooms, Thursday 5 August 2021 at 6.30pm

Meeting Opened: 6:38pm

Present: Scott Oehm, Paula Baker, Sharon Dresner, Jan Eustace, Amanda Lowry, Julie Wilkinson, Kelly Jury

Apologies: None

Minutes of Previous Meeting

That the minutes of 17 June 2021 be accepted as true and correct.

Moved	Paula Baker
Seconded	Scott Oehm

Annual General Meeting Minutes

Moved	Sharon Dresner
Seconded	Amanda Lowry

That the minutes of 27 June 2021 be accepted as true and correct.

Inwards/Outwards Correspondence

- Signage at Otumoetai Pools – Scott Oehm to contact Michael Pugh for previous template used and a decision will then be made by the Board has been agreed and send to Paula Baker to arrange quotes.
- Scott Oehm to meet with Tina Harris at Bay Venues to discuss lane hire, pool entry, Health & Safety issues (eg: ventilation, role of lifeguards, once swimmers are on Bay Venues premises who is the person conducting a business or undertaking (“PCBU”)), signage and a general discussion to build the relationship. Update to be provided once meeting has been held.
- Replacement ipads for Learn to Swim (LTS) – get something that is sufficient and useful
- Lap counters – no requirement to buy we will rent them as required. Follow up email received from Julie Wilkinson after the Board meeting advising to check with the coaches on the requirement.
- Off the back of Nicki Walker requesting sponsorship for Otumoetai quiz night. Paula Baker will also speak with Matua PTA if they are interested in promoting Evolution LTS at their quiz night by way of a donated prize of a term of swim classes.

LTS Co-ordinator Report

Moved	Sharon Dresner
Seconded	Amanda Lowry

- Otumoetai Primary school quiz night fundraiser – sponsorship requested and agreed by the Board.
- Term 3 numbers looking good despite fee increase.
- Great initiative for term 4 bookings (prioritising existing members)
- Mid-term staff training sessions to continue
- Ipad replacement – Scott Oehm is arranging at the moment along with the printer for Nicki Walker.

Board comments / suggestions

- Advertising our LTS programme – look at producing flyers, write up in community and school newsletters?
- Further instructor training – Scott Oehm & Paula Baker to speak with Nicki Walker about formalised training for other instructors

Treasurer's Report

Moved	Paula Baker
Seconded	Jan Eustace

- Sharon Dresner is in the process of tidying up balance sheet (some creditors don't exist)
- Sharon Dresner to follow up credit from deposit paid for Takapuna Motor Lodge accommodation pre Covid and subsequently cancelled due to Covid lockdown.
- Profit and Loss emailed 5 August 2021 – Bank balance is looking healthy, however, we need to remain prepared in the event of another Covid related lockdown.
- Nicki Walker happy to collect the debt with assistance from Sharon Dresner as required
- \$200 reimbursement to Jan Eustace for Michael Pugh's farewell present – Board agreed to reimburse

Squad Report

Moved	Paula Baker
Seconded	Sharon Dresner

- When a family suspends – club fee of \$6.00 is payable on a monthly basis
- Number of squad members has decreased. 19 cancellations this month
- Handover of the administration role completed on the evening of Thursday 29th July to Karyn Radovanovich. Paula & Karen met in person at club rooms on Friday 23rd July, Saturday 24th July, Monday 26th July and Thursday 27th July. Paula is happy for Karyn to contact her if required.

Board comments/ suggestions

- Clubs responsibility to bring on new members and coaches responsibly to maintain them
- Paula Farrell has now left her employment at the club and it was agreed by the Board for Paula Baker to send her flowers.

Coaches Report

Moved	Paula Baker
Seconded	Julie Wilkinson

- Good ideas with respect to suggested changes to club night format (one stroke) and utilise Memorial Pools.
- Use the senior swimmers to demonstrate skills to the younger squad members
- Areas to tidy up – warm up, arrival times etc.
- Recognition and Honours Board at Greerton – agreed this can be done, just need clarification from Greerton on what can be done
- How to get squad and LTS working alongside each other
- Greerton closure – Scott has a meeting with Tina from Bay Venues 6 August 2021 and will bring this up.
- Gary Hurring assessment – Does Tai have feedback?

Board comments / suggestions

- Use Memorial pools in summer with respect to club nights and could have a fundraising event after eg: BBQ and outdoor movie
- Meeting to be held once a month with coaches and Board (Scott Oehm & Kelly Jury) to discuss any issues, what is working and what is not. Keep the lines of communication open.
- Look at LTS and coaches getting together (with Board involvement) setting workshop to develop ideas on how the programmes can work together
- Coaches to reinforce swimmers warm up etc – once Club Captains appointed they could assist.

Health & Safety

- Incident report – Samuel Powell. Scott to ask Nicki to update the action taken slightly and this can then be signed off.
- No current Health & Safety policy – Caroline Armstrong has completed a draft. Kelly Jury and Paula Baker to review and provide feedback once sent through.

Board comments / suggestions

- Look at sending reminder communication to parents and caregivers around keeping children safe before and after sessions.

General Business

Coaching Contract

- Contact – service level agreement negotiations. Scott meeting Tai & Mike on Monday 9 August at Palmers 10.30am – Kelly to attend

Summer Camp Proposal (December 21)

- The Board are happy for this to occur, however, clarification is required as to what is expected of the club. Concern over the 10 day timeframe – some families may struggle financially

Club Captain

- Male & Female Swimmer to be nominated. The idea is to mentor younger members etc .
- Scott to draft a description of what is required

Travel Policy

- Julie has drafted and Paula Baker to review and send to Board for final check by Monday afternoon 9 August 2021.
- Complete by Thursday 12 August 2021 to enable Julie to send to members travelling in two weeks time.

Fundraising Policy

- Kelly has drafted and sent to the Board on 5 August 2021 for review and feedback.

AIMS Games

- Julie Wilkinson has this in hand

Club Admin Recruitment

- Karen has started – going to meet with the coaches on Monday 9 August 2021
- Handover completed with Paula (as advised in the squad report)
- Nicki is a good sounding board for Karen
- Karen keen to put her hand up for the permanent role
- Paula has interviewed one person and shortlisted to meet Scott
- Half a dozen other CV's to look through

Signatory Update

- Scott Oehm, Sharon Dresner and Kelly Jury are the new signatories for all Evolution Aquatics Tauranga bank accounts and all previous signatories have been removed.

Para Swimming update

- Amanda Lowry has spoken with Parafed as Evolution are very keen to assist in this area.
- Amanda to speak with Tai to arrange an open day
- Evolution and Parafed to collate a collaborative application for funding and grants – Amanda to start the process by speaking with members of Parafed about how this process can be started.

Legacy Report

- Jan Eustace is keeping a record of all minutes, AGM and cup winners. Kelly to assist with documentation if and when required.
- Jan creating a database of committee's etc

Part two of Board meeting : **Thursday 12 August – 7.30pm (Zoom)**

Meeting Ended: 8.37pm

Minutes – Evolution Aquatics Tauranga Inc
Minutes of meeting held Thursday 7.30pm 12 August 2021
to be held via Zoom
Part 2 of meeting originally held on Thursday 5 August 2021

Meeting Opened: 7.37pm

Present: Scott Oehm, Paula Baker, Sharon Dresner, Amanda Lowry, Julie Wilkinson, Kelly Jury

Apologies: Jan Eustace

General Business

Coaching Contract update

- Kelly & Scott met with Tai & Mike and suggested this become a monthly meeting to keep everyone informed of what is happening within the club and good opportunity to voice any concerns and/or issues.

Contract negotiations

- Issue around the squad rate schedule – agree that some wording around the intent of the schedule is required
- Restraint of trade – not the intention to prevent coaches from taking on other contracts, however, the club would like collaboration if an opportunity were to arise. Maybe add the words “with written consent” of the club” as this would initiate discussion.

Coaching and Club evaluation provided by Gary Hurring

Moved	Paula Baker
Seconded	Julie Wilkinson

Board comments / suggestions

- Coaches to meet with parents to advise how the swimmer is going at least once a year.
- Succession planning for the swimmers to different squads
- Tai sends an email when swimmers are promoted – maybe face to face to face meeting?
- Signage? Replace what is there – do we want to have them in other places?

Officials Tops

- Barter card would like to sponsor shirts for officials and possibility of future sponsorship. Abi to liaise re: above with contact at Barter Card. Sponsorship – terms and conditions? Nothing further to report. Discuss further at next meeting

Procedures & protocols (fundraising and team travel policy update)

- Team travel policy feedback – covers the points required
 - Include a point on medication, food allergies and recreational drug use
 - Once changes made and proofread can be published

Moved	Amanda Lowry
Seconded	Julie Wilkinson

Lane hire grant application – Pub Charity Ltd Resolution

- The club are applying for a grant of \$15,000 towards pool hire for October – December 2021
- Unanimous board agreement was gained virtually dated 6 August 2021
- Completed Resolution sent by Kelly Jury to Pauline Logger by the 12 August 2021 deadline

Race Secretary Report (Julie)

- emailed by Julie on 5 August 2021

Moved	Sharon Dresner
Seconded	Paula Baker

2022 Annual General Meeting discussion

- Asked coaches what they would do differently and they advised time to organise
- Set date: Sunday 26 June 2022
- Kelly Jury has agreed to take the lead and work with the coaches to organise

Noxen sponsor update

- Sponsor for spring classic – they advised they don't think they got the exposure at last years event and have tabled the possibility of a reciprocal agreement with Evolution by way of using ponchos as part of the uniform as an example.
- Board happy for Scott to progress talks with them on sponsorship and using their ponchos as part of the uniform.

Agenda items for next meeting

- Communication plan lead by Scot Oehm
- Charity swim event – tabled by Paula Baker

Next Board meeting: Thursday 9 September 2021 – (Venue: TBA)

Meeting Ended: 8.35pm

Signed by Chair Scott Oehm

Date 16 September 2021

Current Actions	Date Raised	Person Responsible	Date completed
Printer & Ipads for LTS	5 August 2021	Scott Oehm	
Follow up on feedback with respect to KatiKati LTS not renewing contract	13 May 2021	Paula Baker & Scott Oehm	
Evolution signage templates	5 August 2021	Scott Oehm	
Debtors policy – follow up if the club has one	5 August 2021	Kelly Jury & Sharon Dresner	
LTS advertising (locally) speak with Nicki Walker	5 August 2021	Paula Baker	
Flowers for Paula	5 August 2021	Paula Baker	

Farrell			
Club night – 27 August 2021 (format and lane booking)	5 August 2021	Julie Wilkinson	
Facilitate meeting between coaches and LTS	5 August 2021	Scott Oehm	
Gary Hurring evaluation – send to Board members for feedback	5 August 2021	Kelly Jury	6 August 2021
Review Health & Safety procedure's draft document	5 August 2021	Kelly Jury & Paula Baker	
Summer Camp approval	5 August 2021	Scott Oehm	
Club Captain job description	5 August 2021	Scott Oehm	
Draft Team Travel policy review	5 August 2021	Paula Baker	
Collation of photos and bio's for Coaches and LTS for website	5 August 2021	Scott Oehm	
Coaches contract - Draft intention	12 August 2021	Scott Oehm & Kelly Jury	
Gary Hurring evaluation Coaches provide feedback and action plans – Scott to speak with Tai Board to provide an action plan for club feedback	12 August 2021	Involvement of all members of the Board	