



Minutes – Evolution Aquatics Tauranga Inc
Minutes of meeting held via Zoom on Thursday 16th September 2021

Meeting Opened: 6.36pm

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 5th and 12th August 2021 be accepted as true and correct

Moved	Sharon Dresner
Seconded	Paula Baker

Inwards/Outwards Correspondence

- Greerton pool closure - Major extensive refurbishment tabled for sometime in February 2022. This will take approximately 4 weeks. Memorial Pools can be utilised and staff will be transferred to man Memorial pools. Scott Oehm to keep in contact Tina Harris-Ririnui at Bay Venues for updates on the closure.

LTS Co-ordinator Report

Moved	Paula Baker
Seconded	Sharon Dresner

- Total of 297 enrolled at the start of the term (last month) and since COVID Alert Level 2 dropped to 290.
- In the process of organising the October school holiday programme and Term 4

Board comments / suggestions

- Good to see numbers haven't dropped significantly. Numbers should pick up in term 4 due to the warmer weather
- Talk to Nicki about the Sun advertising. Has this progressed? The Board agreed to proceed.
- Scott to talk to Nicki around a strategy for advertising for term 4.

Treasurer's Report

Moved	Amanda Lowry
Seconded	Jan Eustace

- Member credits processed due to Covid-19 level 4 lockdown
- Tilt Renewables shares – Scott to talk with Michael and/or Megan for historical explanation
- Wage subsidy arranged and received 2nd September with another payment to be received this week
- Coaches payment – Scott to have conversation with Tai with respect to payments in light of lockdown

Board comments / suggestions

Nil

Squad Report

Moved	Paula Baker
Seconded	Amanda Lowry

- Hannah Richardson Senior Fit: Hannah has not attended since May 2021 and has not been in contact to cancel/suspend her membership so billing has continued.
- Greerton visits - Introduced to staff there and went through equipment required for swim meets
- Meeting with coaches regularly
- Working at Otumoetai Pool on Tuesday mornings (when able to)

Board comments / suggestions

- Retention of squad swimmers is good to see
- Hannah Richardson issue has been sorted
- Great to see Karyn is meeting with the coaches regularly and making herself visible at Greerton & Otumoetai

Coaches Report

Moved	Amanda Lowry
Seconded	Jan Eustace

- Competition calendar still to be confirmed – has been difficult due to Covid
- Coaches looking for additional competitions in November
- Summer camp cancelled – now an overlap with NCEA exams
- Timetabling post lockdown tidier than that of 2020 lockdown
- Negative feedback around access to gear and club rooms

Board comments / suggestions

- Overall report very positive
- Engagement with squads during lockdown was minimal, however, coaches have recognised this and working on communication channels to enhance in this area.
- New competition plan to be worked on due to the cancellation of numerous events

- Kelly & Scott to meet with coaches first Monday of every month to discuss any issues that arise and to keep the overall channel of communication open. Next meeting scheduled Monday 4 October 2021

Health & Safety

- Return to pool procedures with Bay Venues completed. Scott to send a reminder with respect to wearing masks and complying with the rules set in the procedures.
- No other issues to report

General Business

Coaching Contract update

- Scott sent contract with amendments to Tai on 13 September and coaches were meeting today to discuss. Await feedback

2022 National Age Group Swim Champs (NAGS) – Wellington (Julie)

- Awareness for the Board – apply for the grant and keep fundraising going
- Natasha Williams (team manager) has a quote – 10% non refundable deposit (university halls) once the grant is approved they want second payment of 40%. Confirm if non refundable applies to cancellation of events outside of our control eg: lockdown.
- Sharon to contact Pauline Logger for grant for accommodation and vehicle hire
- Sharon and Julie to touch base – agreed to pay 10% deposit and negotiate on non-refundable

Officials tops

- Paula Baker to follow up with Abi on where she is at.

Procedures & protocols (fundraising and team travel policy)

- Scott to re-check the team travel policy with respect to the parameters around driving and zero tolerance for alcohol. Once agreed this can be published on the Evolution website.

Club Administrator position update (Paula)

- Position re-advertised with 6 applicants – interviews to take place next week.
- Karyn is currently temping, however, Paula & Scott to speak with Tai to obtain his feedback. If all ok, Scott & Paula to speak with Karyn about taking on the role permanently.

Para swimming update (Amanda)

- Meeting with Tai and John from Parafed next Thursday – intention to get some things going in Term 4.

Legacy Report (Jan)

- Diane Leonard and Frieda Delaney to catch up and continue collating for archives

Club Nights (due to cancellation of Spring Classic)

- Scott has asked Tai if he has any suggestions for small replacement meets. Can't really run anything until we get to Alert level 1

Next Board meeting : **Thursday 21 October 2021**

Meeting Ended: 7.56pm

Signed by Chair *Scott Oehm*

Date 28th October 2021

Current Actions	Date Raised	Person Responsible	Update
Printer & Ipads for LTS	5 August 2021	Scott Oehm	Ipads – Scott to give to give one to Nicki tomorrow to trial and printer to be sorted
Follow up on feedback with respect to KatiKati LTS not renewing contract	13 May 2021	Paula Baker & Scott Oehm	Called with no response, Scott to follow up one more time
Evolution signage templates	5 August 2021	Scott Oehm	Received from Michael and templates sent to Kelly to file. Paula organising with her husband to obtain quotes for Greerton
Debtors policy – follow up if the club has one	5 August 2021	Kelly Jury & Sharon Dresner	Unable to locate historical one. Sharon to create one
LTS advertising (locally) speak with Nicki Walker	5 August 2021	Paula Baker	
Facilitate meeting between coaches and LTS	5 August 2021	Scott Oehm	
Review Health & Safety procedure's draft document	5 August 2021	Paula Baker & Kelly Jury	
Club Captain job description	5 August 2021	Scott Oehm	
Draft Team Travel policy review	5 August 2021 & 12 September 2021	Scott Oehm	Original review completed by Paula Baker. Scott to re-check the team travel policy with respect to the

			parameters around driving and zero tolerance for alcohol. Once agreed this can be published on the Evolution website.
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	Scott sent contract with amendments to Tai on 13 September and coaches were meeting today to discuss. Await feedback
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	Scott has spoken to Tai about action plan. Awaiting feedback
Draft Communication plan	16 September 2021	Scott Oehm	
Charity swim event tabled	16 September 2021	Paula Baker	
Tilt Renewables shares. Credit of approx. \$12k received due to divestment of the company. Obtain historical explanation from Michael and/or Megan re: purchase of shares	16 September 2021	Scott Oehm	
Talk to Tai with respect to coaches payment due to lockdown	16 September 2021	Scott Oehm	
Return to pool procedures. Send reminder message to club around importance of wearing masks	16 September 2021	Scott Oehm	
2022 NAGS - Contact Pauline	16 September 2021	Sharon Dresner	

Logger with respect to grant for accommodation and vehicle hire			
2022 NAGS – Touch base with Natasha Williams with respect to parameters around refundable deposit in the event of a Covid related issue	16 September 2021	Sharon Dresner & Julie Wilkinson	
Officials tops – contact Abi to see where she is at with this	16 September 2021	Paula Baker	
Club Administrator role - position re-advertised with 6 applicants. Interviews to take place next week. Speak with Tai to obtain feedback, if all ok offer Karyn permanent role	16 September 2021	Scott Oehm & Paula Baker	

Completed Tasks

Current Actions	Date Raised	Person Responsible	Completed
Flowers for Paula Farrell	5 August 2021	Paula Baker	Completed
Club night – 27 August 2021 (format and lane booking)	5 August 2021	Julie Wilkinson	Cancelled
Gary Hurring evaluation – send to Board members for feedback	5 August 2021	Kelly Jury	completed
Summer Camp approval	5 August 2021	Scott Oehm	Completed (now cancelled)