



NEW ZEALAND MASTERS SWIMMING (INC.)

35th ANNUAL GENERAL MEETING

Held on Friday 14th March 2008 at Papatoetoe Centennial Pool, Auckland

MINUTES

Meeting Commenced at 9.45am	Action By/Required
<p>PRESENT: President: Roger Eagles (FV5) Vice-President: Sue Pollard (NS1) Secretary/Treasurer: Rachel Harris (MN1) Northern Region: Jan O'Donnell (NS1) Districts Region: Adrian Anderson (KT2), John Overwater (CG2) Central Region: Capital Region: Ingrid Saxton (HC4) Editor, Lesley Parkin (LV4) Swimming Officer Southern Region: Jenny Pascoe (FV5),</p> <p>1. WELCOME BY PRESIDENT Rogers Eagles welcomed everyone present to the Annual General Meeting, and thanked them for their attendance.</p> <p>2. PRESENTATION OF COUNCILLORS Introduction of Regional Delegates</p> <p>3. APOLOGIES Andrew Gabites (Webmaster), Lyall Mortimer (Open Water Swimming Officer), Robert Loof (IT Officer), Brian Bourke (Central Region), Cathie Morton (Central Region), John Ryan (CG2)</p> <p><i>Moved Lesley Parkin, seconded Ingrid Saxton, that Apologies be accepted. All in favour, Carried</i></p> <p>4. A MINUTES SILENCE to be observed for those members who have passed away in 2007: John Homer (DL2), Bert Thomas (TO2) First president of NZMS,</p> <p>5. THE MINUTES of the 34th Annual General Meeting held on Friday 4th May 2007 were accepted as a true and correct record</p> <p><i>Moved Sue Pollard, Seconded Jenny Pascoe, that the Minutes of the 2007 AGM be accepted as a true and correct record. All in favour, Carried</i></p> <p>6. BUSINESS ARISING FROM THE MINUTES of 2007 AGM</p> <ul style="list-style-type: none">• Other business to be covered later in this meeting	

7. **FINANCIAL REPORT FOR 2007**

Presentation of Financial Report for 2007

The financial accounts were circulated to councillors prior to the meeting.

Moved Rachel Harris, Seconded Adrian Anderson, that the Financial Report for 2007 be accepted

All in favour, Carried

Presentation of Budget for 2008 & 2009

The Budgets were circulated to councillors prior to the meeting. It was felt that the 2008 Budget may over-state the potential membership income in light of the 'free membership' campaign launched for 2008

Bank Account Signatories

The current bank account signatories to remain: President, Vice President & Secretary

9. **APPROVAL OF ALLOWANCES AND HONORARIA**

Discussed prior to Membership Fees for 2009

\$15,000 pa - National Secretary/Treasurer – look to review this again next year

\$ 3,000 pa - National Recorder

\$ 100 ea - Allowances to all Councillors at the AGM

\$ 2,000 pa - Computer Officer – look to review this next year based on performance

\$ 3,000 pa - Webmaster

The secretary honorarium to be increased from \$8,000 to \$15,000 pa to more fairly recognise the volume of work that the secretary undertakes for the organisation – estimated at 20 hours per week.

Moved Sue Pollard, Seconded John Overwater, that the Honorarium for the Secretary be increased to \$15,000pa with all other Honoraria to remain at the current level

All in favour, Carried

8. **MEMBERSHIP FEES FOR 2009**

The meeting felt the need to increase the annual subscription to assist with the financial obligations required to achieve the objectives of the marketing and strategic plans as well as to adequately remunerate the secretary for the work involved with the administration of the organisation and with the implementation of the marketing & strategic plans.

Moved Adrian Anderson, Seconded Ingrid Saxton, that the membership fee for 2009 be increased from \$40 to \$50 per year

All in favour, Carried

10. **APPOINTMENTS**

National Secretary/Treasurer - Rachel Harris

Rachel Harris has resigned from the position but will act as secretary in the interim (until 31 August), until another secretary is found

Webmaster - Andrew Gabities

Computer/IT Officer - Robert Loof

National Recorder - Jan O'Donnell

Editorial Officer – Ingrid Saxton

Swimming & Open Water Swimming Officer – Lesley Parkin

Lyall Mortimer resigned from the position of Open Water Swimming Officer. A letter of thanks to go to Lyall for all the work has put into NZMS over the years.

Roger

Trophies, History & Archives – Lesley Parkin

Auditor – BDO Spicers

Honorary Solicitor – Paul David

*Moved Roger Eagles, Seconded Ingrid Saxton, that the appointments be accepted.
All in favour, Carried*

11. PPRESIDENTS REPORT Roger Eagles

The report from Roger was circulated to councillors prior to the meeting.

Roger Eagles presented his report to the meeting. A few key points to note are:

- Marketing plan has been drafted for discussion later in this meeting
- Free membership campaign is underway for 2008

The meeting thanked Roger for the work he has done for the organisation.

*Moved Roger Eagles, Seconded Jan O'Donnell, that the Presidents Report be accepted
All in favour, Carried*

12. COMPUTER OFFICER REPORT Robert Loof

The report from Robert was circulated to councillors prior to the meeting.

There have been many concerns over the past twelve months regarding the performance of this position however the work so far this year has been excellent, with the NZ National Rankings and Top Ten now available and results being made available in a timely manner.

New software developments for rankings and records are exciting improvements for the organisation

A letter of thanks to be sent to Robert for his work so far this year, it is great to see the improvement from last year.

Roger

*Moved Lesley Parkin, Seconded Sue Pollard, that the Computer Officer Report be accepted.
All in favour, Carried*

13. WEBMASTER REPORT Andrew Gabites

The report from Andrew was circulated to councillors prior to the meeting.

The webmaster is always striving to make the website better and has made many improvements throughout the last year. He is always pro-active and seeks feedback from the organisation on ways to make it better.

Many members still find the Website difficult to use - the terminology is complicated and it does not appear to be user friendly in some areas. We need someone to sit down and use it, to make notes on ideas to make it easier and then pass this list of comments to the Webmaster.

Rachel

*Moved Sue Pollard, Seconded John Overwater, that the Webmaster Report be accepted.
All in favour, Carried*

14. EDITORIAL REPORT Ingrid Saxton

	<p>The report from Ingrid was circulated to councillors prior to the meeting.</p>	
	<p>The bi-monthly publication is working well.</p>	Ingrid
	<p>Suggest that we go back to MasterScrawl be sent as a pdf attachment to the email, rather than as a link to the website. The meeting agreed with this suggestion.</p>	Ingrid
	<p>The Editor would like to all the responses to come back to her (bounce-backs and replies) so that she can get immediate feedback. Discuss this with the webmaster to find the best solution.</p>	Ingrid/Andrew
	<p>Copies of the publication should also be sent to friends of NZMS – President of FINA Masters, SNZ, Murray Coulter, Surf Life Saving NZ, all Aquatics members, Swim Coaches Association, and any others who may be interested</p>	Ingrid
	<p>The meeting thanked Ingrid for her efforts.</p>	
	<p><i>Moved Ingrid Saxton, Seconded Adrian Anderson, that the Editorial Report be accepted.</i></p>	
	<p><i>All in favour, Carried</i></p>	
	<p>15. SWIMMING REPORT Lesley Parkin</p>	
	<p>The report from Lesley was circulated to councillors prior to the meeting.</p>	
	<p>Feedback from all Sanctioned Meet organisers has been requested but there haven't been many replies.</p>	
	<p>The Masters games paperwork was fantastic this year. This is the first time in many years that we have been able to make positive comment on the NZMG. A letter of thanks to be sent to the organiser from Dunedin.</p>	Roger
	<p>Swimming Officer is to pick up the administration for sanctioned meets. The Secretary and Swimming Officer to liaise to enable a smooth transition.</p>	Rachel/Lesley
	<p><i>Moved Lesley Parkin, Seconded Jan O'Donnell, that the Swimming Report be accepted.</i></p>	
	<p><i>All in favour, Carried</i></p>	
	<p>16. OPEN WATER SWIMMING REPORT Lyall Mortimer</p>	
	<p>The report from Lyall was circulated to councillors prior to the meeting.</p>	
	<p>Lyall is not standing again for this position – Special thanks to Lyall for the years of dedicated service to the organisation and master swimming worldwide.</p>	
	<p>This position to be combined with the Swimming Officer position.</p>	
	<p>NZMS may have some responsibility in the event of a mishap at an open water event being held by a member club, so all Open Water events need to be advised to the swimming officer regardless of whether they are sanctioned or not. NZMS will provide Safety Guidelines and any other assistance required. Secretary to advise all clubs.</p>	Rachel
	<p>The Open Water Swimming Safety Guidelines to be put on the website for all to access.</p>	Rachel/Andrew
	<p>A meeting with Scott Rice of Quantum Events to be arranged with the aim of developing a relationship with his Open Water Swimming Events.</p>	Rachel/Sue
	<p><i>Moved Lesley Parkin, Seconded Ingrid Saxton, that the Open Water Swimming Report be accepted.</i></p>	
	<p><i>All in favour, Carried</i></p>	

17. NATIONAL RECORDER REPORT Jan O'Donnell

The report from Jan was circulated to councillors prior to the meeting.

10 records were not able to be ratified during 2007. The timekeeping of the 800/1500 two to a lane is an issue, where records have not been able to be ratified as there have been only one or two timekeepers on the lane and/or all the timekeepers did not take the split at the 800m.

The requirements need to be made clear to event organisations. The written documentation does not appear to be enough. We will need to reinforce the written documents with a verbal explanation of the requirements.

Lesley

The meeting thanked Jan for the good work.

Moved Jan O'Donnell, Seconded Sue Pollard, that the National Recorder Report be accepted.

All in favour, Carried

18. INTERNATIONAL ACTIVITIES

Oceania Champs – these will be held in Brisbane in 2009 in conjunction with the AUSSI Nationals. The following event will most likely be held in Samoa in 2011

World Champs – Perth 2008, entries close next weekend. There are approximately 100 swimmers from NZ participating. The following event will be held in Goteberg, Sweden in 2010 – dates will probably be July 28- August 7.

FINA Centenary – 2008 is the FINA centenary – NZMS to make a request to the event organisers that the 2008 North Island and South Island Champs be renamed the FINA Centenary North Island / South Island champs to mark the occasion.

Rachel

19. LIFE AND SERVICE AWARDS

No Life Memberships awarded

Service Awards: John Ryan (CG2) , Alwyn Manley (RK1), Paul McStay (JP5)

20. SWIMMER OF THE YEAR

Swimmer of the Year: Kirsten Cameron

Certificate of Achievement: Julie Gunthorp, Kath Johnstone, Rebecca Perrott, Fritz Bohme, Tom Logan

Moved Rachel Harris, Seconded Sue Pollard, that the Life, Service & Swimmer of the Year Awards for 2007 be approved.

All in favour, Carried

NZMS AWARDS

The current awards are:

Peter Wilson Shield – to encompass the spirit of masters swimming – fun fitness & friendship

Club Points Trophy – currently doesn't recognise the smaller clubs - investigate what other organisations are doing – British Masters, FINA points (the faster you swim the more points you get). Follow-up with Richard Swallow with suggested ideas.

Flying Squadron Relay – awarded to the region that wins the inter-regional relay

Robert McClure Medal – awarded to the winner of the Male 65-69 age group in the 400 IM at the LC Nationals

Best Performance Trophy – awarded to the swimmer whose performance at the LC

Rachel

	Nationals either exceeds or is closest to an existing World record on a percentile calculation	
	Guidelines for the Life & Service awards to be developed.	Executive
	The Executive to look at what other awards could be added to the above list to recognise achievements by members of the organisation	Executive
21.	AQUATICS NZ	
	Rogers term as Chairman of Aquatics comes to an end in October.	
	The book – History of Aquatic sports in NZ – is well underway although no contract has yet been signed. John Matheson (editor Sunday Times and has written numerous rugby books) has been commissioned as the author – the book should come out later this year	
	The Biennial Dinner for all the aquatic sports is still being worked through by Aquatics. NZMS to look at assisting to get this underway even if it is only with SNZ & ourselves to start with.	Lesley/Ingrid
23.	STRATEGIC PLAN	
	The Strategic Plan was circulated to councillors prior to the meeting.	
	<i>Discussed Before Marketing Plan</i>	
	Challenges: Work with Sports Trust if culture in clubs enables them to support this.	
	<i>Moved Roger Eagles, Seconded John Overwater, that the Strategic Plan be accepted. All in favour, Carried</i>	
22.	MARKETING PLAN	
	The first edition of the Marketing Plan was circulated to councillors prior to the meeting.	
	Adult Learn to Swim can only work at a club level. Clubs need to have the structure to support beginners.	
	Work on developing the regional system to support the organisation.	Executive
	<i>Moved Sue Pollard, Seconded John Overwater, that the Marketing Plan be accepted. All in favour, Carried</i>	
24.	MEMORANDUM OF UNDERSTANDING – NZMS & SNZ	
	This document was signed two years ago. Mike Byrne – the new CEO of SNZ, is supportive of the document and the two organisations working together.	
	NZMS to send free membership packs to SNZ offering their older swimmers free membership for 2008.	Rachel

25. SANCTIONED MEETS

NZ Records

Records have not been ratified due to not enough qualified timekeepers on the lane. The following points to be added to our procedures to ensure this does not happen in the future:

1. Meet Manager file must have the record files loaded before each meet so that a list of possible record breakers is available to meet officials, this includes both National and World Records
2. Meet officials need to ensure there are enough timekeepers on the lanes of possible record breakers
3. Add a box on the entry form so that swimmers can check box if they are trying for a record.
4. Stop meet if necessary to get the required timekeepers
5. Make officials aware that records can be broken from any lane
6. Make a summary of requirements for the recognition of records to be included with the meet guidelines

Lesley

Robert

Meet Organisers

Meet Organisers

Meet Organisers

Meet Organisers

Lesley

Seeding Funds

Seeding funds have always been available to event organisers and has been done on specific occasions. It is available for any club on a case by case basis, they just need to ask – seeding fund requests are capped at \$2,000.

If NZMS provides seeding money, a profit share agreement will be entered into between NZMS and the organising club.

On-line Entry

The options available need to be investigated more thoroughly. In brief, there are currently two options:

1. Meet manager software has an on-line entry module, this would need to be linked to some banking software to allow payments to be received.
2. Use an existing online entry company such as enteronline.co.nz to process the entries and provide them in a format to import into meet manager. They would also collect the payments and forward the funds to NZMS

Executive

27. OTHER GENERAL BUSINESS

NZ Swimmers based overseas who break NZ records

Kyla Steenhardt is based in England and has broken some NZ Records. If she attends the Worlds, what club should she enter as, in order to break NZ records – her local UK club or her NZ club?

NZMS has a policy for breaking NZ records overseas:

1. The swimmer must be a financial member of NZMS
2. The swimmer must be a NZ Citizen or NZ resident to be eligible to break NZ records.
3. The record breaking swim must be swum at a meet sanctioned by the governing body of masters swimming in the county that it takes place.

The meeting decided that she should enter under her NZ club but that further clarification / a definitive answer should be sought from the FINA Masters Technical committee.

Lesley

Meeting Closed at 3.30pm