

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 13<sup>th</sup> December 2011  
 5.30pm Winners Club

**Present**

Phil Wall (President)

Caroline Vafeas

Sarah Kimber (Registrar)

Rod Bonsack (Head Coach)

Jacquie Cunningham

Melinda Downie

Clare Masolin (Secretary)

**1. Welcome + Apologies:**

Phil Wall welcomed those in attendance. Meeting opened 5:30pm. The following apologies have been received:-Kaye Irving, Mike Meinema (Treasurer), Stuart Downes, Peta Roberts, Louise Claxton (VP).

**2. Confirmation of Minutes of the previous meeting**

2.1 Confirmation of Minutes of Regular Meeting held 15<sup>th</sup> November 2011 **All in favour**

MOVED: Sarah Kimber

SECONDED: Caroline Vafeas

**Carried****3. Coach's Report – Rod Bonsack**

- Membership: currently 255 active, training Swim Club members
- Xmas Break: Training outline has been posted to the website
- Metros: During Metros, there will be no training for Juniors due to the lack of available coaches.
- Recent events: SWA Club Sprint Champs, ASC LC Sprint Meet and Club Xmas party at Adventure World have all received positive feedback – all agree Tiff and helpers did a fantastic job with the Xmas gathering and all had a fantastic time. ☺
- Camps: Coaches report that all squad camps are on target – there will be no training for squad members not attending camp.
- Professional movements: Seeking solidification of Mikey's position at 38hrs/wk
- Lane Space: Monday and Wednesday Aussie Surf sorted with departure of Mullaloo Surf Life Saving, leaving water vacant. High Performance lane space still being negotiated
- Club Room: Coaches are over having to police swimmer behaviour in the club rooms
- Relays: Sarah queried with Rod the procedure for A + B relays for SWA Club Relay Day.  
Caroline queried why there were no ASC relay teams entered for SWA Metros. Rod responded that Coaches are strapped for time, so ultimately and regrettably, it did not get done.

Phil thanked Rod and he left the meeting

**Action:** Phil to email Rod to seek entry of ASC relay teams on every available occasion  
**DONE**

**4. Business arising from previous minutes (15<sup>th</sup> November 2011)**

4.9.3 ASC Sprint Meet report (Stuart) – Stuart is an apology tonight. Carried forward to next meeting agenda

9.4 Condition of ASC Club Room (decision) – Sarah asked whether there is a key to the ASC Club room. (Yes). She has recently observed swimmers in the clubroom, sitting on tables and even using the club computer to access Facebook. Sarah enquires whether there is a possibility of restricting access to the room and inviting individual application for access stating reasons for requiring access.

Needing access to fridge would not be a valid reason for access to club room if the fridge could be moved to the coaches' office.

Phil feels there is need for a strict code of conduct for swimmers to sign and adhere to. Further challenges arise with Vac Swim having access to the club room. Phil added further that there is no need for swimmers to have access to the Club Room during holidays and room will be locked accordingly.

9.5 Bunnings Sausage Sizzle: Still short of volunteers.

<b>Action:</b> Phil to email membership again seeking volunteers for Bunnings Sausage Sizzle 17/12/11	<b>DONE</b>
--	-------------

9.1(iii) Value of Cricket Bat Memorabilia Jacque lodged the item with Gumtree – 2 responses received, both scammers. Value is said to be in excess of \$1000-

<b>Action:</b> Jacque to list cricket bat on eBay
---

## 5. Action items – updated as per schedule.

### 6. Correspondence

6.1 SWA (Steve Rose) – looking into possibility of allocated seating for clubs at Challenge Stadium

7. **Treasurer's Report** (Circulated with agenda) – Accepted by those present

8. **Uniforms** (Louise) report available by request  
As at 9/12/11 total sales \$621-, stock on hand \$6431.00. Nil expenses in October.

### 9. New Business

9.1 ASC / Venueswest future relationship: Phil advises that deliberations are ongoing and he envisages a lengthy process. A business Plan will need to be formulated eventually.

9.2 Media Role: Caroline is seeking direction with the new Media Role. Phil advises it is mainly aimed at raising the profile of the ASC within the local community. There is a "GO-CLUBS" forum with the subject matter of "Media" to be held simultaneously with SWA Age and Open Championships 19<sup>th</sup> January 2012. (Information forwarded to Caroline by Secretary 28/12/11)

The information table manned by Committee members Caroline and Peta is getting regular approaches. Feedback from Coaches about provision of this service has been positive.

9.3 Junior Sports Award certificates: Mike has sourced approx. 100 award certificates from "One for the Road" (coffee). Discussion surrounded suitable use of the certificates, and all agree it should more than likely be aimed at the junior swimmers.

**Action:** Sarah will talk to Tiff about appropriate use of “One for the Road” certificates of achievement

9.4 ASC Equipment purchase: A DVD player has been purchased using ASC funds by Mikey Shaw following an approach to Phil by the coaches. Purchase was approved out of session by Phil on the proviso that VenuesWest acknowledges that ASC made the purchase in the spirit of ASC and VW working together.

9.5 Pool Closure:Phil advises it is still uncertain whether pool closure will proceed. Scope of Works is in progress but dates of possible closure are still uncertain. Lane space has already been booked at Aquamation Wanneroo.

9.6 Changes to Clubroom Hardware and software:Phil is to meet with Sue Brown to discuss how proposed ASC and VW Hardware configuration will work with Meet Manager. Phil proposes a dummy session with Sue Brown for running of hypothetical Race Session. Phil will ensure meeting is scheduled at a time when Sarah can be present too.

**Action(i):** Phil to liaise with Sue Brown and Sarah for suitable meeting dates to discuss changes to Meet Manager process.

**Action(ii):** Sarah to contact Meg Jovanovich to ascertain suitability of Meet Manager arrangement and copy in Sue and Phil

**Motion(i):** (Melinda) That with the changeover in Meet Manager process, a suitable laptop for the exclusive, dedicated use of the Registrar be investigated for purchase, possibly through Debbie Lanario who has demonstrated good support for ASC in the past.

All in favour

**CARRIED**

**Action(iii):** Sarah to determine laptop requirements following discussions with Meg and report to future meeting for determination of funds allocation

**Motion(ii):** (Phil) That Alan Delaney be approached to manage set up of new computer equipment and configuration with VenuesWest equipment

All in favour

**CARRIED**

**Action(iv):** Once technology requirements are understood, laptop cost determined (and approved) and suitable laptop purchase imminent, Phil to approach Alan Delaney with a view to enlisting his services to set up new equipment.

**Action(v):** Clare to check with Alan about email links when enquiries are directed from Home Page to specific contacts ie..Secretary

In closing, Phil thanked all those present for their support and effort on behalf of the ASC during 2011.

**Meeting Closed at 6.55 pm**

**Next Meeting Tuesday 7<sup>th</sup> February 2012 @ 5.30pm in the Winners Club**

**-: Action Items pending from previous meetings :-**

**\*\* Please check and update status with Secretary \*\***

PERSON	ITEM / DATE	ACTION	TIMEFRAME	OUTCOME / UPDATE
<b>PRESIDENT - PHIL</b>	10.1 2/8/11	Stuart & Phil will work together (with input via Rod's Competitive Calendar) to forecast Club's financial position and ability to consider future approaches for travel and related assistance by swimmers and coaching staff.	begin now - ongoing	
<b>TREASURER - MIKE</b>	5/4/11 8.2(iii)	Develop and cost outline of forward provision for 2011/12 funding support requests in consultation with head coach	ongoing	
	21/6/11 8	Mike to match list of outstanding payments to deposits on bank account statements, advise Uniform committee and invoice for outstanding items accordingly	asap	
	5.7(iii)	<del>Stuart</del> Mike will email Arafura families with an explanation of the decision reached for the acquittal process	now	
	10.3 13/9/11	Mike will investigate; (a) storage offered by Venueswest and ascertain suitability for current need and (b) Cost of hiring suitable space externally for storage of large ASC items	by 18/10/11	
<b>SECRETARY</b>	4.4.1(ii) b 2/8/11	Secretary to continue to work on information booklet for families(incl. complaints process and 'chain of command')	now	
<b>STUART</b>	10.1 2/8/11	Stuart & Phil will work together (with input via Rod's Competitive Calendar) to forecast Club's financial position and ability to consider future approaches for travel and related assistance by swimmers and coaching staff.	begin now	
	4.4.1 (ii) a 2/8/11	Stuart will investigate options to convey entry tutorial electronically and report to next meeting	now	
<b>REGISTRAR</b>	21/6/11 9.4	Mike to make appropriate information available on updating club records in order to hand over process to another volunteer	now - Sarah will investigate with Meg	
<b>Caroline</b>	15/11/11 6.2	Caroline to draft an online member questionnaire via Survey Monkey and present to Committee for feedback	2012	DONE, circulated