

Minutes of the
ARENA SWIM CLUB INC
 Regular Meeting: Tuesday 13th March 2012
 5.30pm Sports Bar

Present

Louise Claxton (VP)

Caroline Vafeas

Clare Masolin (Secretary)

Mike Meinema (Treasurer)

Sarah Kimber (Registrar)

1. Welcome + Apologies:

Vice President Louise welcomed those in attendance. Meeting opened 5:40pm.

Apologies: Phil Wall (President), Jacquie Cunningham, Kaye Irving, Rod Bonsack (Head Coach)

2. Confirmation of Minutes of the previous meeting

2.1 Confirmation of Minutes of Regular Meeting held 7th February 2012 unaltered.

All in favour - CARRIED

3. Coach's Report – Rod Bonsack

Rod is covering coaching this afternoon and is an apology

4. Business arising from previous minutes (7th February 2012)

9.5 Club Awards Night – 5th May 2012

Jacquie is an apology this afternoon. Sarah advises that Jacquie will coordinate Awards function, with Brenda and Sarah assisting. Discussion ensued around taking advantage of Brenda's experience, having coordinated past ASC Awards nights; desire to do so and proven expertise. Committee endorses Brenda in the coordination role again this year with Sarah and Jacquie assisting.

Action: Sarah to approach Brenda to gauge her interest in retaining Awards Night coordination role and advise committee.

5. Action items – updated as per schedule.

(NB: All items to be actioned by Phil in this period have been carried forward to the next period and marked 'pending')

6.6.2 (15/11/11) Member Survey – Mike suggests an amendment at Question 4 which asks for a 'rating' of coaching standards. As well as the terms 'good', 'poor', 'excellent' being subjective, coaches are Venueswest employees, so we have little say in maintaining standards. Can we judge coaching standards when we are not qualified coaches ourselves? A suggestion is to permit comment on the swimming *program* and to incorporate in the survey introduction that the swim program is developed and implemented by Venueswest coaches, not the Arena Swim Club. Caroline will redraft this section of the survey.

6. Correspondence

6.1 Entertainment Book – Committee **does not endorse** the Arena Swim Club getting involved in the Entertainment Book as a Club fundraising option. It is considered that the market is currently saturated and it is known that a club family utilizes the scheme as a major source of fund raising for a daughter with special needs. Committee would not object to the Club family handing out flyers to promote the sale of books to club members in the stands.

7. **Treasurer's Report** - Circulated by Treasurer, accepted by the committee

8. **Uniforms** (Louise) – last two uniform sales periods are to be amalgamated, but currently awaiting final invoice from Time Glow.

9. **New Business**

9.1 Age at Club Champs– Caroline notes that at the recent Club Champs, there was an extraordinarily high number of 10 year old girls; and had the *age as at first day of meet* method been adopted for Club Champs, a more even spread would have been achieved. Mike explained that the issue of age at Club Champs was settled a few years ago, in a way considered by those on the committee to be fair and equitable. Club Champs are never held at the same time each year and are also scheduled to accommodate Surf Lifesaving, so will always disadvantage someone. It was agreed in years gone by to standardise the age cut-off for both Club Champs (1st Jan, mid-way through the LC season) and ASC Distance meet (1st July, mid-way through SC season).

9.2 2nd hand uniforms – Clare has been approached by a family wishing to advertise the sale of racing bathers via the website. Discussion around the various options decided that the best way for the future would be to invite members to place a notice on the club notice board.

9.3 Clubs In-Focus Seminar Louise attended Feb 2012 on behalf of ASC. Run by COJ. Louise advises attendance was worthwhile and a vast amount of information (+ USB) on grant rounds given. Availability of subsidy for Swim Squad Training fees to holders of Health Care Cards was mentioned and should be considered for inclusion in Club Information booklet draft. Agreed that 'wish-list' requires populating so we have purposeful targets for grants.

Action: Caroline to review "Clubs In-Focus" information and identify useful resources and funding avenues

9.4 Winter Almanac – Committee agrees that one almanac be ordered per member family with Club absorbing cost.

Action: Mike will place Club order for 100 Winter Almanacs \$7- each

DONE

9.5 Meet Issues –

(i) Sarah reports there are problems knowing who is available for relays when entries are done online via SWA. Particularly for SWA Jnr Champs, Mike suggests publishing relay team selections to the website, with instructions for swimmers to confirm with coaches that they will be attending.

(ii) Mike will also contact CAQ to determine Club timekeeping requirements for meet 17/3/12

(iii) Sarah is repeatedly being asked to accept late entries. The situation has become so bad that she has begun to return late entries to 'repeat offenders'. Recently, 8 entries have been returned.

Mike suggests a note be attached to the new almanac reiterating the entry procedure and lead in time required, particularly with non-targeted meets – and to define the consequences for late entries.

Action: Sarah (+ Asst Registrars) to prepare and affix a note to front of Winter Almanac reiterating procedure for meet entries and need to submit by published deadline.

(iv) All comment that Timekeeping avoidance remains a problem with numerous incidents cited over a busy meet period recently. A note has been posted on the website reinforcing timekeeping commitment. Mike advises that records are being kept and should the same families continue to offend, there is little alternative than to follow through with the penalty of refusing to process the member's meet entries.

9.6 Request for Refund of Club Fees – Mike has spoken to a parent whose child is leaving the Club under difficult circumstances. Child became a competitive member in Dec '11 and trained one month only. Parent is requesting a refund of Club membership fee. Committee have unanimously endorsed a refund of the club component minus 1 month. Mike will attend to refund and explain to the family that the SWA component is non-refundable, but is transferable.

Action: Mike to issue refund of club fees to member

DONE

Meeting Closed at 6.45 pm

Next Meeting Tuesday 3rd April 2012 @ 5.30pm in the Sports Bar

-: Action Items pending from previous meetings :-

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

| PERSON | ITEM / DATE | ACTION | TIMEFRAME | OUTCOME / UPDATE |
|-----------------------------|---------------------|--|------------------------|------------------|
| PRESIDENT - PHIL | 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 | |
| | 9.6(iv) 13/12/11 | 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. | by AGM | pending |
| | 9.6(i) 13/12/11 | Phil to liaise with Sue Brown and Sarah for suitable meeting dates to discuss changes to Meet Manager process. | by 7/2/12 | ongoing |
| TREASURER - MIKE | 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) | Stuart 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 | |

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|------------------|------------------------|--|---------------------------------------|---------|
| SECRETARY | 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', HCC) | now | |
| STUART | 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 | |
| REGISTRAR | 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 | |
| | 9.6(ii) | Sarah to contact Meg Jovanovich to ascertain suitability of Meet Manager arrangement and copy in Sue and Phil | asap and subject to outcome of 9.6(i) | pending |
| | 9.6(iii) | Sarah to determine laptop requirements following discussions with Meg and report to future meeting for determination of funds allocations required and subject to 9.6 (i) + (ii) | | pending |