

Minutes of the
ARENA SWIM CLUB INC
 Regular Meeting: Tuesday 13th November 2012
 5.30pm Winners Club – Arena Joondalup

Present

Mike Meinema (Treasurer)	Sarah Kimber (Vice President / Registrar)
Clare Masolin (Secretary)	Bernie Smith
Paul Manning	Louise Claxton
Karen Wilson	Caroline Vafeas
Corretta Robson	Jan Mills
Peta Roberts	Rod Bonsack (Head Coach)

1. Welcome:

Meeting opened 5:30pm – V/President Sarah Kimber chaired the meeting in Phil's absence.

Apologies: Phil Wall (President), Stuart Downes

2 Confirmation of Minutes:

2.1 Confirmation of Minutes of Regular Meeting held 16th October 2012 unaltered;
 moved: Jan Mills, seconded Caroline vafeas
All in favour – CARRIED

3 Coach's Report

3.1 High Performance Network Program (HPNP)

Rod advises there has been heightened contact in the last week with WAIS officials and HPNP coach Mike Palfrey who will join WAIS to run the Northern Suburbs High performance Training Program out of Arena Joondalup and Craigie Leisure Centre facilities. There will be a meeting regarding lane space tomorrow and the beginning of the program will be pushed out one week to 26th November.

Action: Sarah to provide Rod with a list of all active competitive ASC members

3.2 2013 Camps

- Planning for Devos and Nats Camps is currently on hold until the HP program has been implemented
- Inters Camp will be held 11-13/1/13. Preparation is sorted with Tiff having secured planning assistance.

3.3 Group Photo

Paul Manning has suggested that the ASC Sprint Carnival offers an excellent opportunity to secure a team photo with maximum numbers. To this end, Paul will work with Rod and coaches to coordinate the photo shoot prior to warm-up, which will commence at 8am.

Action: i) post website notice requesting swimmers to wear their Arena Swim Club T-
Paul to: Shirt and arrive for photo shoot by 7:30am
 ii) email reminders to coaching staff closer to the day.

Rod left the meeting at 5:40pm.

4 Business arising from previous minutes

4.1 ASC LC Sprint carnival (update)

- Sarah distributed the pool plan for Carnival Day, which will also be displayed on notice board.
- 3-4 people will be required to help set up chairs in the stands on the Saturday
- Tablecloths will be sourced to improve appearances of Raffle tables
- Some volunteer positions were filled at the meeting, vacancies will be incorporated into volunteer /timekeeping roster for the day (Suggested some positions may require greater numbers of volunteers to allow rotation throughout the day so everyone enjoys the festivities)
- Raffle Donations are coming along slowly. A reminder to families to donate goods is required via the homepage.
- Jan Mills has kindly offered to visit some local businesses seeking donation of goods for the raffle.

Action: Clare to amend sponsor letter for donation of goods and email to Jan for use. **DONE**

- Paul reports pledges from sponsors (10 business and 5 ASC families) currently sitting at \$1600-. We are hopeful ASC families will take the opportunity to sponsor a race at the reduced price of \$50- prior to the program being finalized.

9.6 (16/10/12) December Meeting

Committee agreed to move the December meeting to Tuesday 18th December. (VW do not have a room available for 11th Dec as first planned).

5 Action Items

5(iii) 16/10/12 (Corretta) – Display Cabinet

Committee agrees that the display cabinet is looking good and that Corretta should determine how often the display should be changed to ensure it remains current and dynamic. It would be great to begin to bring the scrolling photographic display up to date in time as it is still displaying old Arafura Games footage.

Action (i): Corretta will label the aqua-green on white t-shirt; ***“Sample – not available to purchase”***

As per Item 3.3, Paul’s request for an ASC parent to take on Club Photographer has been heeded by Adam Collier, with the first opportunity being the Sprint Carnival. Paul will arrange for the Group Photo taken on Carnival day to be displayed in the cabinet. Although Adam will target Arena swimmers, a ‘Notice of Club photographer on duty’ is required for patrons on the day.

Action (ii): Paul will prepare a sign stating that there is an:-
“Authorised Club Photographer on Duty” for display on Carnival Day

6.1 16/10/12 (Sarah) – Chocolate Fundraiser

Cindy De Bomford has agreed to take on coordination of the chocolate drive following the Sprint Carnival. Cindy did mention success of ‘Krispy Kreme’ imported donut fundraiser and suggests our club give it some consideration into the future.

3.1(i): 19/6/12 (Caroline) - ASC Banner proposal

A quote for signage prepared for the Club by Sign Synergy was emailed to committee members prior to today's meeting. General consensus is that the 'teardrop' style is expensive and committee favours the retractable banners. Sign Synergy have kindly offered to sponsor the cost of one of the retractable banners.

The combined cost to Club of one retractable banner plus one single sided "waterproof" Club banner (to replace existing tie-on banner with eyelets) will be \$630-. With winnings from 2011 Rockingham meet of \$500-, essentially cost will be \$130-.

All are in favour of accepting Sign Synergy's quotation – CARRIED

<p>Action (iii): Caroline to liaise with Delilah regarding;</p> <ul style="list-style-type: none"> i) acceptance of quote for banners, and ; ii) production of banners 	DONE
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Note further, Delilah has undertaken to make retractable banners available for carnival Day. Also, Delilah advises that when **tie-on banner** is in circulation, it **needs to be rolled following use** to ensure print does not crack over time. Perhaps this can be written on the hem on the reverse once delivered.

Caroline enquired whether ASC had secured any prize money from the recent 2012 Perth City LC Classic (13/10/12) at which our squad fared particularly well. Mike advises he has not received any prize money to date from Perth City.

6 Correspondence

6.1 City of Joondalup – Clubs In-Focus – Karen Wilson has kindly volunteered to review the grant information contained on the Clubs Online USB of resource materials to determine those grants that should be targeted by ASC. Karen will report her findings to a future meeting.

Secretary notes that there is significant assistance in the form of Club Development grants, governance advice and support through the Club Development department of COJ via Clubs In-Focus, and we would do well to bear this in mind as the future direction of our Club unfolds.

<p>Action: Karen to report on her review of the Grants section of the COJ Clubs In-Focus Resource USB</p>
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7 Treasurer's Report

Removed for website posting – please contact Treasurer direct for information if required.

7.1 TidyClub.com

Background: Mike explained that IMG currently maintains "Clubs Online" database (online entries, SWA Capitation) for SWA and SAL. Perth Wildcats and some AFL clubs also utilize IMG. However, IMG report lower than anticipated uptake by sporting clubs of the software (in Qld and WA, the rate is 3% compared to 35% in the Eastern States). Users report software as not user friendly and although it would be beneficial for ASC to utilize such software for management of membership database, IMG skim 3-5% fees and a club the size of ours could not absorb this administrative cost.

ASC being the second largest swim club in WA was identified by SWA as a Club that would benefit from a presentation by Tidy Club – attended recently by Treasurer Mike Meinema. <https://tidyclub.com/> has a base in WA and offers simple Club Administration software along the lines of IMG, but seen as superior in capabilities to the IMG equivalent at a fee cost of approx. 2.9%. Mike recommends that this is something to look into more seriously into the future.

7.2 ASC Future Directions

Circumstances dictate that it is time to run the Club as a business. Mike believes it is time to take a more proactive, creative approach to the future of the club and has compiled the beginnings of a business proposal to present to VW. Over the next few weeks, Mike and Phil will hold regular meetings with VW and SWA to formulate a future direction and undertakes to report back to committee with progress updates as available.

As mentioned earlier, there is assistance available through Clubs In-Focus for Business development / Marketing and Sponsorship.

Mike maintains that the Club is a good, sellable product, can survive and be successful.

8 **Other Reports**

Uniforms (Louise / Peta) Louise reports that;

- \$811 returned from the first uniform sale in 4-5 months was disappointing.
- the one-off print costs associated with 'Coach' shirts proved a very expensive exercise and should be handled differently in future.
- Stocktake has revealed numerous missing items (multiple size 12 tracksuit pants, a number of backpacks and other miscellaneous items) from the uniform storage crates; the loss having occurred sometime during the 9 weeks between pool closure and pool reopening. Mike advises that although regrettable, there is no alternative than to write the amount off.

Newsletter Caroline reports that;

- there have been numerous recent approaches seeking Information from Karen and Caroline in the stands
- Next newsletter is an additional avenue to plug our Sprint Carnival Sponsors
- Information about the Geraldton Classic SC meet 20-21/4/13 will be contained in the next newsletter.

9 **New Business**

9.1 Meet Entries and special arrangements - (Sarah)

Sarah is calling on Committee not to endorse the practise of allowing swimmers to swim a different stroke in among a scheduled race event (ie one swimmer swimming freestyle in a Breaststroke race), simply for the purposes of a last opportunity to chase club records. There have been requests to allow from both parents / coaches to Registrar and parents to coaches. From a practical record-keeping point of view, Sarah advises it is a nightmare and in order to be acceptable to SWA, recent race session results have had to all be manually re-entered due to distortion of results from the meet created by Team Manager.

After discussion, committee agrees that there will be extreme circumstances where it would be wrong to deny an attempt (ie.. last chance to achieve a National qualifying time), but particularly with the Juniors, where the events are not listed as relevant to their age (ie, no time recorded for that age group in the Almanac SQTs), it is considered that there exists multiple opportunities to achieve these times at external meets where that event is programmed.

A reminder too that inclusion of specific events may be requested at Friday Race Sessions by contacting Head Coach prior to the program being finalised.

Action: Sarah (as VP) to advise Rod in writing of Committee's ***decision not to support*** special arrangements for swimmers at Club race Nights

All in favour - CARRIED

9.2 Possible presentation – Wellness (Corretta)

Corretta seeks Committee opinion on having a Wellness Practitioner present to the Club – a session similar to that held at schools for students and parents. The ultimate aim is to improve awareness of everyday eating, a topic Corretta is very passionate about and there is a strong link between eating well and swimming well. Corretta does not know cost, but believes it may be cost-free to the Club.

Relatively recently, (ex) VW Dietician Gemma Quail presented a fairly scientific overview of training nutrition for athletes and that perhaps it was too soon to bring in someone else on a similar theme. Generally there is support for the presentation and it was suggested to target the swimmers in the Junior squads (lower than Jnr Nats) who would attend this presentation with their coaches. Karen Wilson suggests that it may be possible to dedicate one training session to this presentation, rather than expecting people to come back to a separate session.

Action: Corretta will;

- Approach Rod for his support of the presentation on the basis above
- Determine the cost and availability for a presentation on Wellness

9.3 Cookbook (Caroline)

Karen and Caroline gained President Phil Wall's approval to begin a Club Cookbook project following the October Committee meeting. Karen takes the idea from her children's Primary School, where it has proven to be a good fundraiser. Recipes were called for through the last newsletter and a couple of recipes from families have already been received. Recipes from other sources will be acknowledged. The book is to be called "Eat Well, Swim Well" and will cost approx. \$10-. Following Corretta's intention to source a presentation on Wellness, Karen and Caroline feel this may also present a good opportunity for the book launch.

Committee raised concerns it may appear that by offering a book of recipes for sale ASC is endorsing the recipes as performance enhancing, when people's ideas of what constitutes 'healthy' foods can be highly subjective. Karen clarified that the book was not intended to be prescriptive, but to bring together ASC Club families favourite recipes.

It was agreed that in order to address any concerns around endorsement, the title of the book may need to be re-thought, or a 'disclaimer' added.

9.4 Sports Psychologist (Caroline) – to be c/f to 18/12/12

9.5 Club Records (Karen) – Karen has been approached in the stands by a parent who has not seen their daughter's SC records posted to the Club site. Mike advises Club records were updated 13/11/12. If future enquires regarding records are made, please email Mike.

9.6 Timekeeping (Bernie) – Bernie reports the same old story of parents not turning up to undertake their timekeeping responsibilities and proposes the following;

- Automatic email to offender (this is logged to capture repeat offenders)
- Requirement to 'sign in' to the T/K roster once at the meet to acknowledge your obligation and intention to comply (also enabling gaps to be identified and filled)

These initiatives are appreciated and are endorsed by Committee.

Action: Bernie to post a notice on the website regarding the new sign-in requirement – and also mention on the t/k roster that is forwarded via email and posted to the website prior to meets.

10 Close:

Meeting Closed at 7:05 pm

Next Meeting Tuesday 18th December 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
PRESIDENT - PHIL	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	31/7/12 ongoing
	5.4.9.1(iii) 13/3/12	Phil to investigate suitable upcoming Sports luncheon events for auction of cricket bat		May – Nedlands Rugby Club – 31/7/12 pending – Silent Auction @ LC Sprint Carnival
	6(2) 7/8/12	President Phil to make contact with Cindy DeBomford to explain Fundraising / Sponsorship coordinator's role.	asap	to agenda 16/10/12 pending
	3.5 13/11/12	Phil to determine viability of ASC continuing a sub-contract association with Luca in her capacity as supplementary landwork trainer past 28/11/12	by 28/11	pending
TREASURER - MIKE	4 7/8/12 (AGM)	Mike to organise audit of 2011-12 ASC accounts	asap	pending
	4.3 18/9/12	Mike to contact Helen Hull and investigate viable championship points scheme and report back to a future meeting.	soon	pending
TREASURER Mike	7	Mike to provide Phil with estimate of Nationals funds availability via ASC	following ASC LC Carnival	pending
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	Draft circulated for feedback 3/6/12 31/7/12 – ongoing (on hold)
	19/6/12 5.4.4.1(ii) b (i)	Clare to amend booklet according to feedback and have new parent review	now	On hold – until future club direction known
REGISTRAR	9.6(ii) 13/12/11	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) 13/12/11	Sarah to determine laptop requirements following discussions with Meg and report to future meeting for determination of funds allocation as required and subject to 9.6 (i) + (ii)		pending
	3/4/12 9.2(i)	Sarah to approach Alan Delaney to discuss options for adding interest to the web perhaps	as time allows	pending

		via photo placements – of swimmers / uniform.		
	9.4(ii) 13/11/12	Sarah to identify unregistered members and email them with instructions to remedy		ongoing

FINAL