

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 19<sup>th</sup> June 2012  
 5.30pm VW Administrative Staff members' office (due to flooding in the ASC Office)

**Present**

Phil Wall (President),	Caroline Vafeas
Sarah Kimber (Registrar)	Clare Masolin (Secretary)
Louise Claxton (VP)	Peta Roberts
Rod Bonsack (Head Coach)	

Mario Valentim (visitor)

Janice Mills (visitor)

**1. Welcome:**

Meeting opened 5:40pm – due to need to locate suitable meeting area.

**Apologies:** Mike Meinema (Treasurer)

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

2.1 Confirmation of Minutes of special meeting 19<sup>th</sup> May 2012  
 with the addition of; *listing Peta Roberts as being in attendance*  
**all in favour**

**CARRIED**

2.2 Confirmation of Minutes of Regular Meeting held 8<sup>th</sup> May 2012  
 held over to next regular meeting 31<sup>st</sup> July 2012.

**3. Guest Presentations:**

3.1 Mario Valentim – proprietor of Synergy Signs (sponsorship proposal)

Mario presented the group with brochures and explained that he had not come prepared with a sponsorship proposal as such, but to explain the extent of the printing capabilities of his specialist digital equipment and to better understand the current / future printing requirements of ASC. Mario has a swimmer in the Development Squad and as such he and his wife Delilah are keen to support the Club via sponsorship; whether by way of signage, other printing jobs / consultancy, sponsorship funds or a combination of these.

Committee took the opportunity to discuss with Mario suggestions for ways his service could be of benefit to the Club;

- Quoting for type-setting service, printing and binding of the New Parent Information booklet
- Free-standing 'flag' signage for visibility at external race Meets (there are funds reserved for this purpose – 2011 Rockingham Stingrays Meet \$500- winners cheque) (Action Item c/f 7/2/12: "*Peta will seek options, prices on suitable banners and report to next committee meeting*")
- Drink bottles and other club merchandise

**Action(i):** Caroline and Peta to determine suitable banner products and prepare a proposal to present to Mario for quotation

**Action(ii):** All committee members to give consideration to the best way to utilise Mario's offer of Club Sponsorship.

President Phil thanked Mario for taking the time to come along to this evening's meeting. Mario left the meeting.

3.2 Janice Mills – Phil thanked Janice for nominating to attend the Dept of Sport and Recreation "**Membership Protection Information Officer**" (MPIO) full day training course 6/6/12 on behalf of ASC.

According to Janice's comprehensive notes from the training course, distributed to committee, the role of an MPIO within a club is to;

- be an identified member, a first point of contact for anyone with a Member Protection enquiry, concern or complaint around allegations of abuse, discrimination or harassment.
- maintain confidentiality, remain independent, listen, provide information, communicate efficiently and effectively – to keep ASC a positive and harassment-free environment
- offer non-judgmental, neutral support
- ensure and monitor ASCs ongoing compliance with WWC requirements

The role is not to *investigate*.

As Janice comments further, it is important that members are made aware of Arena Swim Club Policies (Swimming Australia Policies have been adopted by ASC – accessible via link on the homepage) and know the core values inherent in our Club, of our good reputation, that everyone is treated with respect, dignity and protected from abuse.

Committee discussions centered on undertaking this position on behalf of ASC as being a big ask for a volunteer of the club, however, Janice is willing to take the role on. Rod comments that VW must have an MPIO. Ideally that person should liaise with the ASC equivalent. Louise believes that VW should be specifically listed in the Club Info book as an optional avenue for making a complaint or comment; as it sits outside the more widely understood channels.

ASC Secretary will contact Steven Rose (SWA) to make further MPIO enquiries on behalf of the Club.

Janice has offered to meet further with Club Executive to explore ASC obligations /responsibilities and the way forward.

<b>Action(i):</b> Clare to contact Steven Rose to discuss MPIO requirements and SWAs role
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<b>Action(ii):</b> Clare to establish whether VW has such a dedicated role and a point of reference for contact
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<b>Action(iii):</b> Clare to liaise with Janice and propose way forward for MPIO role within ASC
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4. **Head Coach:**-no report due to Rod having only recently returned to VW.

- Rod suggests that proposed training structure during closure be posted to the website asap
- Maintenance of the west end of the pool has already begun, meaning ASC Race Meet #11 (22/6) and #1 (6/7/12) will pose some organizational challenges.

<b>Action:</b> Phil to organise posting of Coaches letter to squad families to the ASC homepage <b>DONE</b>
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Rod left the meeting at 6:30pm

#### **5. Business arising from previous minutes (8<sup>th</sup> May2012)**

2/8/11 (4.4.1(ii) b) Information Booklet for new Club families (Clare) :-

Draft circulated 3/6/12. Initial feedback is that the booklet is shaping up well. Caroline has forwarded some suggestions aiming for clarity. Additional understandings have been sourced through Mike. Another draft will be produced from feedback. Thoughts are to have a parent relatively new to the Club review the document before we finalise.

<b>Action(i):</b> Clare to amend booklet according to feedback and have new parent review
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c/f 13/3/12 (5.4.9.1(iii)) Phil to investigate suitable upcoming Sports luncheon events for auction of cricket bat (proposed May – Nedlands Rugby Club)

Update:- PENDING – no developments

5.6.6.2 Member Survey (Caroline) – circulated with Agenda

Caroline discussed survey noting feedback was generally very positive. One area that requires focus is the need to communicate with members more effectively. Caroline suggests this area could easily be addressed with;

- a regular newsletter containing contributions from each squad coach and other club-related information
- a time-limited 'Buddy-system' for families new to the Club

All agree these suggestions have merit, but the committee will need more members in order to share the load and make this work. Caroline has suggested a volunteer to coordinate the newsletter initiative be sourced via the committee nomination form that will go out with notice of the AGM

There have been 7 offers of help via the survey. Caroline will make contact in the near future in order to gain names and invite them to attend the AGM.

<b>Action(ii):</b> Clare to incorporate "Newsletter Coordinator" on committee nomination form to be linked to and circulated with notice of AGM	<b>DONE</b>
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<b>Action(iii):</b> Caroline to report survey results to members via the website	<b>DONE</b>
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<b>Action(iv):</b> Caroline to make contact with 7 members who made offers of assistance to the club via the survey prior to AGM
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A further suggestion is to have a point of contact listed on the time-keeping / volunteer roster published for each meet to allow people to make contact prior to a meet if necessary. All committee members are in favour of this initiative.

**Motion: that the name and mobile telephone number of a member attending each meet be listed on the time-keeping roster as that meet's nominated point of contact.**  
**All in favour – CARRIED**

<b>Action(v):</b> Clare to specifically advise Mike (volunteer coordinator) of this change in time-keeping roster protocol
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Phil pointed out that the recently held Member Information Night run co-jointly by Phil and Sarah was well attended and well received. Phil comments that it is important to keep this initiative going at regular intervals.

9.3 Review "Clubs In-Focus" information and identify useful resources and funding avenues (Caroline) – DEFERRED

8/5/12

5.1 Awards night survey feedback (Clare) – circulated with Agenda - DEFERRED

## 6. Action items

## 7. Correspondence

8. **Treasurer's Report** - Circulated with Agenda. **All in favour - CARRIED**  
Mike is an apology this afternoon.

9. **Uniforms** – Circulated with Agenda **All in favour - CARRIED**

9.1 Caps – presentation of findings (action item 9.1 8/5/12) – Peta has sourced a quote from Custom Swim Caps (CSC) out of Melbourne for the 'Dome' cap, which is the same colour as existing cap with logo badging. There is an 8-10 week wait as it is a 'special order' Minimum quantity is 300 caps at \$10- to \$13- per cap

Louise reports that Engine do supply the Dome cap and is currently waiting on a quote.

<b>Action:</b> Peta + Louise to circulate Dome Cap supplier quotes to committee via email <b>DONE</b>
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## 10. New Business

10.1 Club Champs (Sprints + Distance) – format for season 2012 / 13 (Louise)  
- c/f 8/5/12 meeting (deferred again – 31/7/12)

10.2 ASC Membership renewals – Sarah reports that there are many members who have failed to renew and fears people are confused about the need to pay the \$95- SWA capitation fee by 1<sup>st</sup> July, despite the website reminder. A list of non-financial members will be generated and a further notice posted to the web asap with a final processing date of 22/6/12 incorporating Phil's telephone number. **DONE**

10.3 Function after ASC Race Session #11 – Following Sarah's success in sourcing the Rugby Club facilities 6/7/12, committee favours a function that does not rely heavily on manpower. (Update:- Rugby Club is now no longer available due to double booking)

Sarah has successfully negotiated to utilise The Medallist Room at Arena Joondalup from 7pm on 6/7/12. Platters of wedges will be purchased, bar will be manned to purchase drinks. VW have agreed to allow us to bring in some dips and chips.

<b>Action(i):</b> Sarah to notify members of after race break-up function via the website <b>DONE</b>
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<b>Action(ii):</b> Clare to organise dips and chips platters for the function	<b>DONE</b>
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#### 10.4 Miscellaneous

- Employing Coaches – ASC employing its own coaches is certainly an idea that has significant merit for the future. However, it is a work in progress and there are many facets that are yet to be determined. Phil continues to work on this proposal.
- There has been a recent official complaint to SWA made against West Coast attempts to 'poach' swimmers from Breakers.
- In view of the substantial amount of time committed to visitors this meeting, a further meeting will be called prior to the AGM. Proposal is 31<sup>st</sup> July 2012

<b>Action:</b> Clare to email committee to advise of next Committee meeting	<b>DONE</b>
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**Meeting Closed at 7.15pm**

**Next Meeting Tuesday 31st July 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	
	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
	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 - pending
<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', HCC)	now	Draft circulated for feedback 3/6/12

	10.1 19/6/12	Phil to post Committee Nomination form to website prior to 7th July and arrange for copy to be emailed direct to those on the club database.	prior to 7/7/12 (1 month prior to AGM)	DONE 11/7/12
<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	
	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 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 via photo placements – of swimmers / uniform.	as time allows	pending
+ Jacquie	9.2(ii) 3/4/12	Sarah + Jacquie to revamp the glass display cabinet	as time allows	ongoing
	9.2 19/6/12	Uniform Committee to draft an order form for attachment to 20112/13 Club Membership form and circulate prior to or present to committee for feedback 12/6/12	by 12/6/12	pending
<b>Michael Shaw</b>	7.2	Mikey to determine whether the wireless timing technology is a recognised method of recording times from the perspective of SWA	now	pending