

Minutes of the
ARENA SWIM CLUB INC
 Regular Meeting: Tuesday 7th February 2012
 5.30pm Winners Club

Present

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

1. Welcome + Apologies:

Phil Wall welcomed those in attendance. Meeting opened 5:35pm. No apologies received

2. Confirmation of Minutes of the previous meeting

2.1 Confirmation of Minutes of Regular Meeting held 13th December 2011 **All in favour**

MOVED: Caroline Vafeas

SECONDED: Kaye Irving

Carried

3. Coach's Report – Rod Bonsack

- Membership: currently 261 active, training competitive Swim Club members. Registrations are pouring in for Juniors and Aussie Surf, and are of good standard. Desire is to find appropriate meets for non-competitive swimmers to have a go at in an effort to encourage them to become competitive members. York (18/3/12) is a possibility.
- SWA Club Premierships "A" (10/2/12): Committee enquired of Rod whether there is room for the whole team (swimmers and reserves) to travel together as a team on the team bus. Mike (absent tonight) has organized the transport and Phil will call him to enquire about space. Preference is to keep the team together, fostering team spirit, regardless of attending as swimmer or reserve. Brenda has kindly offered to help with props for the night as she has done in the past.
- Club Champs (19/2/12): Stuart (absent tonight) is coordinating as meet manager and Phil advises organisation is well underway.
- SWA Junior State Champs (31/3, 1/4/12): Rod has requested Sarah to provide coaching staff with a print out of swimmers qualifying for state champ events after the running of all meets in the lead up to the championships.
- Relays: Sarah spoke to Rod about the need to simplify and standardize the process of relay team selections by coaches, following much unnecessary work in the lead up to the SWA Club Relay Day 16/1/12. In addition, late changes are displacing swimmers and upsetting parents. Teams registered but who end up not swimming forfeit any entry fee. This is the case when C + D teams are named, but only the A + B end up swimming.

Rod explains that from Club-generated records of times, a combination of the 4 fastest swimmers is generally chosen. However, it must be noted that the combination, allowing for a variety of other contingencies (ie...if a swimmer is not necessarily the fastest but a National time for that swimmer is within reach; swimmers not training; long absences etc) is selected at the Coach's Discretion.

A possible standardized procedure for selecting relays is suggested by Sarah viz;

- Registrar prints automatically generated teams after all individual entries have been processed and 5 days before meet cut-off date.
- Head Coach receives and presents to relevant coaches, who can change before returning to Registrar for submitting to SWA.
- Team lists with reserves named, are posted to the website

Action (i): Phil to approach Mikey and advise need for greater lead-in time for relay procedure to work successfully

Action (ii): Caroline or Louise to draft a notice for website to clarify general understanding about relay selection criteria. Copy in Phil and Rod

3.1 Coaching Staff for National Age (Brisbane 9-14 April 2012): VW will cover accommodation for Mikey & Warren. VW will cover Mikey's flights, ASC will cover Warren's flights. Carey is paying for her flights – accommodation will be shared

3.2 Coaching Staff + associated volunteers transporting swimmers: Rod is seeking clarity that in the event of a coach or accompanying volunteer who is listed as driver (of a club-hired vehicle used to transport swimmers) becoming involved in a m/v incident (regardless of fault), that liability incurred falls back on the club.

Phil has clarified that Yes, the ASC would be liable in these circumstances.

3.3 Signed Arena Cap: Rod handed Phil an (old style) Arena Cap signed by swimmers Matt + Andrew Abood and others who were in WA for the recent SWA Age and Open Championships at Challenge. The cap had been left in the coaches' office labelled 'frame' – the benefactor is unknown. Phil will investigate framing.

Rod left the meeting at 6:15pm

4. **Business arising from previous minutes (15th November 2011)**

4.9.3 ASC Sprint Meet report (Stuart) – (Carried over from 13/12/11) Stuart is an apology again this meeting. Discussed possibility of circulating report electronically. It is important that the Sprint Meet is debriefed at Committee level seeking any learnings for future ASC hosted meets.

Action(i): Secretary to email Stuart requesting electronic copy of ASC Sprint Meet report for circulation to committee. **DONE**

Action(ii): Stuart to provide an electronic report of the ASC Sprint Carnival (27/11/11) for circulation to committee members

6.2 (15/11/11) Member Survey (Caroline) – draft circulated with Agenda. Minor changes have been suggested.

Action: All members to feedback to Caroline with any survey suggestions by 17/2/12

5. **Action items – updated as per schedule.(13/12/11)**

4.9.1(iii)Cricket bat memorabilia: Following unsuccessful listings on Gumtree, a favoured option to sell is to investigate a Sporting Luncheon with memorabilia auction

Action: Phil to investigate suitable upcoming Sports luncheon events for auction of cricket bat

9.6 Club email addresses (Clare) – information circulated with Agenda.

Action(i): Phil will liaise with Alan Delaney and sort out email address links and security.

Action(ii): Phil to investigate access to sensitive information via a members' portal

9.9.6 Changes to Clubroom Hardware and software: Phil will provide Sarah with Alan's number to seek advice and discuss suggestions for IT changeover.

6. Correspondence

6.1 SWA Seating allocations(Steve Rose) – looking into possibility of allocated seating for clubs at Challenge Stadium, however, it is low on the list of priorities.

7. **Treasurer's Report** (Circulated by Treasurer direct to committee) – Mike is an apology tonight. Accepted by those present.

8. **Uniforms** (Louise / Peta) – no activity, carried forward to 13/3/12

8.1 Caps: Louise reports that 80 caps were ordered at a cost of \$682- in recognition of Snr + Jnr swimmers qualifying (**and** competing) at SWA State Championships (in accordance with committee motion). Despite altering invoice delivery address at time of placing order, caps were delivered to default (President's) address. Uniform coordinators were unaware of the whereabouts of the caps, which were ultimately all distributed to swimmers at Challenge early into competition week. Some senior swimmers received 2 caps, others 1, some juniors (who have not yet qualified to swim at Junior States) also received caps. No record has been kept of who has caps and who doesn't. The bottom line is that there are no caps left for Junior State qualifiers.

Motion: (Phil) That 80 more caps be ordered asap for Junior State competitors
All in favour – Carried

Final numbers of caps required are yet to be determined as there are still opportunities for swimmers to qualify.

Action: Louise to place another order for 80 State Qualifier caps as soon as possible

9. New Business

9.1 Bunnings BBQ: 28 January 2012 (Phil): \$1650- raised

9.2 2012 Premierships 10 February 2012 (Phil): refer coach's report (item 3)

9.3 Club Championships 19 February 2012 (Phil): Club merchandise will be available

9.4 ASC Race Session 2 March 2012 (Phil): Will incorporate National Team Presentation and Pizza night. Clare has volunteered to coordinate the pizza arrangements. Coaches will need to pre-order and pre-pay their own pizza. Club will cover cost of one can of soft drink per person ordering.

Action(i): Clare to confirm cost and availability of pizza and let Sarah know **DONE**

Action(ii): Sarah to forward order form to coaches with explanation of ordering procedure

9.5 Presentation/Awards Night 24 March 2012 (Phil): To be held in Sports Bar. Someone will be employed to produce 2011/12 DVD – made available to purchase for \$15-. Brenda has offered to assist with decorating room for the awards night as she has done so well in the past. Sarah and Jacquie will also assist. Coordinator is required for the arrangements, Brenda will be approached to gauge her interest in the role and a meeting convened. It is hoped HP squad will have returned from Adelaide and be present at Awards night.

9.6 National Merchandise Update (Phil): Budget is in to Mikey.

Includes; (per attending swimmer)

2 x caps

2 x shirts

jacket

bag

9.7 Rockingham Stingrays Meet: ASC team, comprising mostly of Inters and Devos swimmers took out the winner's cheque of \$500-. Caroline suggests using the money to purchase flags / banners for display at future meets. All present consider this a good use of prize money. Phil suggests starting at "Pennant House" in East Perth for quotes.

Action(i): Peta will seek options, prices on suitable banners and report to next committee meeting.

Action(ii): Sarah to organise for those swimmers who participated in Rockingham meet to receive "One for the Road" Award certificates in recognition of their combined team effort

9.8 Adventure World passes: Phil advises 8 tickets remain from Tiff's Travels (season finishes in April). Suggestion that tickets be given away in pairs to club members via random draw at ASC Club Champs (19/2/12) All in favour.

Meeting Closed at 6.55 pm

Next Meeting Tuesday 13th March 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	by AGM	pending – on hold due to upgrade PC and

		imminent, Phil to approach Alan Delaney with a view to enlisting his services to set up new equipment.		software costs
	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	
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')	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 allocation as required and subject to 9.6 (i) + (ii)		pending