

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 8<sup>th</sup> May 2012  
 5.30pm Winners Club

**Present**

Phil Wall (President),  
 Sarah Kimber (Registrar)  
 Louise Claxton (VP)  
 Michael Shaw (A/Head Coach)

Jacquie Cunningham  
 Clare Masolin (Secretary)  
 Peta Roberts

**1. Welcome + Apologies:**

Meeting opened 5:35pm.

**Apologies:** Mike Meinema (Treasurer), Caroline Vafeas, Stuart Downes

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

2.1 Confirmation of Minutes of Regular Meeting held 3<sup>rd</sup> April 2012 unaltered.

**All in favour - CARRIED**

**3. Head Coach:- Report**

In Rod's absence, Michael Shaw attended. Michael has made it clear that it would be unethical for him to address circumstances pertaining to individual swimmers within the forum that is the ASC Committee meeting. Members or their families who direct enquiries related to matters of a coaching nature to the Committee table in the stands should be re-directed to coaching staff or to ASC President.

Louise enquired whether swimmers who had not achieved a national time were able to attend Nationals. Mikey responded that decisions for some swimmers without NQT to travel with the team are purely strategic and such decisions surrounding selection rest squarely within the coaches' discretion.

**4. Committee Discussion**

Un-minuted. Committee deliberations were of a confidential nature and as such are to be deemed 'not for publication'.

(Addition proposed by VP Louise Claxton at meeting 31<sup>st</sup> July 2012)

***the minutes should indicate that there was some discussion about inappropriate comments written on face book from one of the coaches. The coach admitted that the comments written were inappropriate and assured the committee they would be more vigilant in the future. No further action required.***

All in favour – Carried

**5. Business arising from previous minutes (3<sup>rd</sup> April 2012)**

5.1 Club Awards Night – 5<sup>th</sup> May 2012

Phil offered his personal and official congratulations to Committee Members Sarah and Jacquie in giving so freely of their time and talent in orchestrating such a successful and well attended event, enjoyed by all. ☺

**Action:** Clare to construct survey for website collection of Awards Night feedback **DONE**

## 5.2 Nationals – Brisbane

Louise suggests that next time a squad travels, a Parent meeting prior to travelling would go some way to limiting instances of miscommunication and would provide certainty around reciprocal expectations. Mikey agrees that the logistics of the group determine the camp format and a parent meeting beforehand is key to success. Phil suggests that a meeting was always intended, but time was a factor and will need to be better managed next year.

## 5.3 Pool Closure

Recent email from Sue Brown (Sport/ Recreation & Education Programmes Manager) suggests that due to budgeting decisions, announcement of pool closure is to be delayed until 11/5/12. Caroline Vafeas (an apology tonight) continues to field questions on closure from the stands. Advice from both Mikey and Phil once ASC membership is determined is to refer direct to Sue Brown and provide them with Sue's phone contact.

**Action:** Clare to advise Caroline of suggested approach to questions regarding pool closure and provide a copy of Sue's email with contact details **DONE**

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

(NB: A number of action items to be actioned by absent committee members have been carried forward to the next period and marked 'pending')

c/f from 13/3/12

- 5.9.6 (i) Phil will liaise with Alan Delaney and sort out email address links and security. Updated as follows, as advised by Alan Delaney 11/5/12;

POSITION	Receiving address from website "Contact Us" link	Redirected to
PRESIDENT	totalflexifinance@westnet.com.au	
REGISTRAR	registrar@arenaswimclub.com.au	
TREASURER	treasurer@arenaswimclub.com.au	Mike's email address
SPONSORSHIP	totalflexifinance@westnet.com.au	
UNIFORMS	uniforms@arenaswimclub.com.au	ml.claxton@yahoo.com
SECRETARY	secretary@arenaswimclub.com.au	masolin@inet.net.au
Volunteers/Time Keeping	volunteer@arenaswimclub.com.au	Mike's email address
HEAD COACH	rod.bonsack@venueswest.wa.gov.au	
WEBSITE ADMIN	webadmin@arenaswimclub.com.au	

- 9.7(i) Peta will seek options, prices on suitable banners and report to next committee meeting

Update:

(NB: 22/5:- Mario Valentim to present banner / sponsorship proposal to meeting 12/6/12)

from 3/4/12

9.2(i) Sarah reports receiving list of identified Targeted SC Meets from Rod. She is yet to liaise with Alan to determine content for meets page on the website, ongoing.

## 7. Correspondence

7.1 DSR – KidSport Initiative: - Any queries to be directed to VenuesWest.

7.2 Wireless Timing System:- Clare has enquired with *austral pool solutions* seeking a quote for 3 x 8 lane system including software and accessories. Observations are that a

FINAL Minutes of regular meeting 8/5/12 (amended following committee decision at meeting 31/7/12)

-: Arena Swim Club :-

growing number of Clubs are utilising this wireless technology effectively. Also wondering who would be responsible for such a purchase should it proceed – VenuesWest or ASC? If ASC, Clare suggests this item (in the vicinity of \$10,000-) could go onto the 'wish list'. Mikey Shaw questioned whether times collected utilising this technology are admissible by SWA.

**Action:** Mikey to determine whether the wireless timing technology is a recognised method of recording times from the perspective of SWA

**8. Treasurer's Report** - Circulated at meeting. **All in favour - CARRIED**

Mike is an apology this afternoon, report presented by the President. Phil reports that we are on track to provide financials to 30/6/12 to AGM

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

9.1 Caps

Louise reports uniform enquiries are up due to winter demand. Numerous enquiries about caps. Currently available cap is of secondary quality to the caps chosen by some of the older swimmers, which may explain why so many swimmers are opting not to wear the cap. Peta suggests investigating ASC logo on higher quality cap as an option. Committee is in favour of this investigation.

**Action:** Peta + Louise to investigate higher quality caps for sale and present findings to next ASC Committee meeting

9.2 Order form Mikey Shaw suggests a tick-a-box addition for uniform pieces required on the membership form

**Action:** Uniform Committee to draft an order form for attachment to 2012/13 Club Membership form and circulate prior to or present to committee for feedback 12/6/12

**10. New Business**

10.1 Annual General Meeting – proposed for Tuesday 31st July 2012 (Phil)

Post-meeting update: Room unavailable 31/7/12 – **new date confirmed as 7<sup>th</sup> August** (please mark your diaries)

Phil will ensure the nomination form is posted to the web and emailed to membership – position descriptions may need to be revised first.

**Action:** Phil to post Committee Nomination form to website prior to 7<sup>th</sup> July and arrange for copy to be emailed direct to those on the club database.

10.2 Club Champs (Sprints + Distance) – format for season 2012 / 13 (Louise)  
- c/f 12<sup>th</sup> June meeting

10.3 Code of Conduct (Stuart) – Stuart was not present.

10.4 Vorgee Swimmer of the Year Breakfast: 26<sup>th</sup> May 2012 – ASC representatives will attend and will cover the cost of one table for 5 Committee members and their swimmer.

10.5 Website Administration – Alan seeks a fee increase to \$135- per month.

**All in favour - CARRIED**

**Meeting Closed at 7.06pm**

**Next Meeting Tuesday 12<sup>th</sup> June 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)	StuartMike 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
<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)	Sarah + Jacquie to revamp the glass display cabinet	as time allows	ongoing