

Minutes of the
ARENA SWIM CLUB INC
 Regular Meeting: Tuesday 11th June 2013 5:30pm Sports Bar

Present

Phil Wall (President)
 Clare Masolin (Secretary)
 Bernie Smith
 Corretta Robson
 Carey Martin (Senior Coach)

Mike Meinema (Treasurer)
 Sarah Kimber (Vice President / Registrar)
 Peta Roberts

1. Welcome:

Meeting opened 5:30pm

Apologies: Paul Manning, Jan Mills, Louise Claxton

2 Confirmation of Minutes:

- 2.1 Confirmation of Minutes of Regular Meeting held 14th May 2013
 Ratified without change **All in favour – CARRIED**

3 Coach's Report

- 3.1 Carey reports;
- 7 new members since last meeting. Junior numbers are slightly down which is largely due to cooler months.
 - Relays to be entered for 14/U, 16/U, and Open at SC Open and Age SC State Championships 11 – 14th July 2013
 - ASC #8 (22nd June) Yolane Kukla (ASC) and Holly Barratt (Swan Hills) will swim exhibition races prior to leaving for Worlds.
 - Eamon Sullivan is appearing 10:30am – 12:30pm at Kingsway City shopping centre for a PMH Foundation fundraising event 22/6/13. Following his commitment, Carey is hoping to secure Eamon for photo opportunities for members with Eamon and Yolane – for a gold coin donation which will go back to the PMH Fdn.
 - Top Gun 7/6 was a great success with many PBs and some (non-competitive) Juniors even swimming the equivalent of State times. BBQ was greatly enjoyed by all and many thanks to all committee and parent helpers.
 - VW website continues to advertise 'pool heated to 27^o' on the website, when in reality it is at least 1^o colder in the pool than at the source, where the temp is read. Carey's efforts to purchase a digital indoor pool thermometer in Australia have proved fruitless and she seeks Committee's OK to attempt to source internationally (US) via online sites. Phil adds that discussions on this topic continue with VW and a list of members leaving who have cited 'pool temperature' as the reason is being compiled for VW.

Decision:- Committee endorsed Carey sourcing a digital indoor pool thermometer from the U.S.

- 3.2 7 ASC swimmers have been selected to represent WA in the **2013 Western Australian Schoolboys & Schoolgirls State Swimming Team;**

Ben Smith
 Nathan Crabb
 Justin Martin

Dylan Lotti
 Luke Staffe

Tristan De Villiers
 Nic de Bomford

(Preliminary team of 5 acknowledged on ASC FB page mid-May). Swimmers will compete in Adelaide in September this year. Carey requests that a photograph of the group be organised to add to the website.

Action(i): Paul to organise Photograph of WA SSSS Team for website posting

- Junior coaches have requested caps for junior teams to identify their squad, perhaps sporting “Marvin the Marlin”, with bronze caps for bronze squad swimmers, silver for silver squad swimmers. Committee is not in favour of this move. Opinion is that since transitioning from VW and bringing the Junior squads under the ASC umbrella, our philosophy has been to include Junior squads as members of ASC – with access to the same uniform (including caps), so providing unique caps for Juniors will act contrary to recent dedicated efforts to present a united, cohesive and inclusive club ethos throughout all squads.

To this end, into the future, a small supply of ASC caps should be held in the Club office for purchase by families at any time.

Action(ii): Peta to organise for a small supply of ASC \$10- caps to be available in the Club office for parents to purchase.

- Carey suggests aligning Top Gun dates with ASC Race Session dates. Previously this was not favoured by Head Coach, but since transition, Committee believes again it encourages belonging for the junior members and is in favour of this concept. Next TG is 19th July, when ASC juniors will combine with Breakers Juniors at Arena Joondalup. First TG and Race session date to align is likely to be in August.
- Beach Volleyball (first “Marvin Marlin’s Medleys” outing) will be either 20th or 27th July. Paul Manning and Karen Downes to coordinate. Carey will suggest 8 – 10am, instead of training for the younger squads and following training for the older swimmers.
- Telstra Office landline will be active 14th June.
- Friday 26th July is the date for the next ASC Race session (#9)
- Sarah comments that although it is great that some Juniors are signing on as competitive members, to date of the 7 swimmers for whom the club has paid SWA affiliation (\$47.50 pro rata), only 1 has repaid the club. Whoever deals with the family at the time of taking out competitive membership will need to follow this through.

Action(iii): Sarah to determine families who have not reimbursed club for SWA competitive affiliation and let Clare know for follow up asap

Carey left the meeting @ 6pm to attend a coaching workshop

4 Business arising from previous minutes

4.1 (c/f 12/2/13) 5.4.5 Cadbury Fundraiser – update (Corretta)

Corretta reports that they are currently chasing money from boxes taken and only 3 boxes remain in the office. This is a sensational effort and the appreciation of the committee was extended to Corretta, Zoe and all other helpers in this dedicated campaign. Bernie will take a couple of boxes for her work.

4.2 ASC Presentation Night 1/6/13 summary (Sarah)

Mike offered congratulations to all involved in pulling together such a great club evening, under the expert coordination of Sarah. All agreed the venue was terrific and looked great with decorations – this would be a fantastic choice for summer. Availability of adjoining room did cause the evening to go through periods of

disjointedness though. Sarah has been approached by a few parents for whose swimmers (January babies mainly) the points count and age as at 1st January seem to have been calculated in error. No one is expecting a change this year, but flag the issue for next year.

5 Action Items (as per attached schedule)

9.5(i) Honour Boards (Stuart) – findings. Stuart is absent from tonight's meeting. C/f to future agenda. (Committee decision 11/6/13 to delete this action – club will not proceed with this course of action)

8(ii) (c/f 12/3/13) Adding tank-top to merchandise range (Louise / Peta) – findings
Peta has sourced indicative quotes from a local supplier enabling comparison with present supplier (TimeGlow) for casual t-shirt and singlet. Peta believes boys will certainly wear the tank-top but would favour quick-dry material. General feeling is that girls will also be happy to wear the tank top – particularly for gym visits.

Members were unsure about inclusion of "We are Arena". Request that Peta liaise with Paul as this process goes on – as the initial idea began with Paul.

With committee's endorsement to proceed, Peta will now source firm quotes and obtain shirt / singlet samples from Timeglow.

As in the past, names can be added at additional cost.

5.1 Casual t-shirt (Paul – absent tonight: pre-advice circulated to committee prior to meeting) – Peta's findings incorporated above

Concept:

T shirt idea is to try and get some corporate branding across multiple outlets (ie. shirts, media, paperwork correspondence etc ?) brand would consist of something like **'We Are Arena' Established 2000**

As covered at an earlier meeting, my idea is to;

- produce a simple (less formal) cotton shirt that all club members and family can wear to race meets.
- Prepaid order only – ideally shirt would be \$15 and we sell for \$25.
- We advertise to members the design and request numbers of orders by a close off date

Where we are at:

- Peta reported that Timeglow only sell the breathable style shirts
- Peta to investigate with Aussie Gold [Balcatta] (Bridie Rosich gave contact details – they are a company that they had used previously at Karratha Swim Club)

Moving forward:

Once ideas determined and costs for casual shirt, approval sought from committee for roll out

5.2 ASC Office Signage (Paul – absent tonight: pre-advice circulated to committee prior to meeting)

Concept:

Idea is for a more prominent **Arena Swim Club - Welcome** sign to go on one window near door to promote where the Arena Swim Club office is located and parents feel free to enter and discuss queries

Update:

- have spoken to Delilah at Sign Synergy
- window measured
- design to be determined by Paul
- Sign Synergy will quote - Delilah indicated that they would be more than happy to 'upgrade' the sign to include the door as well and would be willing to part sponsor
- Paul will present to committee for comment.

– committee interested and happy to proceed this way. NB – Signage needs to include new office phone number (08 93007104)

6 Correspondence

6.1 Engine sponsorship proposal (Phil / Louise) – details of sponsorship proposal circulated to committee prior to meeting – along with Louise and Peta's analysis comparing with current uniform supplier Timeglow. Despite quality product, Mike warns of Engine's history of poor organisation, long waiting periods and need to pay freight. As presented, sponsorship proposal is considered lack lustre and reflects ASC doing Engine a favour by handing over uniform monopoly for minimal return. Phil has gone back to Jason (Engine sponsorship rep) with questions concerning variation to proposal – however sponsorship contract is fairly stringent with conditions. Phil will advise if anything further comes of this. As is, committee feeling is to let this pass.

7 Treasurer's Report (Mike) –

Treasurer's report circulated with agenda. Wages are now going through MYOB. Numerous reports will be possible via MYOB after June.

Phil again mentioned the desire to have an office manager who will take much of the demand off committee volunteers' time. Duties are likely to include monitoring of memberships, assist registrar role, club registrations etc. Need to learn MYOB. Bernie will also offer training on iCloud, offering remote MYOB login.

Some database anomalies continue to exist. A number of swimmers have not paid training fees for May or June. Mike will approach one member this week to seek cash in full payment of arrears.

| | |
|---|-------------|
| Action(i): Clare to suggest further database inclusions to Ashlee (ie...different parent / child surname, flagging medical conditions) | DONE |
|---|-------------|

Since Sarah has taken over majority of dealings with database and direct debit authorities, she will determine who is not paying and let Clare know, who will in turn draft email seeking immediate clearance of arrears – and attaching a further copy of the Direct debit authority.

| |
|---|
| Action(ii): Sarah to cross-check and determine who is in arrears with training fees and provide names and amounts to Clare |
|---|

| |
|--|
| Action(iii): Clare to email those members with arrears seeking completion of DD authority and immediate clearance of arrears. |
|--|

Mike's report includes suggestion to allow provision for office photocopier. Need is becoming urgent with Sarah reporting use of one inkjet cartridge weekly as photocopy needs are met via computer printer. Mike suggests going laser; however existing units do not have capacity to print A3. Committee agree that in view of the rarity of A3 needs, this should not be a reason not to pursue laser.

| |
|--|
| Action(iv): Mike to investigate and source suitable photocopying option for ASC office. DONE |
|--|

8 Other Reports

Uniforms (Louise / Peta) – statement of sales amount circulated with agenda. Order ≈ \$5000- placed 30/5/13. Committee reiterated the need to order and stock smaller sizes for Junior swimmers and need to seek samples for this purpose in the interim. Despite not having the stock to be able to open at the recent Top Gun for Juniors to purchase, Peta has undertaken to open the Uniform shop one Saturday at 8am. This event will need to be advertised.

Action(i): Peta to determine Saturday uniform stall opening date and liaise with Paul to advertise widely to the parents of Junior swimmers to ensure awareness and prior knowledge of the process for ordering items

Mike advises that as ASC is now registered for GST; all available uniform items will attract GST. Peta and Louise will need to review the price of uniform goods for sale and apply GST, publishing new pricelist. This process will need to be done in consultation with either Mike or Phil.

Action(ii): In consultation with Treasurer or President, Peta and Louise to revise uniform item prices to reflect GST component. New price list to be published

Newsletter – Justine has recently published a bumper May edition.

9 New Business

9.1 2013-14 LC SWA Sanctioned meet application for Summer Almanac (Phil) – deadline for inclusions is in 2 weeks.

Committee discussed the loosening of the requirement (and the considerable venue/ lane hire costs) to hold the November Arena LC Sprint meet at Arena Joondalup, opening the way to hold future events at Challenge. Mike warns that (as the majority of revenue comes from program sales on the day), unless we have the capacity to attract numbers the likes of Western Sprint, the cost to the club of hiring either venue could see us out of pocket. Following discussion in consideration of the formative year post-transition and the considerable cost of holding the Sprint Carnival, committee has decided not to hold the carnival at all this year, instead opting to explore more inter-club opportunities. Mike advises that the SWA November date allocation will be reserved in future years for use by ASC if desired.

9.2 Office Shelving – VW quote circulated with agenda. To affix shelving to existing slanting ASC office wall, VW contractor seeks \$7500- and VW have advised Phil that they are not in a position to cover this cost – that if ASC wishes to proceed, we do so at our own cost. Phil suggests advertising for labour from within the club and seeking to claim cost of materials from VW.

Action: Clare to advertise on website and FB page for member who is a carpenter and would assist with shelving options – donating labour. **DONE**

9.3 AGM (July 2013) – set date

Action: Clare to seek room options for AGM in July and determine date **DONE**

NB:- (post-meeting) Captain's Club secured for AGM 25th July 2013 @ 7pm – Secretary to advertise 30 days prior.

9.4 Marvin Marlin (Paul – absent tonight) – Committee generally endorse select introduction of a 'mascot' but in relation to the association with the previously named "Tiff's

Travels”, committee suggests that the name should align with the newsletter ie. Not just calling it “Marvin’s Medleys” – needs to have something to do with getting out and about.

9.5 ASC-hosted inter-club meet 22nd June 2013

- Bernie clarified with Sarah that we will use 7 lanes (0-6).
- Clare queried ability to utilise LC times for SC champs. There is a lot of misunderstanding within the membership in this regard.

Action: Clare to check SWA policy regarding recognition of LC conversions and advise committee and membership **DONE**

NB:- On 12th June, SWA advised **“a LC pb can be used to enter a SC meet, but MUST NOT BE CONVERTED”** (Relevant committee members advised, message posted on FB, direct further enquiries to coaching staff)

- Fundraising ideas (Corretta): Wendy Clouston will assist
 - raffle – guess the number of marbles – prize is the 4.5kg Toblerone
 - win a month’s training fees
 - cupcake stall. Mums to cook and donate. There was discussion about the ability to sell food goods under the new VW / ASC MOU. NB:- (post meeting) Fundraising sausage sizzles (8) will be allowed with prior advice. Requests to sell food other than sausage sizzles for the purpose of fundraising must be lodged with VW 30 days prior to the event for consideration.

9.6 Key Register – Clare queried who had keys to ASC office and whether a register was held. Bernie believes it is a requirement under the MOU to maintain a key register, requiring signature on issue. It is believed that all coaching staff have a key, Phil and Sarah also have a key. It is uncertain if any further keys have been issued and how many copies of the office key exist.

Action: Clare to contact Ian Watson, VW Asset Management Coordinator to establish current key situation **DONE**

9.7 Swiping Cards for entry to pool deck – Karen Downes contacted Clare by email asking members to be reminded about need to swipe cards at time of each entry to facility. Apparently there have been cases of swimmers ducking underneath turnstile and using spectator cards instead of their own. Karen would hate for this situation to lead to ASC spectators needing to pay to enter venue.

Clare will convey that besides reminding members to use their cards, we have no capacity to audit or police.

Bernie adds on the other side that her boys have been double charged on more than one occasion for entry. She has raised this with VW who have remedied the situation, but Bernie encourages others to also do their own checking. There was also a recent circumstance where one of Bernie’s sons needed to return to the change rooms following his training session and was charged a further entry.

9.8 Executive Meeting – Executive committee will meet to discuss membership fees etc on Tuesday 18th June 2013 – 6pm in the Winners Club. Phil, Mike, Sarah, Clare and Bernie advised.

Close: 6:48pm

Next Meeting (AGM) scheduled for 25th July 2013 in the Captain's Club @ 7pm

-: Action Items pending from previous meetings :-

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

| PERSON | ITEM / DATE | ACTION | TIMEFRAME | OUTCOME / UPDATE |
|---------------------|------------------------|--|---------------------------------|---|
| CAREY | 14/5/13 3.1(i) | Carey will draft criteria for progression between squads for publishing to the website | now | 16/7 Clare to incorporate in Club Info booklet for posting to website post AGM with advice of new committee office bearers. Individual Squad criteria written by Carey as handouts to new parents will be posted to website also |
| TREASURER - MIKE | 4 7/8/12 (AGM) | Mike to organise audit of 2011-12 ASC accounts | asap | pending 11/6 Bernie to enquire at her firm for auditor 16/7 – Bernie advises full audit not required. A statement of current financial standing will be prepared by a partner at Bernie's firm pro bono for the Club. |
| | 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 |
| | 7 | Mike to provide Phil with estimate of Nationals funds availability via ASC | following ASC LC Carnival | pending 11/6/13 lapsed – marked for deletion |
| REGISTRAR Sarah | 9.4(ii) 13/11/12 | Sarah to identify unregistered members and email them with instructions to remedy | | 16/7/13 current membership renewals in progress – mark for deletion |
| | 3.1 18/12/12 | Sarah to email SWA to outline relay issues being experienced related to online entry system, find out what other clubs are doing and suggesting consideration is given to positioning relays at the beginning of SWA-hosted meets. | now | pending |
| CLARE | 9.4(ii) 12/3/13 | Clare to organise a sign-out book for the Banners in the Office so we know where they are always. | now | c/f |
| CORRETTA | 5 (i) (18/11/12) | Corretta will label the aqua-green on white t-shirt; "Sample – not available to purchase" | now | pending 18/4/13 awaiting uniform shirt replacement 17/6/13 - DONE |

| | | | | |
|-------------|------------------|--|------|---|
| PETA | 8(ii) 12/3/13 | Peta to investigate addition of tank-top to Merchandise range. | soon | pending 11/6 13 – firm quotes being sought 16/7/13 – agenda item 8.5.8(ii) |
|-------------|------------------|--|------|---|

FINAL