

Minutes of the
ARENA SWIM CLUB INC
 Regular Meeting: Tuesday 14th May 2013 5:30pm Sports Bar

Present

| | |
|-----------------------------|--------------------------|
| Phil Wall (President) | Mike Meinema (Treasurer) |
| Clare Masolin (Secretary) | Paul Manning |
| Bernie Smith | Peta Roberts |
| Jan Mills | Louise Claxton |
| Corretta Robson | |
| visiting - Zoe Blaine | |
| Carey Martin (Senior Coach) | Mick Palfrey (WAIS HPNP) |

1. Welcome:

Meeting opened 5:30pm – Phil welcomed Zoe Blaine, Mum to Georgia (Bronze) and Declan (Inters). Zoe has kindly offered assistance to committee. Phil presented Club Secretary Clare Masolin with SWA 'Local Legends' Award.

Apologies: Sarah Kimber (Vice President / Registrar)

2 Confirmation of Minutes:

- 2.1 Confirmation of Minutes of Regular Meeting held 15th April 2013
 Moved Jan, seconded Paul. **All in favour – CARRIED**

3 Coach's Report

- 3.1 Carey presented the following member statistics;
- | | |
|------------------------------|---|
| Sept 2012 (incl all Juniors) | 161 (1 month after shutdown for pool renovations) |
| December 2012 | 209 |
| 23/4/13 | 233 (pre-transition) |
| 14/5/13 | 230 (post-transition) |

Coaches are adapting well to challenges associated with operating 5 lanes. Juniors are being nurtured with new awards implemented. Junior coaching programs are overseen by Carey.

Mick Palfrey spoke of the transition between squads. There is a need to extend swimmers to prepare them for the challenges of the next training squad / level. Without a period of transition between squads, swimmers may not manage the increased workload. It is this philosophy that allows (eg) Devos swimmers to 'trial' sessions in the next squad up, making them more able to cope when the opportunity arises to move to the next stage. Considerations such as friendship groups must also be made, as in Mick's experience, removing swimmers from their peer group for the purpose of joining the next stage too early may result in swimmers dropping out altogether.

The Coach will determine the capacity of the athlete to take on that extension and progression – coupled with the ability to balance school / work / life and swimming. Both Mick and Carey reiterate that it is not just about times. Mick adds that it should be the aim of the Club over the next 2-3 years post-transition from VW to focus on Athletes' needs.

Mick believes firmly that swimmers aged 9 – 10yo should not be attending all-day outside meets, but concentration should be squarely on experiences such as Club nights, Top Gun and teaching them training culture [learning how to train], plus the social component of being part of a club. Mick said the culture of kids (or perhaps parents) not wanting to take a break

from swimming over holiday periods was peculiar to WA and needed to change to address burn-out and improving chances of keeping swimmers in the sport.

Historically there have been calls for the criteria between squads to be published showing a degree of transparency. Mike Meinema adds that Breakers have published overall objectives of each training group.

Action (i): Carey will draft criteria for progression between squads for publishing to the website

Action (ii): Clare to send Carey copy of Club Information booklet DONE

Regarding swimmer discipline, Mick adds committee must be prepared to back the coaching team when there is a need to pull a swimmer into line. "Punishments" for breaches in discipline are well known by swimmers and they know the consequences – even the little ones.

Latest WAIS HPNP news is that Mick has been appointed Head WAIS coach, based out of Challenge, yet wishes to remain heavily involved with Clubs, wanting to see the sport moving forward in WA. A new HP coach will be appointed in the next 1-2 months. Currently there are 2 applicants – 1 from the US, the other from the Gold Coast.

Currently, 6 athletes from ASC are under the WAIS pilot program.

Action (iii): Sarah to send Mick an invitation to the Awards night DONE

Mick left the meeting @ 6:20pm

4 Business arising from previous minutes

4.1 ASC Future Directions – c/f from 15/4/13

- i Meeting 28/3/13 with Sandra Hill-Williamson (COJ Club Development Manager) – Phil advises meeting was effective in establishing a Local Gov't connection pre-transition and will pursue opportunities for ASC through the COJ Club Development program into the future.
- ii Discussion 2/4/13 with Charlotte Dallas – (2006 UK Olympic swimmer) now swimming complex and manager and program coordinator in UK. Informal chat regarding plans to immigrate to Perth from the UK. If it eventuates, will sign son with ASC and remain in touch regarding future direction of ASC coaching program.

4.2 ASC Takeover from VW 1/5/13 – Executive Committee report back

- i Approval of Arena Lifesaving & Aquatic Inc (New Entity and Constitution) – Mike and Bernie advise – new entity set up basically to accommodate non-competitive arm. Rules of the Association are broad brush which allows for growth. New structure allows club membership, but affords \$95- saving for swimmers who don't want to compete or join SWA for affiliation, establishing a network of swimmers. Non-competitive Juniors will sit under Arena Lifesaving & Aquatic. Bernie recommends the Rules of Constitution be reviewed annually.

Bernie advises the quorum of new entity is set at 4 in establishment, with an Executive of 4. Five members can seek a general meeting to raise an issue and 20 members (Junior and non-competitive) must be present. 8 meetings per year. Entities will combine for 1 AGM. This is due process. Application has been made for Incorporation of the new entity. A period

of notice is required of Intention to become an incorporated association, which we are currently now within.

ii MOU – Most recent document is with Phil. Bernie has received legal advice and there are some minor points of change. The idea is that the document needs to be able to be read and understood by whoever takes over on committee.

iii Employment Contracts: Coaching staff – Casual rates are based on incremental level established. Pay for hours worked and superannuation. Possibility of contracted position in to the future.

iv IT requirements – Bernie advises that technician has visited site and that due to water and steel, signal will not support anything wireless. Option is wired router. VW will allow 1 Telstra line into mainframe. Arrangements are underway.

4.3 (c/f 12/2/13) 5.4.5 Cadbury Fundraiser – update - Clare advises 48 boxes remain and a consolidated effort needs to be made prior to expiry of best before date. Seek support of members' businesses to sell at work. Re-advertise on website hoping families who have not taken a box will do so. Sell at ASC Race session alongside sausage sizzle – boxes and individual.

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| Action: Clare to send out call to membership to take a box for sale at work | DONE |
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(Post-meeting) – Corretta has undertaken to coordinate chocolate fundraising effort to move existing stock. Zoe has joined the effort with some very proactive ideas to re-invigorate efforts to move stock.

(as at 28/5/13): - 21 parents took boxes at the ASC Race session (4 boxes paid in full). Zoe has targeted Juniors, moving a few more boxes. Corretta advises follow-up of monies will be done towards the beginning of next week. Great effort ladies, well done.

Carey left the meeting.

4.4 ASC Presentation Night 1/6/13 update – 10 year membership – Matt Meinema and Marco Kapp. Stuart is investigating options to display, but is absent tonight. Phil has organised; Mementos for recipients, Club Champs trophies and other presentation. Banner is done. Yolane has been named in the Australia B team following performances at the 2013 Energy Australia Swimming Championships held in April-May; and it is fitting that the kangaroo also appear next to her name on the banner.

Clare will contact Karen Wilson for return of President's trophy from Jack who was last year's recipient – DONE. Jan will collect from Breakers Interclub meet 18/5/13 (DONE)

Phil reports it has not been possible to lock in the celebrity guest speaker due to his commitments taking priority right up until the night - and as such committee has decided to approach Yolane rather than be left in a situation of having no one on the night. Phil will approach Yolane personally – she has indicated already that she would be open to the Q & A format utilised so successfully last year.

4.5 (4.6 - 15/4/13) seeking ratification of voting process conducted by email to committee - external to committee meeting. **All in favour – CARRIED**

4.6 (9.2 – 15/4/13) Meet Director (Bernie) – Suggestion is to have a number of people trained to be able to assist in this role, beginning within the committee with the later

opportunity to shadow and learn. Mike advises that the major duties occur prior to the meet (Book pool, book officials etc) with other duties being to oversee pool safety, payment of officials and to be the go-to person on day of the meet. There is more to do on club-hosted meet days. All agreed it would be best to seek at least 3 people who work well together to undertake informal training in this role. Clare will take on the role at the next Friday night race session. Bernie, Jan and Paul are also interested in undertaking this role.

Ashlee will take on Meet Manager / Team Manager as at this Friday Night race session. Corretta voiced her disappointment that this opportunity was never offered to her in her nominated position of Assistant Registrar despite putting herself forward on numerous occasions as being keen to learn the software.

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.

6 Correspondence

7 Treasurer's Report (Mike) –

Treasurer's report to be circulated with minutes. Mike advises ASC books as NFP have been closed for the 2012-13 year as at 30/4/13. New books established under MYOB as at 1st May 2013 as 'For Profit' Incorporated Association. Coaches have received their first pay under the new structure via timesheet completion. Some detail is still required for Super. Mike reports PayWay is working well.

8 Other Reports

Uniforms (Louise / Peta) – no sales – no report. Louise seeks guidance as to how much stock is to be held. Mike advises in order to advise, he requires some idea of turnover. Further, Mike advises that MYOB program has capacity for stock computerisation which will make tracking stock levels much easier. Committee are keen to have the uniform introduced to Juniors at Top Gun. This is another step to fostering a sense of belonging. Peta advises new EFTPOS machine has been received from VW and \$10- caps have arrived.

Louise and Peta left the meeting.

Newsletter – Justine is working on latest edition.

9 New Business

9.1 Bankwest Happy Communities Grant (Clare / Corretta) – Application lodged 20/5/13 (Clare) for consideration in November round. Stuart is a Bankwest customer and is acting as nominee. Thanks to Corretta for initial investigation into Club's suitability as grant recipient.

9.2 Club signage (Paul) – Paul discussed options for office window Club signage and cage signage. Paul has had an initial conversation with Delilah (Sign Synergy) and the options are broad. Discussions will continue. Signage could be a possible application of grant funds if successful.

9.3 Race Session Sausage Sizzle (Paul / Jan) – Jan has offered to coordinate. Paul has successfully negotiated 2 for 1 coffee offer through the VW café which is a good outcome – they have been very accommodating. Sausage in a roll will be \$2- with the idea of progressively offsetting some of the cost of the BBQ.

9.4 AGM (July 2013) – set date - pending

10 Close: 7:45pm

Next Meeting scheduled for 11th June 2013 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 | | | | |
| 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 |
| | 7 | Mike to provide Phil with estimate of Nationals funds availability via ASC | following ASC LC Carnival | pending |
| REGISTRAR Sarah | 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 |
| | 9.4(ii) 13/11/12 | Sarah to identify unregistered members and email them with instructions to remedy | | ongoing |
| | 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 |
| | 9.3(ii) 12/3/13 | Sarah to approach a few members to assist on a sub-group to begin organisation of outside catering and decorations for Awards Night | asap | ongoing |
| 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 |
| LOUISE | 8(ii) 12/3/13 | Louise to investigate addition of tank-top to Merchandise range. | soon | pending |
| PAUL | 4.4 15/4/13 | Paul to discuss with Karen Downes July possibilities for 'Tiff's Travels' (Marlin travels) | before July | pending |
| STUART | 9.5 15/4/13 | Stuart will discover plaque options and report back to committee | now | pending |