

Minutes of the
ARENA SWIM CLUB INC

Regular Meeting: Tuesday 13th September 2011
5.30pm 'Winners Club' – Arena Joondalup

Present

Phil Wall (President)
Caroline Vafeas
Sarah Kimber (Registrar)
Louise Claxton (VP)
Melinda Downie

Mike Meinema (Treasurer),
Stuart Downes
Peta Roberts
Jacquie Cunningham
Clare Masolin (Secretary)

1. Welcome + Apologies:

Phil Wall welcomed those in attendance. Meeting opened 5:30pm. The following apologies have been received:- Adrian Robson, Kaye Irving, Theresa O'Connell, Rod Bonsack (Head Coach), Michael Shaw (Asst Head Coach)

2. Confirmation of Minutes of the previous meeting

2.1 Confirmation of Minutes of Regular Meeting held 2nd August 2011 **All in favour**
with the following amendments;

(7.4) Core Strength Training: [Melinda requests correction] *Nat Devo only – clarification if it included that team. Rod Bonsack asked that I email a request for landwork. Louise Claxton (VP) voiced her support.*

(7.5) Lane Space: Some committee members [Melinda requests addition of] *Louise Claxton (VP) and Caroline Vafeas* expressed the opinion that as the Inters squad is so large, they could use more pool space.

(10.5) Fundraising: [replace; *Traditionally, the fundraising levy has been directed to assist with the cost of National team travel.*] with; *No more than 30% of the fund-raising levy can be attributed to National Competition support – leaving 70% to be allocated to other areas of the club.*

MOVED: Stuart Downes

SECONDED: Sarah Kimber

Carried

3. Business arising from previous minutes (2nd August 2011)

4.1(ii) Meet entry tutorial – options for conveying content (Stuart)

Update: Ongoing

10.2 Adoption of ASC Committee Meeting Schedule for 2011/12 (Clare)

All in favour – CARRIED

Action: Secretary to post adopted meeting schedule to ASC website

DONE

10.5 Fundraising Options

(i) Phil has held recent discussions with a local University Student who is completing the marketing component of his Sports-related studies – and has volunteered to re-activate the ASC sponsorship base over the next 6 months, by revisiting existing sponsors seeking renewed / revised commitment and trying to get new ones, mostly by correspondence.

(ii) Mike reports advice that the application from ASC to receive grant funds via BHP has been approved, but is currently 'in-limbo'.

Action: Phil will seek update to current status of funding with BHP sponsorship representative.

(iii) Peta suggests an approach to the "Drovers" complex of market outlets (cnr Joondalup Drive and Wanneroo Rd) for allocation of sausage sizzle roster date for ASC.

Action: Peta to make an approach to Drovers on behalf of ASC, seeking sausage sizzle date.

(iv) Fielding fundraising related questions, Mike offered that the fundraising levy was initially introduced as the 'buy-out' option; (and, as last month's meeting minutes state; **No more than 30% of the fund-raising levy can be attributed to National Competition support – leaving 70% to be allocated to other areas of the club.**). Annually, enough remains to cover what the younger swimmers need.

Further, activities initiated by National swimmers to subsidize travelling Nats would mean 100% of proceeds would be allocated to that purpose. Proceeds of any fundraising undertaken by other teams / swimmers would be directed to the club generally and travelling Nats would again have access to up to 30%.

Committee members are encouraged to direct any questions regarding utilization of fundraising monies to President Phil if they are not confident to answer.

4. Action items – updated as per schedule

Working with Children Clearances: Although evidence of a full committee complement has not yet been received, Mike reports sufficient evidence from Executive to enable Club Affiliation to proceed.

Action: Secretary to issue a reminder to those who are yet to provide Mike with evidence of their WWC clearance DONE

Underwater Camera Purchase: Phil advises camera was purchased with Venueswest funds.

5. Correspondence – updated as per schedule

5.1 Clubs in-focus: 28/9/11 6.30 – 8.30pm Stuart is interested in attending on behalf of ASC

Action (i): Secretary to circulate invitation for interested committee members to attend COJ Clubs In-Focus Information Seminar DONE

Action (ii): Secretary to accept invitation for ASC representative to attend COJ Clubs In-Focus Information Seminar on behalf of Stuart Downes DONE

5.2 SWA AGM: 20/10/11:- Louise has agreed to attend the SWA AGM as ASC delegate. Louise will rsvp to SWA on her own behalf. If agenda is received electronically, Phil has undertaken to circulate among membership. There is traditionally no time for questions without notice on the night.

Action: VP Louise to rsvp to SWA her intention to attend AGM as Arena delegate

6. Head Coach's Report– Rod is on leave, Michael is at State Teams Age SC Championships (Canberra) – no Coaches Report.

7. Treasurer's Report (reports circulated with agenda – available by request)
Further note:- Mike advises that WAIS invoiced ASC for cost of Nat SC accommodation which was apportioned to attending swimmers. Subsequently and separately, an invoice was received for food (\$1600-), meaning due to poor organisational accounting on behalf of WAIS, attending swimmers will now receive a further request for payment to cover food component.

Mike also advises that ASC credit card held is rarely used and has been superseded by debit card. Mike proposes Credit Card is cancelled as it is surplus to requirements.

All in favour – CARRIED

Action: Mike to arrange cancellation of the ASC Credit Card

DONE

8. Uniforms (Report circulated with agenda – available by request)

Expenses \$1632.60

Sales and Stock \$6578.00 (Sales: \$1387.00, Stock on hand: \$5191.00)

8.1 Trophies: Peta reports discovery of 20-30 small trophies in storage. Suggest approach to coaches for possible use eg. Top Gun.

Action: Peta will approach coaches to discuss possible uses for trophies

DONE

Motion(Mike): *That once suitable use for trophies is determined, cost of engraving sourced through sponsor Wanneroo Trophies will be covered by the club.*

All in favour – Motion CARRIED

8.2 Compression Garments: Presentation attracted only 5-6 parents, with most enquiries resulting from the website or phone calls to Peta. First round has resulted in orders of \$3500-. Craig, from Sports Essential will manage process with no money handling required by ASC, and is able to offer year round 20% discount on garments to ASC members. Peta will collect orders from distributor and distribute garments to members. It is likely presentations may be held quarterly.

9. New Business

9.1 Anti-Bullying Policy: (Stuart)

Stuart has been approached by an Arena parent who does not wish to make a formal complaint, but there is a suggestion of a recurring instance of bullying in the younger squads. Much committee discussion ensued regarding perceived duty of care in circumstances of inappropriate behaviour by members and it is suggested by Stuart that as a good first step, members' attention needs to be directed to the existence of the (SAL-adopted) Arena Code of Conduct, containing therein a formal complaint mechanism.

Action(i): Stuart to draft web content highlighting Code of Conduct for approval by President

It is considered that another strategy to minimise instances of questionable conduct lies in coaches speaking generally to squads of expected behaviour and treatment of others whilst at the Arena facility.

Further, it is expected that Coaches should model appropriate language and behaviour to swimmers, as they too are bound by the Code of Conduct. There have been some occurrences noted by and/or raised with committeemembers of coaches speaking inappropriately / rudely to swimmers / parents seemingly outside any 'reasonable' coaching methodology.

Action(ii): Phil will raise issues surrounding expectations of all under Code of Conduct with Head Coach and need for all parties to comply including strategies to encourage suitable behaviour

9.2 Geraldton Swim Camp 2011(Stuart): Camp will not proceed due to minimum number of swimmers required not being met. If camp goes ahead in 2012, some items to consider will be;

- seeking swimmers aged 12+
- include Surf-it squad swimmers
- ratio of swimmers to adults required

- volunteers requiring WWC clearance
- benefits of utilising local venue – what are the local options?

Action: Stuart will brainstorm camp possibilities and present proposal to committee in the next couple of months

Phil suggests approaching coaches to get their ideas.

9.3 Swimmer Recognition Scheme: Following considerable online discussion about the possible ways to administer an equitable scheme, it is decided that Melinda, Sarah and Jacquie will meet and prepare a basic draft of the scheme at a future meeting.

Action: Melinda, Sarah and Jacquie to present proposal for swimmer recognition scheme at a future committee meeting.

9.4 Accrediting ASC members to undertake SWA Official roles: (Phil) Fair interest, forum will proceed. Application has been made for dates with SWA. When determined, possibility that invitation may be extended to Breakers also.

9.5 Arena Sprint Carnival:(27/11/2011) (Stuart) Medals have already been organised by Mike and program of events has been submitted and accepted by SWA. Still need to consider;

- Disability access – both upstairs and on pool deck options
- fundraising
- possible convening of sub-committee, but staying very much with last year's program, which worked very well.

10. General Business

10.1 Committee v Coaches v Venueswest: Phil spoke of need for committee members to be mindful of:

- Coaches are employees of Venueswest and have been entrusted to have the expertise to run the swim program
- WAIS has significant influence over program content and program and coaches' performance is monitored to ensure compliance with strict standards.
- Committee's role is to support coach requests – not to pass judgement
- It is not the role of committee to question what coaches do
- Issues need to be dealt with in writing
- Coaches are dictated to by Venueswest, but will generally advocate hard on behalf of ASC
- Coaches are also bound by SAL Code of Conduct
- Issues can be taken to Coaches and Venueswest by President

10.2 Targeted Meets 2011/12: (Mike) Despite website calendar beginning to show more precisely which meets ASC will target over the LC season, there is a need to determine those being specifically targeted for Junior squads – as specifics relating to this group in particular are lacking upon consultation of the Competition Macro Plan.

Action: Phil to consult with coaching staff to determine meets specifically aimed at Juniors and ensure this is conveyed to parents of these swimmers by coaches and on the website.

10.3 Hire of Storage facility: (Mike) There exists a need to find alternative storage arrangements for large items such as shade shelters which are the property of ASC. Mike

will determine cost of sourcing such a facility and present at a future meeting, also noting that Venueswest has offered some space within the complex.

Action: 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.

10.4 Damp in the Club Office:In the 'ARES" room, the side wall, (facing LJBC) is damp. It may be connected to the leaking water tank situated outside. Mike also added that the back wall (where the photocopier is situated) has had damp problems for some time.

Action: Phil to make a report to Venueswest regarding the existence of damp in the Club Office
DONE

-: Action Items pending from previous meetings :-

PERSON	ITEM / DATE	ACTION	TIMEFRAME	OUTCOME / UPDATE
PRESIDENT - PHIL	5/4/11 6.2	Phil to collate fundraising documentation into usable folder – to be held in office		
	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
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	Mike's action – transferred to Mike and c/f for action
	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	To be completed when new registrar is in place - asap
SECRETARY	21/6/11 9.3	Secretary to;(i) email SWA to ascertain available dates for Timekeeping course and (ii) liaise with President to coordinate session	asap	(i) DONE. (ii) pending -postponed until after new committee formed
	4.4.1(ii) b 2/8/11	Secretary to continue to work on information booklet for families	now	pending (incl. complaints process and 'chain of command')
STUART	21/6/11 9.1 (i)	Stuart to arrange the purchase, set up and display of digital photo frames	by AGM	DONE
	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
	4.4.1 (ii) a 2/8/11	Stuart will investigate options to convey entry tutorial content electronically and report to next meeting	now	ongoing
ALL MEMBERS	4.4.2 2/8/11	Committee members to email Stuart an electronic photo for inclusion in the club display cabinet	by 30/08/11	Pending
	10.3 2/8/11	All members to forward proof of Working with Children check to Mike asap	now	Executive applications to enable affiliation to

				proceed complete. reminder email to all members 18/9/11
--	--	--	--	---------------------------------------------------------------

Meeting Closed at 7.10 pm

Next Meeting Tuesday 18th October 2011 @ 5.30pm

FINAL