

Minutes of the
ARENA SWIM CLUB INC
Regular Meeting: Tuesday 2nd August 2011
5.30pm 'Winners Club' – Arena Joondalup

Present

Phil Wall (President)
Stuart Downes
Louise Claxton (VP)
Melinda Downie
Brenda Du Randt
Rod Bonsack (Head Coach)

Caroline Vafeas
Sarah Kimber (Registrar)
Jacquie Cunningham
Clare Masolin (Secretary)
Peta Roberts

1 Welcome:

Phil Wall welcomed those in attendance and offered his thanks for taking up a position on the 2011 / 2012 ASC Committee. Meeting opened 5:30pm

2. Apologies: Mike Meinema (Treasurer), Adrian Robson, Kaye Irving, Theresa O'Connell

3. Confirmation of Minutes of the previous meeting

3.1 Confirmation of Minutes of Regular Meeting held 21st June 2011; **All in favour**

MOVED: Melinda Downie

SECONDED: Stuart Downes

Carried

3.2 Minutes of AGM 26th July 2011 ratified by quorum

MOVED: Sarah Kimber

SECONDED: Peta Roberts

Carried

4. Business arising from previous minutes (21st June 2011)

4.1 Development for parents:

(i) SWA Timekeeping Course - Remains 'Pending'

(ii) Meet entry procedure workshop

It is agreed as important to convey as much information to parents as possible; successfully addressing Race Meet entry procedure in particular is an area that requires attention. Inters coaching staff have a parent information session planned tomorrow evening – deemed too soon for a committee rep to attend and present. Suggestions to address this deficit in information / knowledge;

- develop a step-by-step PowerPoint presentation for the ASC website or/
- provide a link on the website which directs member to You Tube – hosting again a step-by-step tutorial.
- need for a hard copy booklet for families new to the club / competition.
- initial entry procedure 'workshop' to start families off.

a) Action: Stuart will investigate options to convey entry tutorial content electronically and report to next meeting

b) Action: Secretary to continue to work on information booklet for families

4.2 (21/6/11) Committee Photos (Phil) – All committee members present support this initiative.

Action: Committee members to email Stuart an electronic photo for inclusion in the club display cabinet by 30th August 2011

9.6 (21/6/11) In-water camera quote (Mike) – Some members would have liked more than one quote for this piece of equipment. Mike is an apology this evening, but Rod believes purchase has already been made, noting brand new equipment at the club in the past week.

Action: Phil will clarify whether camera purchase has already been made, then; advise members the source of funds - or - attempt to obtain 2nd quote prior to purchase.

7(iii) (15/4/11) (in relation to) Bunnings Sausage Sizzle(s) 3/7/11 + 30/7/11 (Stuart) – Stuart tabled a comprehensive PDF (available electronically by request) analyzing the event and detailing surplus supplies. Stuart reports the fundraising event to have been highly successful, (particularly during Elite Squad's shift) with a net profit of \$1,744.85 banked 1/8/11. Thanks to Stuart for this effort.

5. Action items (to 020811) – updated as per schedule

NOTE: Action 5.7(iii) (21/6/11) has been placed upon Stuart in error. This is in fact Mike's item and has been re-allocated.

Display of digital photographs:

Action 9.1 (i): Stuart to arrange the purchase, set up and display of digital photo frames

Update: - Stuart is awaiting Club branding in electronic format in order to progress the item

subsequent Action: Secretary to forward .jpg files of club logo to Stuart

DONE

6. Correspondence – updated as per schedule. Nil requiring discussion

7 Head Coach's Report

7.1 2011 State Teams Age Short Course Championships

(Australian Institute of Sport, Canberra Saturday 17 – Monday 19 September 2011) Michael Shaw via his association with the Australian Swimming Coaches and Teachers Association (ASCTA) has been selected to travel to the Championships as the WA State team Coach. Rod advises the intention to pursue options to enable Warren to also accompany the team as part of the coaching group from WA.

7.2 Head Coach – looking to the future: (available electronically by request)

Rod tabled an outline of his position and future intention to retire from the program – effective approx. October 2012, exact date to be determined by factors including accrual of annual leave and personal circumstances. Rod underlined his support for the current dynamic coaching group and thanked the ASC committee (past and present) for their support and enthusiasm.

7.3 Staffing: Currently, University timetables are being consulted in order to determine individual coaches' availability.

7.4 Core strength training: Coaches of Inters and Devos squads will run core strength sessions each Monday, Wednesday and Friday following regular training from 6.30 – 7pm on the Basketball Courts. Sessions are aimed at both swimmers and parents of swimmers. Notice has been placed on the website.

Melinda queried whether the program would also include Nat Devo squad. Rod Bonsack asked that Melinda email a request for land work to him. Louise Claxton (VP) voiced her support.

7.5 Lane Space: At 12 swimmers, the Venueswest "Hi-Performance" Program is deemed to be "Full". 6 swimmers are known to be financial ASC members; the status of the remainder is unknown. 8 lanes are dedicated to ASC by Venueswest, the 8th being allocated for the use of WAIS athletes, which is an arrangement highly valued by the Centre. Currently Rod sees no impact on ASC.

Committee members Louise Claxton (VP) and Caroline Vafeas expressed the opinion that as the Inters squad is so large, they could use more pool space. Rod responded that a ratio of up to 12 swimmers per lane over the short course to be very manageable by a good coach and sees no problem with the current arrangement.

It is noted that Venueswest liaise mainly with Mikey as Primary Coach. Rod sees his current position as being the conduit between the ASC and coaching staff - his role to manage, administrate and facilitate so they are able to focus their efforts on coaching.

8 Treasurer's Report

In Mike's absence, Phil has undertaken to request from Treasurer Mike, opening balances as at 31/7 and expenses. This information will be circulated to committee via email in due course.

Action: Mike to circulate details of financial position as at 31/7/11 via email

9 Uniforms (Report Tabled – available by request)

Total Invoices to July 2011	\$4001.90
Sales and Stock	\$6630.50 (Sales: \$1798.50, Stock on hand: \$4832.00)

10 New Business

10.1 2011 McDonald's Qld Championships 10 – 16th Dec 2011 (Phil) – Attendance of swimmers will be by personal choice and it is unlikely Club will consider approaches for financial support. Mikey is still undecided as to whether his squad will target QLD Championships. Rod suggests ASC will need a position on whether they will support sending Mikey Shaw as coach / manager if a squad attends, as Venueswest will not consider supporting his attendance.

Phil enquired of Rod whether targeted meets for High Performance swimmers have been determined, which is not known by Rod.

Stuart once again reiterated the need for forward planning, avoiding uncertainty and ad hoc approaches for financial assistance.

Rod advises SWA are in the process of re-hashing the competitive calendar, so targets will become clearer once this is finalised. Expenses associated with travel to National Age is all Venueswest will cover as far as coaching is concerned. A high performance coach is sent to Open Water and States and ASCTA conference although it is not known whether Venueswest covered the cost of attendance at the conference.

Action 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.

NB:- ASC Competition Macro Plan is able to be viewed on the website

10.2 ASC Committee meeting schedule for 2011/12 (Phil) – Committee deliberated on best ASC Committee meeting day; a process of elimination resulting in majority favouring retention of the second Tuesday afternoon in each month from 5.30pm.

Action Secretary to draft and circulate ASC Committee 2011/12 meeting schedule among members

10.3 Working with Children (Mike) – card scan as proof of currency to be emailed to Mike asap

Action All members to forward proof of Working with Children check to Mike asap

10.4 Club Office / Room

(i) Brenda reports that Internet Connection is faulty and is a necessity for Registrar to efficiently carry out her role. Phil believes it is a matter of running access from the Coaches' office and will approach Venueswest for a viable solution.

Action Phil to consult with Venueswest seeking solution to Internet access by ASC

(ii) Phil is to meet with Chris Andrijch(Director Venue Services, Venues West) regarding changes in ASC room, which has been divided in two by a permanent internal wall. The new area is to be secure and will house ASC lockable cabinets, computers, Venueswest timekeeping equipment and ARES. (Venueswest will also have a key to the secure area). The other area will house the fridge, microwave and table. Hopefully all changes will have been finalised by Friday in time for the race session.

Room needs to have a general tidy (this task has since been completed thanks to Phil and Karen Downes contributing time on Saturday 6th August)

(iii) Appropriate use of room has come under scrutiny once again with swimmers observed using the room to change from bathers to clothes and vice versa. Some swimmers continue to abuse the privilege that access brings, with the room often left dirty and littered with food scraps. Rarely is the room used for its intended purpose of completion of homework tasks and eating of meals following morning training sessions. Consensus is that it is past the point of '3 strikes and you're out'. Committee agrees that a formal notice is required to be placed on the web outlining expected standards of behaviour and the consequences of breaches.

Committee members are encouraged to pay particular attention to the room in the immediate future and if not confident approaching swimmers who are acting inappropriately whilst in the room, to note their names and report back to a coach or to Phil.

Action Phil to draft and publish onto the website, a notice to swimmers regarding appropriate use of the ASC Club Room **DONE**

10.5 Fundraising – option to 'buy out' – Melinda suggests that due to numerous factors, swimmers (and swimmers' families) may find themselves unable to meet their fundraising obligations to the Club.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. Committee agrees that some clarity is required around the level of fundraising required / expected, where funds raised are likely to be directed and whether there is scope for a 'buy out' option or conversely a 'Club Loyalty bonus'. The appropriate method of fundraising needs consideration for various age groups ie..Chocolate drive may be most appropriate for younger swimmers, manning the Bunnings Sausage sizzle for the older swimmers.

NB This item will be carried forward to the next meeting agenda to allow committee members time to consider their position.

Action Members to give thought to Club fundraising scheme options in order to contribute to discussion at next meeting

Rod Bonsack left the meeting.

10.6 Uniform – cap options Melinda enquired as to the possibility of ordering better quality caps. Louise advises that Mike has recently given her 500 of the 'older' caps which will be sold at a reduced price of \$5- and the uniform shop is not in a position to consider purchasing any other options until this stockpile is cleared.

10.7 Coach's report (Melinda) – addressed. Rod's contribution will become a regular meeting feature.

10.8 Social event to begin new season (Melinda) – Suggested a pizza night for race Session #2 as not enough time to organise before race Session #1. Melinda will organise chup-a-chups for distribution to swimmers by their coaches. There will also be a novelty relay to conclude the race session.

NB Race session #2 is prior to next committee meeting so something needs to be organised out of session.

Action President / Treasurer to consider whether cost of treat after race session (pizza / sausage sizzle + drink) will be borne by Club or added to cost per event prior to calling for expressions of interest from within committee to begin organising

10.9 Registrar Handover: Brenda advised members that in order to give context to the various tasks within the role, the Registrar handover is envisaged to take 12 months. Brenda proposes to retain the role and mentor Sarah (with Kaye shadowing) until final handover of the keys and control in July 2012.

As minutes of 5/4/11 (item 4.2) reflect; Brenda's most recently published intention was not to continue in the role of Registrar. Committee members did not foresee this scenario and the resultant reaction of surprise and silence was interpreted as discontent by Brenda who resigned her position on committee effective immediately and left the meeting. Both Stuart and Melinda went after Brenda – neither Melinda nor Brenda returning to the meeting. Brenda also left two bags full of compression garments for Louise / Peta.

Action (i) Louise / Peta to brief committee on plans for the compression garments
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Members briefly discussed the situation as it evolved and enquired as to Sarah's level of proficiency in the role to date. Sarah is confident with Swimmer Club and SWA registrations and acknowledged the need for continued handover. It was decided to make contact with SWA to seek assistance in training Sarah and Kaye with a suggestion to aim for a number of people trained in Meet Manager. Jacquie & Peta have also indicated their availability to undertake training for succession planning.

Action (ii) Phil to contact SWA to seek support in training of Sarah and Kaye in Registrar's Role	DONE
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Post meeting, Phil made contact with Brenda who has graciously agreed to provide assistance to Sarah in the immediate term with direct stand-by help at ASC Race Session #1. The committee has accepted Brenda's resignation and thanks her for a significant contribution to the operations of the ASC over many years.

-: 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		
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	by AGM	
	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
STUART	21/6/11 9.1 (i)	Stuart to arrange the purchase, set up and display of digital photo frames	by AGM	Pending – artwork being finalised.

Meeting Closed at 7.00 pm

Next Meeting Tuesday 13th September 2011 @ 5.30pm