

Minutes of the
ARENA SWIM CLUB INC
 Regular Meeting: Tuesday 13th May 2014 5:30pm SportsBar

Present

Sarah Kimber (Vice President / Registrar)
 Clare Masolin (Secretary)
 Peta Roberts
 Carey Martin (6.10pm)

Bernie Smith
 Christine Koller-Goudeau (Treasurer)

1. Welcome: Meeting opened 5:45pm to achieve quorum

Apologies: Paul Manning, Phil Wall (President), Karen Downes,

Sarah chaired tonight's meeting.

1.1 Confirmation of Minutes of Regular Meeting held Tuesday 8th April 2014
 Ratified without change (Sarah, Bernie) **All in favour – CARRIED**

2 Coach's Report –

Carey reports William Rollo has signed with ASC as he moves to the WAIS HPNP. This is a good outcome for ASC. Transfer papers signed. (CoP sign-off requires dating and name of transferring club written in)

2.1 SAL "Ready, Set, Race" program – VW has decided not to run with the program. It is considered to be highly labour intensive. Thinking laterally, VW and ASC have agreed to invite those Stage 7 and above LTS swimmers with the VW program to have a go at Top Gun, beginning in June. There is no limit on the number of times they can attend without having to be members of ASC, but it is hoped that ASC membership is the ultimate result. Brief discussion about Insurance cover and need to ensure this capacity to undertake this informal non-permanent type of arrangement is incorporated in our MOU with VW.

Action: (Bernie) To check requirement for MOU to cover this type of arrangement.

2.2 Report back on Junior States –

A full report from Warren will appear in May edition of Marlin Matters. ASC finished 3rd overall. Boys did particularly well, girls less so. Carey reports with the exception of a couple, our group of girls is small in number and in stature compared to other clubs. Number of boys far exceeds girls in most squads. However, we have more girls coming through juniors.

2.3 Report back on Nationals – 14 qualified to compete at LC Nationals – the equal highest number of achievers (est 2012). Group included 9 first timers. Most achieved within 0.5sec of PB. Carey had circulated her written report to committee prior to this meeting and gave a brief overview including the challenges experienced. Next time a team travels to compete, Carey suggests a contract is required to be signed by families and swimmers regarding expected team code. All present agree some formal undertaking is required, possibly incorporating some form of pledge.

There were some misunderstandings of expectations, or disregard by parents about the requirements despite having been fully informed at meetings held prior to travelling. Options to address this in the future include;

- Some clubs exclude parents from accommodation arrangements with the team (only) staying and travelling all together.
- Merit-select officials to travel with the team (possibly subsidised by the Club) in a position of trust.

A report was also circulated prior to this meeting by Maria De Villiers who coordinated the Nationals campaign. Maria underlines the importance of having the coordinator's role filled early to allow preparations to begin as soon as possible. Committee thanked Maria for her efforts in the coordinator's role.

2.4 Coaching Vacancies – Committee is disappointed to learn that Emma has resigned again citing University commitments. An immediate replacement is required.

- Devos coach is required – Carey has someone with experience at the AIS earmarked and will approach given committee's endorsement. (Carey's approach endorsed)
- Currently assessing an application from an Ed Dept In-term swimming instructor entry level coach currently working at VW for a place in our Junior Program
- Bernie reminds that interview for applicants is required with paperwork legally required to be in the applicant's possession for 7 days prior to commencement
- In less pressing circumstances, Committee preference is to have a pool of prospective candidates from which to employ and to have the opportunity to advertise.
- Overall aim is to establish some consistency of coaches in the Junior Program\ (Update since meeting);
- Luke Staffe (coaching in the Junior Program) has also tendered his resignation, effective immediately.
- President Phil is to undertake an exit interview with both departing coaches.

2.5 ECU partnership – Strength and Conditioning Program (update) – Carey advises there is still paperwork to be done. We have secured a student in his final semester for the program. Testing undertaken this morning with NDT and National squads. Testing will be undertaken in the ECU lab in 4 – 6 months' time with 38 – 40 swimmers participating. Carey sees there is less chance of injury in this closely supervised program and there will be a considerable monetary saving to the Club. Edgar's service will be retained for Spin

2.6 Coach Leave – Carey has requested leave 30/6 – 13/7 inclusive (already pre-advised). It is know that Warren has also advised of his intention to attend a wedding over a similar period. Despite being casual, for the consistency of the program, some parameters are requested from coaching team around leave, particularly with regard to overlapping leave and notice given. It is hoped we will have the above applicants in place and embedded in the program prior to Carey's leave

3 Business arising from previous minutes

8.2 (10/12/13) ClubLANE – Update (Sarah);
Spoke with Alicia @ SWA Manual newly competitive members loaded

General discussion about the best way to administer the database, and it is considered;

- ClubLANE – Club administrative in place of current database
- TM – only relates to swimmers performance history (but we are identifying far greater, yet unused capabilities)
- MYOB – relates to the accounting side of club matters.

April 2014 VW MOU – Originally sent finalised version to VW July 2013. Bernie advises another meeting is required between both parties to discuss the changes to the fundraising conditions as proposed in the latest version of the MOU offered in March by VW.

Disappointing to be back in the same place we were, having already completed a lengthy legal scan of the previous version and having invested many hours to a place where it appeared both parties were in agreement.

Bernie and Phil will meet with VW possibly next week.

Discussed we will consider undertaking one VW coordinated, ASC-staffed fundraising event.

4 Action Items

10/12/13 (Sarah) – Updating Club Records - decided to cut out the middle contact and put Cherry Todoro into direct contact with Mike to schedule a suitable time for training

Action: (Sarah) Sarah to provide Cherry Todoro now with Mike's contact details to begin the training process for ASC records updates.

9.1 (8/4/14) Memorabilia Framing – quote is considered excessive if we are to retain a profit margin. Committee decided to advise Corretta of decision and pursue alternative self-frame option. Many thanks to Corretta for her work in sourcing the quotes.

Action: (Clare) to investigate self-framing options for memorabilia

9.4 (8/4/14) Presentation Night – Sarah will investigate Bridgeleigh reception Centre and advise findings by email. Beaumaris Bowling Club also suggested as an option.

Action: (Sarah) to investigate options for Awards night venue and advise committee

5 Significant Correspondence (schedule circulated prior to meeting)

5.1 2014-2015 Summer (LC) season - Event Sanctioning Application (due 22/7/14) – decided not to apply for a Club-hosted general LC meet, but opt for the Interclub format instead. I have advised Meg of our decision.

Clare suggests it would be highly opportune to become a part of the Dive and Try program as a host club when nominations are called. Clare will keep an eye out for opening of nominations.

5.2 Member feedback on Club Champs – not covered – c/f to June meeting.

** Other schedule items not covered. Refer to schedule with possibility to c/f missed significant items to June

6 Treasurer's Report –

6.1 National Team funding and reconciliation – has commenced (Bernie). Need to determine amount of fundraising undertaken – ongoing

6.2 Arrears and refunds – ongoing – Present situation has been allowed to go on too long and needs to be finalized immediately. Constitution changes will dictate that anyone in arrears past 30 days is deemed to have lapsed as a member of ASC. Paperwork needs to specifically stipulate this clause. Sarah will attend to the accounts in arrears and keep committee advised.

Sarah to finalise actions regarding individual anomalies discovered during meet fee reconciliation

6.3 New Fee Structure – Bernie tabled the schedule of squad fees – effective as at July 2014 (debited 25th June). New fee schedule has been determined to take into consideration, costs associated with office lease, lane fee and cost of employing admin position. Represents a 5% increase to members and is considered nominal.

Motion (Bernie) *That the new schedule of squad training fees for 2014-15 Club season be adopted as tabled.* **All in favour – motion carried**

Club 'sign-on' for all members has been scheduled for 16th and 17th May 2014 to bring authorities into line and in readiness for migration to ClubLANE in time.

7 **Other Reports**

Volunteers / Uniforms (Peta)

- Peta requests notice be posted to the web and facebook reminding members that items are only available to be tried on at selected race sessions and top gun nights
DONE – Clare
- Nationals Uniforms – Peta is proposing a shirt without year be utilised to keep costs down and with opportunities for swimmers to add cumulative years to the same shirt if desired. Committee are in favour of investigating this option.

Nationals – refer coaches report Item 2

Fundraising / Grants (Bernie)

Bernie's reconciliation has shown that a net profit from amalgamated Bunnings and Masters sausage sizzles is \$434-; Bernie comments that greater structure is required around these fundraising events in the future with tighter rein around spending and sourcing best prices – planning in advance will allow this.

Social – Paul is an apology.

8 **Flippa Ball** No F/Ball representative nor report presented this evening.

9 **New Business**

9.1 General education session – Social Media (C/F to June)

9.2 Committee Structure 2014-15 – committee members should begin approaching people in the stands to consider joining committee. Mentors are available for those inexperienced in committee roles. (ongoing - C/F to June)

9.3 AGM – in view of need to complete financials, proposed to leave AGM to August for 2 entities. c/f

Close: 7:45pm

Next Meeting scheduled for Tuesday 10th June 2014 @ 5:30pm in SportsBar

-: Action Items pending from previous meetings :-

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

PERSON	ITEM / DATE	ACTION	TIMEFRAME	OUTCOME / UPDATE
PHIL	10/9/13 4.6	Phil to approach Karen to discuss filling vacancies on Swim Meet Committee	coincide with Club Champs may 2014	ongoing

	10/9/13 6.1(ii)	Phil to follow up signed copy of MOU with Chris Andrich	now	emailed – ongoing 10/12 – signed awaiting copy take up at meeting 25/3/14 April 2014 - New version with numerous alterations received from VW – for perusal by ASC May 2014 - Awaiting meeting with VW
SARAH / MIKE	3.2 (iii) 11/6/13	Sarah to determine families who have not reimbursed club for SWA competitive affiliation and let Clare (Mike) know for follow up asap	URGENT - asap	Pending Sarah + Mike emailed Sarah 18/3/14 to determine if this is closed or remains pending
SARAH	8.4 (10/12/13)	Sarah to liaise with Mike to understand the Club records procedure and organise handover to Cherry Todoro – include OWS records	now	re-introduced at Item 4 agenda 8/4/14. Sarah to request Cherry approaches Mike direct to organize mutually convenient time for training.
CLARE	2.5 (11/3/14)	Make enquiries with SWA OWS coordinator (Bobby Jovanovich) to determine whether it is an error.		emailed:- awaiting response