

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 12<sup>th</sup> November 5:30pm SportsBar

**Present**

Phil Wall (President)

Mike Meinema (Treasurer),

Bernie Smith

Sarah Kimber (Vice President / Registrar)

Clare Masolin (Secretary)

Christine Koller-Goudeau (co-Treasurer)

Carey Martin (Senior Coach)

Grant Goodison

**1. Welcome:**

Meeting opened 5:30pm

**Apologies:** Paul Manning, Karen Downes

1.1 High Performance Training Centre (HPTC):- Meeting with SAL 11/11/13. Phil reports that the Breakers / ASC combined bid to host the Northern suburbs HPTC has received SWA approval with WAIS backing and coordination. Program will begin on 1<sup>st</sup> January 2014 and has SAL endorsement. Suitably skilled coaching staff will likely be sought from outside WA

1.2 Podium Performance Program (PPP). The PPP sits a tier above the HPTC program and seeks immediate results – from swimmers aiming to medal at Rio 2016. A submission has been lodged by ASC / Breakers as a consortium to be considered as one of 10 PP centres around Australia. WAIS will negotiate on behalf of ASC / Breakers and a decision is likely to be known early December if the bid has been successful. Minimum age entry to the program is to be 16 years.

**2 Confirmation of Minutes:**

2.1 Confirmation of Minutes of Regular Meeting held 15<sup>th</sup> October 2013

Ratified without change (Sarah, Mike) **All in favour – CARRIED**

**3 Coach's Report**

Carey reports LC targeted meets are in full swing and is about to issue the training schedule for 24<sup>th</sup> December 2013 – 6<sup>th</sup> January 2014. The rostered coach will offer 6 sessions per week to amalgamated squads. There will be key stroke technique nights.

Clare questioned whether it was predetermined which coaches would attend which meets. Carey advises that it depends largely on spread of entries. However, a coach was not sent to HFMF Distance as meet was held over 2 days with few swimmers entering. In these instances, coach will brief swimmers prior to meet.

6.3 (15/10/13) Engagement of AL&A squads – On race session nights, Surfite Squad misses out on training. It is possible to look at incorporating Surfite with Top Gun with warm up at 4pm, racing from 4:15. This will encourage participation and is motivating for the swimmers.

**4 Business arising from previous minutes**

9.2 ASC / WPWAI:- Sports Development Grant (through COJ) - ASC / Water Polo WA \$20,000- Grant application has been lodged to introduce Flippa Ball at Arena. We are hopeful of receiving positive news soon.

Sarah enquired about the possibility of debiting training fees per term in contrast to squad fees which are debited monthly. Reasoning behind this request is that Flippa Ball will recess over Christmas. Sarah also notes that having paid the initial membership fee, some families are only paying entry to pool, not training fee. Follow up and monitoring of this situation is falling back to ASC and Sarah is concerned that if left unchecked, will end up costing ASC money with additional demand on volunteers.

Mike says it is easy to set up Pay Way to debit the fee for Flippa Ball quarterly and wonders if there is a misunderstanding with WPWAI members about what is payable / covered. Phil will clarify these items with Dale at the scheduled review.

**Action:** Phil to raise observed issues around training fee and monitoring of payments related to Flippa Ball with Dale Ballantyne at ASC / WPWAI review.

4.1 ASC / VW MOU variations (meeting 23/9/13) –ongoing. Chris Andrigh is currently on leave.

## 5 Action Items

4.9.2.(i) & (ii) Cross-checks of databases – Carey advises that she and Ashlee have spent a number of hours cross-checking rolls revealing a number of anomalies which will be sent through to Treasurer for action. A number of swimmers may be training but not paying, some not paying the fee appropriate to the promoted squad. Others may have filled in the registration forms initially, but did not take up a squad place.

Carey will forward these findings to Christine for investigation and recommends this type of check be carried out monthly by coaching staff to ensure situation remains up to date. Future audits should not take this long.

**Action:** Carey to diarise and coordinate monthly audits of attending swimmers for cross-check to Treasurer's records

## 6 Correspondence – significant items were circulated prior to meeting

6.1 Push Ups on slippery surface (pooldeck) – Carey advises that a squad parent raised the concern and has provided OHS guidelines – but the wording is very technical. Carey has offered to present options if provided by concerned parent to VW. In the interim, Carey has suggested any concerns can be alleviated by using own towel to do push ups on – or by individual swimmers purchasing own mat.

ASC / AL&A Membership forms will be reviewed prior to next membership year.

6.2 Yolane Kukla – tfr (update) – Phil advises that Yolane is happy to remain at ASC.

7 **Treasurer's Report** (Mike) – Reports were circulated with Agenda prior to meeting. Mike and Bernie answered a few questions from committee members. Christine continues to learn Treasurer's role and account keeping software.

Mike comments that electronic management of uniform activity will in time greatly simplify the process and account keeping for this area of Club business.

## 8 Other Reports

Volunteers / Uniforms – Peta is absent tonight

5.1 (11/6/13) Casual T-shirt – Phil comments that without movement on this item for the past 5 months, it is time to remove from the agenda.

#### Grants / Sponsorship / Fundraising

4 (AGM 25/7/13) Sausage sizzle dates – Grant has secured a Masters date (30/3/14) and (with thanks to Rob Bonsall) has been offered 28<sup>th</sup> December 2013 which historically as the first Saturday post-Christmas is the busiest trading day of the year for Bunnings. Committee agree it is a great opportunity and wish to accept. Volunteers will be called for a rotating roster 7am – 4pm on that day.

Many thanks to Grant for his work to date on this.

**Action:** Grant to liaise with Rob Bonsall to secure 28/12/13 at Bunnings and Masters 30/3/14. Fundraising sub-committee will attend to sausage sizzle organisation.

#### Social / Media

Forward plan; 13/12/13 Race Session  
14/12/13 All-in training session, Santa and BBQ breakfast. We have the OK from VW to proceed with the BBQ despite MOU variations unfinalised. Still need a willing Santa. Paul to begin coordination and save dates

**Action:** Paul to advertise intention for race session and Xmas celebration on homepage  
DONE

### **9 New Business**

9.1 End of Year Celebration - for committee and coaching staff (no children if possible). Phil proposes informal gathering at his home 15<sup>th</sup> December. Invites will need to go out soon, including life member Rod and his wife Priya .

**Action:** Clare to draft and circulate invitation to coaching staff and committee  
DONE

9.2 Nationals Coordinator :- With preparations required to begin for swimmers travelling to Pool and Open Water Nationals, position of Nationals Coordinator has remained unfilled since AGM. Carey advises that one parent has been approached, but the ideal scenario would be to have a more experienced parent mentor a newer parent.

**Action:** Clare to issue squad email seeking volunteer to coordinate national squad arrangements and liaise with head Coach  
DONE

9.3 Breaststrokeathon – Grant conveyed his disappointment that ASC families had not greatly supported the team of swimmers competing in the Breaststrokeathon (Breast Cancer Care WA) to be held 1<sup>st</sup> December 2013. Promotional notices have already been placed on both ASC FB and homepage. Clare explained that there has been a great demand recently for support / donations and that we are continually approached to promote and support various very worthy causes, but that the intention of the ASC FB and website must remain to convey information to members. A further notice has been placed today.

9.4 Inters / Devos Camp – Tiff has commenced organisation for a combined Inters and Devos Camp in Geraldton 24-27<sup>th</sup> January 2014. 30 swimmers and 4 adults. Cost of \$240- will be funded wholly by families and will include transport (3 buses), all food and activities. Accommodation will be at the Mid-West Football Academy.

There is talk of another camp to Moore River for senior squads.

Close: 6:55pm

**Next Meeting scheduled for 10<sup>th</sup> December 2013 @ 5:30pm in the Sports Bar**

**-: 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		ongoing
	10/9/13 6.1(ii)	Phil to follow up signed copy of MOU with Chris Andrich	now	emailed - ongoing
TREASURER - MIKE / CHRISTINE	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(ii) 11/6/13	Sarah to cross-check and determine who is in arrears with training fees and provide names and amounts to Clare	URGENT - asap	Pending – Mike Nov:- Ashlee and Carey have cross-checked rolls, Christine has received anomalies for attention
	7(iii) 11/6/13	Clare to email those members with arrears seeking completion of DD authority and immediate clearance of arrears.	asap	(Mike)
MIKE / CLARE	9.2(ii)	Mike to establish those who have not paid membership and provide list to Clare who will contact families individually	now	pending – cross check audit still required (Someone else will need to take over Mike's action items)
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
REGISTRAR Sarah	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
	4.9.2	Sarah to cross-check firm membership numbers with Mike and email to Bernie asap	asap	unknown – pending?
	4.Exec	Sarah to pilot process for relay entries and report success to a future meeting	over time	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 – asked Corretta to take this on 30/10/13
	6.1(ii) 10/9/13	Clare to provide extract of MOU as evidence to COJ to support ASC's application for food trading licence required for Bunnings Sausage Sizzle.	by 15/10/13	pending – waiting on VW agreement to social component in MOU.
	9.5(i) 10/9/13	Clare to seek inclusions from Executive for future Operational meeting agenda	now	pending
BERNIE	4 (25/7/13)	Fundraising sub-committee to investigate securing a Bunnings Sausage sizzle date	asap	12/11/13:- dates to be locked in (Grant Goodison coordinating)
	8.4 10/9/13	Bernie to coordinate an approach to both Bunnings outlets to secure a sausage sizzle fundraising opportunity in the community.	by 15/10/13	

<b>PAUL</b>	3.2(ii) 10/9/13	Paul to liaise with Phil who will enquire directly about Billboards with VW Exec.	by 15/10/13	pending
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FINAL