

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 15<sup>th</sup> October 5:30pm SportsBar

**Present**

Phil Wall (President)

Mike Meinema (Treasurer),

Bernie Smith

Sarah Kimber (Vice President / Registrar)

Clare Masolin (Secretary)

Christine Koller-Goudeau

Carey Martin (Senior Coach)

**1. Welcome:**

Meeting opened 5:30pm

President Phil introduced Christine Koller-Goudeau to those present – Christine has expressed an interest in taking on the Club Treasurer's position.

**Apologies:** Paul Manning, Karen Downes,

**2 Confirmation of Minutes:**

- 2.1 Confirmation of Minutes of Regular Meeting held 10th September 2013  
 Ratified without change (Bernie, Sarah) **All in favour – CARRIED**

**3 Coach's Report**

- Carey reports;  
 3.1 SAL Podium Training Centre (information circulated to committee with agenda) –  
<http://swimming.org.au/news/index.cfm?fuseaction=NewsItem&NewsID=39162>

Carey and Phil attended the SAL Podium Program briefing session lead by Wayne Lomas 27/9/13. Presentations were held around Australia in late Sept / early Oct.

This new program will be central to Swimming Australia's aim of providing the world's best environment and support for our elite swimmers and coaches, as they strive for podium success in Rio, Tokyo and beyond.

With two tiers; the Podium Performance Program and the Podium Potential Program, the goal is to form partnerships with swimming clubs and high performance coaches who share the same vision for international success. For a club or an associated organisation to qualify as a Podium Performance or Podium Potential Centre, they must meet a Swimming Australia set of criteria that supports elite swimming performance.

Believing the criteria is able to be met; Breakers and Arena Swim Club have prepared a combined proposal to establish program association. Proposal will be lodged asap with outcome known towards the end of the month. Program should be up and running in January. A re-jig of lane space will be required if we are successful.

- 3.2 Carey provided VW LTS instructors with free ASC squad trial passes (prepared by Paul) at the conclusion of Term 3 lessons for distribution to kids who were at the end of Stage 7. None have been forthcoming to redeem vouchers, so Carey will check to ensure that they were in fact distributed. There has however been an increase in phone calls to the office and requests for squad assessments at the beginning of the new term.

- 3.3 ASCTA Conference 12-13/10/13 Tiff attended both days, Carey on Sunday. Both found it useful with a number of resources and much reinforcement of current practice.
- 3.4 Yolane is thinking of relocating to West Coast Swim Club. Phil has been in discussions with WAIS and SWA as this practice of 'encouraging' swimmers to move contravenes the original intent of retaining local club affiliation whilst within the HP program. Mick Palfrey says the athletes choose to base themselves at Challenge for the opportunity to compete in team relays. Phil has asked Carey for a full report of what is known and will make a further approach to those involved to seek clarity around possible alternatives to ensure capacity to keep HP pathways maximised at Club base.

#### 4 Business arising from previous minutes

- 4.1 ASC / VW MOU variations (meeting 23/9/13) – Phil and Bernie met with VW to discuss variations sought to the MOU concerning parameters for club social activities involving food. At time of tonight's meeting, VW are yet to acknowledge the variations in writing. This is required in order to finalise Food Licence application with COJ.
- 4.2 ASC Race Session 21/9/13 (cancelled) – member refunds - advice has been posted to the website for refunds to be applied to upcoming race session.
- 4.3 Strategic Planning – Clare suggests that membership needs to be surveyed prior to undertaking and to inform Strategic Planning sessions. Bernie and Clare will discuss possibility of assistance with this process with COJ through Club Development officer Sandra Hills-Williamson with whom we are dealing for the Sports Development grant. This process will take a few months, but is considered worthwhile.

**Action:** Clare will compile draft survey for circulation to committee members for their input

- 4.9.2 (10/9/13) Membership renewals / Currency of training fee payments – Still concern around whether membership records match attendance and need to be checked to rolls. Sarah and Ashlee will need to do this check manually being the only 2 members with access to Clubs Online membership database.

**Action(i):** Sarah and Ashlee to cross-check member database to rolls and report anomalies back to committee asap.

**Action(ii):** Mike (or new Treasurer) to cross check and determine if there are swimmers currently training who are in arrears and / or who do not have a current payment authority in place for training fees and report to committee asap.

On discussion of how monthly training fee payment exceptions are tracked, Mike reports that the PayWay system shows who has paid direct debits. Bounced payments are attempted again automatically after 5 days. All agree there is the need to cross-check and audit current situation.

Discussion about correct procedure for variations to amount of monthly Direct Debit (ie when a swimmer changes squads). Mike suggests that a new signed direct debit authorising the increase should be sought from customer acknowledging variation.

## 5 Action Items

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

6.1 SWA Application to host 2014 Winter SC sanctioned meet (closing 2nd Dec). SC meet will mean hiring VW facilities at Challenge. Restrictions on fundraising food at VW venues will mean profitability will be limited to sale of programs and event entry fee, which some consider may not offset facility hire costs. At this point in time it is thought preferable to continue with the Interclub race session formula in the SC season.

<b>Action:</b> Clare to advise SWA of Committee decision not to host a 2014 SC meet	<b>DONE</b>
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6.2 Swimmers World – Club Loyalty Program (Clare) – cards ready to collect next week. To be collected from club office prior to a certain date.

6.3 Engaging non-competitive squads (perceptions of ‘add-on’) (Carey / all) – It is acknowledged that due to age, attendance times and non-competitive nature of particularly the Surfite Squad it is difficult to ensure members feel a part of the wider club. Carey to look at specifically targeting Surfite members when social / whole-of-club social events are planned. Another suggestion is to hold a “Surfite Top Gun” – with some fun races and perhaps relays instead of their regular training.

7 **Treasurer’s Report** (Mike) – Aspen will prepare BAS on behalf of ASC. Mike says we need to be continually mindful of \$5000- provision for staff superannuation and tax.

## 8 Other Reports

Volunteers / Uniforms – Peta is absent tonight

5.1 (11/6/13) Casual T-shirt – carry forward to November meeting

### Grants / Sponsorship / Fundraising

4 (AGM 25/7/13) Bunnings sausage sizzle date – Bernie has been flat out with other club legal and accounting matters – this matter is pending and will be handed over to sub-committee in time. Suggestion to again try new Masters store for a S/S date.

### Social / Media

Clare mentioned that a DSR “Safe Clubs” guest speaker at SWA Clubs Conference spoke of the inescapable impact of the current social media culture on Clubs. He recommends all sporting clubs seriously consider placing a restriction on coaches that ‘facebook’ (or other social media site) “Friends” who are members of the club must be aged 18 years or older. Carey requested a reminder to pass on to coaches.

<b>Action:</b> Clare to advise Carey of DSR Safe Clubs social media recommendation to restrict “friends” who are members of the club to 18+ for coaching staff.	<b>DONE</b>
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## 9 New Business

9.1 Water Polo WA meeting 4/10/13 – Phil and Carey (and later Bernie) have met with Water Polo WA CEO Dale Ballantyne and Flippa Ball targeting under 12’s will go ahead at Arena Joondalup. WPWAI members will become members also of Arena Lifesaving and Aquatic. ASC will become an affiliate member of WPWAI.

In the interest of diversification of aquatic sports offered by ASC, lanes will be devoted to WPWAI Thursday evenings for training under existing hire arrangement with VW. Games are played Sunday under separate lane hire arrangement with VW.

WP only (Thurs) \$7-

WP + swim – need to join Surfite

There is a chance that over 12’s may have an opportunity to join in on Fridays. If 15 participants or more, WPWAI will provide a coach.

9.2 Sports Development Program (and Grant through COJ) - ASC / Water Polo WA  
Bernie has produced documentation required to lodge application for \$20,000- sports development grant through COJ to bring Water Polo to Arena Joondalup.

9.3 SWA Club Development Conference 12/10/13 (Clare / Bernie) – highly recommended for future attendance.

Two items to convey – there will be training on new ClubLANE and MyLANE systems given by a visiting Sal trainer in November. Workshop on Club website development was held the night before the conference – no SWA email notice of this session was received by ASC. There will be webinars available and we will be notified.

'Double-dipping' by facilities – is a common plight of swim clubs in WA. SAL's Graeme Stephenson is happy for clubs to make contact with him to assist in dealings with facility management.

<b>Action:</b> Clare to convey (SAL) Graeme Stephenson's contact details to Phil	DONE
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9.4 Incorporating Christmas training break – Committee decided to continue sessions for swimmers 12+ preparing for LC States and offer blended sessions for those who wish to attend over Christmas. Direct debit will continue through.

9.5 Xmas party – Bernie advises that Dale Ballantyne (WPWAI) has offered to make the Club sponsor's display venue (Buccaneer Pools) available to ASC for our end of year celebration. There is a BBQ and kids can get into the display pools.

**Close: 6:50pm**

**Next Meeting scheduled for 12<sup>th</sup> November 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	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
	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	URGENT - asap	Pending Sarah + Mike

		up asap		
<b>REGISTRAR Sarah</b>	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
<b>CLARE</b>	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
<b>BERNIE</b>	4 (25/7/13)	Fundraising sub-committee to investigate securing a Bunnings Sausage sizzle date	asap	pending
	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	ongoing – hoping to handover to sub-committee
<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