

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 10<sup>th</sup> December 2013 5:30pm SportsBar

**Present**

Phil Wall (President)	Sarah Kimber (Vice President / Registrar)
Mike Meinema (Treasurer),	Clare Masolin (Secretary)
Bernie Smith	Christine Koller-Goudeau (co-Treasurer)
Peta Roberts	
Carey Martin (Senior Coach)	

**1. Welcome:** Meeting opened 5:30pm      **Apologies:** Paul Manning, Karen Downes

1.1 Confirmation of Minutes of Regular Meeting held 12th November 2013  
 Ratified without change      (Bernie, Peta)      **All in favour – CARRIED**

1.2 Quarterly meeting with VW 3/12/13; MOU variations – Phil met with Chris Andrich and Jabin Herd & Lelsey Hoad

- MOU variation (food and beverage, fundraising) has been signed. ASC are yet to receive the signed copy.
- We have received signed copies of MOUs between both Water Polo WA Inc (Flippa Ball) [2 copies] and Breakers (SAL PPC and/or SWAWAIS HPTC) MOUs, signed by all parties.
- No.s and lane efficiencies were discussed. (VW base their lane use data on swimmers physically IN the water at the time of collection)
- Program has grown from 216 members when ASC transitioned away from VW to 249 members as at November 2013 (includes Flippa-Ball-only participants) (15 F/B members total – Tibor will cross-check their membership is up to date)

**2 Coach's Report**

- \$500- won by ASC competitors at West Coast Challenge 7/12/13
- Nic has qualified for National 5Km OWS and is chasing 10Km time.
- Good response received from National Presentation delivered 3/12/13
- Modified training program posted for the Xmas / New Year break – no suspension of fees over this period will be considered as training fees are averaged over the year as per membership.
- WPWAI require more lane access 7-8pm Fridays in order to offer the program to the older swimmers as there has been some interest. Tibor will liaise with Carey in this regard.
- WPWAI will conduct a future come and try day to coincide with a Race Session.
- It is becoming necessary to create vacancies to make squad training numbers constant by allocating specific days (Juniors) or encourage swimmers to revisit goals. Some juggling will be required and Carey is considering a number of scenarios. There is a danger in swimming 8 per lane in the older squads.

Carey left meeting 6:05pm

**3 Business arising from previous minutes (12/11/13)**

1.1 + 1.2 Update on HPTC and PPP – Phil advises we have received confirmation that Breakers / ASC have successfully tendered to become a recognised HPTC. The program is overseen by WAIS and advertising for suitable coach has commenced. Level 2 funding is

sought from Swimming Australia to allow coaching development and mentoring of Breakers and ASC coaching staff. The intention is to commence the program in January 2014.

#### 4 **Action Items** - Current and Long-standing items

- 9.4(ii) 12/3/13 Sign-out book for ASC  
c/f – asked Corretta to take this on 30/10/13. Peta has suggested that responsibility for 'banners' should be allocated to TKR – Peta will action trial. Clare will email Peta a reminder and update Corretta - Done
- Mike's O/S action items – Clare to email Mike to receive an update on items still current and recommended way forward for items to be taken on by Christine.
- A number of items have lapsed and will be removed. Others to be carried forward to 2014.

#### 5 **Significant Correspondence** (schedule circulated prior to meeting)

5.1 Request for OWS coach funding – Warren's attendance at OWS Nationals will be funded by ASC. Level of OWS competitor funding will be determined closer to competition.

#### 6 **Treasurer's Report** (Mike)

- Workers Compensation:- Phase 2 of Rehab has commenced with Rehab provider. Insurer has engaged private investigator to investigate incident, perhaps in order to seek recompense.
- ASC need to establish protocols for coaching staff [existing and new]. VW have a blanket policy, but ASC need to streamline finer points to make it appropriate as our own policy (in consultation with coaching staff)
- Wesfarmers have deposited compensation for loss of income.
- Nats funding:- 9 qualified. Funding will depend on cost of uniforms and amount of fundraising undertaken. Uniform will likely be hoodie, polo-shirt, singlet, cap. Coaches will receive 2 polo-shirts. Carey prefers hoodie to bag as swimmers prefer to travel with their own competition bags.

#### 7 **Other Reports**

##### Volunteers / Uniforms

- Smaller size shorts have proven popular. Uniform shop will open at Friday's Race session. Number of orders has risen as items become Christmas gifts.

#### 8 **New Business**

##### 8.1 ASC Club Championships

- Dates – c/f on the agenda – may be held following Nationals, with Nats presentation at a Race session prior to travelling and Club presentation night likely to be in June.
- Format – Karen (and others) suggests a points-based system to determine club champions would be fairer, rather than based on one day's performance. Following discussion, it was decided that unfortunately within the current composition of the committee, there is no one spare to undertake the time consuming and meticulous task of tracking and apportioning points.

8.2 ClubLANE – SWA Club membership database changes:- ClubLANE replaces Clubs Online. Currently only lists competitive SWA affiliated members and committee members. Sarah is finding the systematic tutorials via email from SWA confusing. It is agreed that others will need to learn the new system. Both Clare and Bernie, having heard the SAL ClubLANE promotional officer speak at the 2013 SWA Conference believe that the new

system, once fully operational will have capacity to add non-competitive members to the Club database with many other capabilities that we need to understand and employ.

8.3 Breakers Time trial – Will be held 5<sup>th</sup> January. Entries close 22<sup>nd</sup> December at our club. It is a sanctioned meet.

8.4 Club Records – Cherry Todoro has offered to track and keep Club Records up to date. Mike has undertaken this role in the past and Sarah will liaise with Mike to ensure all is in order for Cherry to take over.

**Action:** Sarah to liaise with Mike to understand the Club records procedure and organise handover to Cherry Todoro – include OWS records.

8.5 WPWAI – Delegate from WPWAI for committee position will be Rob Amos.

**Action:** Bernie to circulate Minutes of WPWAI / ASC meeting amongst committee **DONE**

8.6 Member Behaviour – Committee discussion highlights the need to refresh the memories of new and existing members and their families of the need to adhere to the club Code of Conduct and Behaviour policies (as adopted from SAL)

**Action:** Clare to post Behaviour Policy and Code of Conduct to FB and Club webpage

**Close: 7:10pm**

**Next Meeting scheduled for 11<sup>th</sup> February 2014 @ 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  10/12 – signed awaiting copy	
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	Contact Mike for update (emailed 29/12/13)	
	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 – mark for deletion  Pending – Mike  Nov:- Ashlee and Carey have cross-checked rolls, Christine has received anomalies for attention
	7(iii)	Clare to email those members with arrears seeking completion of DD	asap		(Mike)

	11/6/13	authority and immediate clearance of arrears.			
<b>MIKE /CLARE</b>	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)
<b>Sarah + Mike</b>	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
<b>REGISTRAR</b> <b>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		Meets too big, many clubs pulling relays from program due to length of meet – remove from pending actions
	4.9.2	Sarah to cross-check firm membership numbers with Mike and email to Bernie asap	asap		Bernie sourced – remove from pending actions
	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. Suggest allocation to TKR
	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 S Sizzle.	by 15/10/13		pending – waiting on VW agreement to social component in MOU.  29/12 – variation signed off, awaiting copy. Clare / Phil to follow up
	9.5(i) 10/9/13	Clare to seek inclusions from Executive for future Operational meeting agenda	now		pending – carry forward to 2014
<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