

**Minutes of the
Arena Swim Club Inc.**

Regular Meeting- 13th August 2014 5:30pm Omega Room

Present

Sarah Kimber (President)

Grant Goodison (Vice President)

Hayley Bonsall (Secretary)

Peta Roberts (Treasurer)

Karen Downes (Registrar)

Lisa Loller, Wendy Clouston, Allison Packer (Uniforms)

Mario Todoro (Nationals & Social Coordinator)

1 President Welcome & Update: Sarah Meeting opened 5:30pm **Apologies:** Bernie Smith
Corretta Robson
Justine Corbett

1.1 Confirmation of Minutes of Regular Meeting held Tuesday 10th June 2014
Ratified without change (Sarah, Maria) **All in favour - CARRIED**

1.2 Confirmation of Minutes of Executive Meeting held Tuesday 22nd July 2014
Ratified without change (Sarah, Peta) **All in favour - CARRIED**

2. Business arising from previous minutes

2.13 Accident / Incident and First Aid Templates discussion for adoption – clarify with Clare.

3. Action Items

2.3 (i) Membership fees to be ratified – c/f to Executive meeting agenda in September.

2.6 Protocol for Direct Debit Cancellation – **Motion (Sarah):- that 30 days' notice of withdrawal from the swim program is required. The Direct Debit will remain in place during that period and a pro rata manual refund will be made for days charged outside that period.** – All in favour – CARRIED.

2.11 2014-2015 Committee Structure - **Motion (Sarah) no person is permitted to hold more than one Executive Committee position.** – All in favour – CARRIED.

4. New Business

4.1 Duties of Committee Positions – Current post holders will train up new committee members. Uniform Coordinators do not deal with the National uniform orders. This is a task for the National Coordinators, who will have their own account for orders. Clare is currently employed by ASC on a casual basis as admin support for membership registrations, Payway / MYOB system.

4.2 Late Swim Meet Registration Entries – Karen informed the committee that there would be a firm policy on no late entries and this would be consistent for everyone in order for the registration system to run smoothly.

- 4.3 Race Sessions – These will remain on a Friday, though Saturday afternoons are being considered as an option depending on lane hire and officials.
- 4.4 Saturday Running Club – Suggestion from Mario for a running club after training on Saturday for Nats, NDTs and Devos. Beach and land training also an option. Social Co-ordinators to look into this further.

Suggestion from Wendy that an event be organised for the Inters, Devos and Junior Squads similar to the recent Bay View Saints Training / Water Polo activity. Breakers could be an option to host, with access to their BBQ facilities for afterwards.

- 4.5 Communication to Members – reminder to Coaches to ensure any changes on training schedules are communicated to all squads.
- 4.6 Go Club – c/f to next Regular Meeting agenda in September.
- 4.7 Coaching for Devos – ASC currently looking into sourcing another coach for the squad.
- 4.8 Recruiting Sub-Committees – Currently need volunteers to undertake the Newsletter (which could be issued quarterly instead of monthly), and to help with fundraising & sponsorship. They do not have to attend committee meetings. Wendy suggested placing announcements on the ASC website / facebook when help is required for a particular event.
- 4.9 Welcome meeting for new Members – Need to organise another meeting for new members to welcome them to the club.

Action: Hayley to organise with Sarah and Grant.

- 4.10 Committee Photos – Members need to be able to identify committee members for information contact points.

Action: Stuart to take a photograph of each committee member for ASC noticeboard.

- 4.11 SWA Referees – Need 3 referees and currently only have 1 – Stuart. Kevin and Mathew still need to finish training. If we do not have our own we will have to pay for them. We will also eventually need our own officials in order to operate Race Sessions.
- 4.12 Arena Credit Card – Has been cancelled and a new one has not yet been applied for.

Action: Sarah to speak to Bernie about applying for a new one so the National Coordinators can use it.

- 4.13 Facebook Page – Paul Manning has agreed to continue managing this for ASC.
- 4.14 Outstanding Fees – Not too many outstanding fees at present. A \$20 charge is given for any direct debit that doesn't go through the first time. New ruling agreed in last Executive meeting that any member with outstanding fees will be suspended from training until they have paid. Nationals will be approached for outstanding debts. In the future payment for Nationals will be made upfront.

- 4.15 Head Coach's Employment Contract - Carey addressed the committee regards providing her with a permanent contract for more job security and the committee discussed this. Sarah advised that at present the club was not in a position to offer a permanent contract, but she would investigate this option further.

Action (i): Sarah to meet with Carey and inform her of this.

Action (ii): Sarah to speak with Darren Beasley and Bernie.

- 4.16 October Pool Closures - Karen has advised that the pool would be closed from 27th September to 12th October inclusive for the installation of a movable boom and dividing curtain at 25m mark for Water Polo. Sarah advised that Devo's, Inters, Juniors and Surfit would be credited for this period, but Nationals, NDT's and State Age would only be credited for 1 week as they would be involved in competition anyway. Option for Nationals to pay as normal and donate the 1 week fees towards Nationals Fundraising has been suggested.
- 4.17 Nationals Fundraising – Any fundraising that is carried out by the National squad will go into the Nationals funds only. Nationals that do not get qualifying times will still be recognised for their efforts.
5. Close: next meeting 15th September 2014.

