

MINUTES OF: Swimming North Queensland – Management Committee Meeting			
Date: 2 nd December 2017	Time: 10.30am	Chair: Theresa Manning	Venue: Skype
Present: Committee – Theresa Manning (President), Linda Hiller (Secretary), Marina Marson (Treasurer), Alan Johnston (Technical) Observers – Nil Guests – Nil			
Apologies: Karen Donnell (Vice President)			

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	10.30am	
2.	Present/Apologies	♦ As above	
3.	Previous Minutes	Previous minutes were tabled. Motion “that the previous minutes be accepted” Moved Linda Hiller Seconded Alan Johnston	CARRIED
4.	Business Arising	<ul style="list-style-type: none"> 4.1 Child & Youth Risk Mgt Review (in Progress) 4.2 SNQ Equipment Register (in Progress – Lindy still waiting for lists to come in) 4.3 Draft letter to clubs with regards to correspondence to members 4.4 Competition level for swimmers in the Region (theresa to contact FNQ region) 4.5 Meet entry conditions report compiled by Judy Hicks – Motion “that the meet entry condition report be accepted to commence in the 2018/2019 season” Moved Lindy Hiller Seconded Alan Johnston <ul style="list-style-type: none"> 4.6 Athlete & Coach Development Observer – Liz Prizeman. Lindy Hiller contacted Liz who has accepted the position as observer and Lindy has advised Melissa Wilson (Athlete Development Officer) and asked her to make contact with Liz. Lindy Hiller will now include Liz in all correspondence to the Athlete and Development officers. 	Theresa ongoing Lindy ongoing Theresa ongoing Theresa ongoing CARRIED Lindy to contact Judy to advise
5.	Correspondence	Incoming <ul style="list-style-type: none"> Get Going Grant – Successful Application Email from Collinsville Swim club requesting info on running a triathlon Outgoing <ul style="list-style-type: none"> SQ Official Mentor nomination emailed to Alan Smith 	Nil
6.	Financial Report	Marina Marson tabled the financial report (It was noted on the report that GBR has not been invoiced the hire fee of timing system) Motion “that the financial report be accepted” Moved Marina Marson Seconded Alan Johnston	CARRIED Marina to forward invoice to GBR
7.	Registrars Report	Louise Baker presented the Registrars report Motion “that the Registrars report be accepted” Moved Lindy Hiller Seconded Theresa Manning	CARRIED
8.	Race Secretary/Records Report	<ul style="list-style-type: none"> No Report 	NIL

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9.	Technical Report sub	<ul style="list-style-type: none"> Alan Johnston tabled the minutes of the TSC (attached) along with correspondence that has been forwarded to all clubs for distribution regarding marshalling procedures and swimsuit guidelines. Alan Johnston has requested the swimsuit and marshalling documents be uploaded to the website <p>Motion <i>“that the minutes from the TSC be accepted and the above documents be uploaded to the SNQ website”</i> Moved Alan Johnston Seconded Theresa Manning</p>	CARRIED Theresa to upload documents to the website
10.	Athlete and Coach Development Report	<p>Melissa Wilson presented the minutes of the A&C Sub Committee (attached) The following items arose from these minutes:</p> <ul style="list-style-type: none"> Item 3 – Possible clinic to be held in conjunction with the Ayr meet: The possibility of the clinic was discussed but it was decided due to time and budget restrictions the clinic at this meet will not go ahead. <p>Motion <i>“that the clinic at the Ayr meet has not been approved”</i> Moved Theresa Manning Seconded Lindy Hiller</p> <ul style="list-style-type: none"> Level 3 Trip 2018 – Get Going grant has been received to the value of \$7500 for a level 3 trip next year. There are a lot of restrictions on the funding and options are currently being investigated by the A & C Development Committee and Management will also make some enquiries as to possible options for this camp. Marina Marson will check if the camp is required to be held on the Gold Coast to come in line with funding guidelines and advise accordingly. SNQ regional development times – This issue was discussed, and it was decided the existing times are to be used until the new time standards are received from SQ. <p>Motion <i>“that the A & C sub committee report be accepted”</i> Moved Theresa Manning Seconded Lindy Hiller</p>	<p>Lindy to advise the A & C development Officers of outcome Marina to advise if the camp can be planned somewhere other than GC</p> <p>Lindy to advise the A & C Development Officers of outcome CARRIED</p>
11.	Grants	<p>Position Vacant</p> <p>Marina Marson advised there is still an ongoing problem with the acquittal of the grant received for the laptops and shade. There was an outstanding invoice of leftover funds from this grant which would appear to not have been received and Marina is having trouble obtaining another invoice. This is due for acquittal by 31st December, so marina will continue to communicate with the Department and hopefully get this cleared up.</p>	Nil
12.	General Business	<p>12.1 Get Going Grant</p> <ul style="list-style-type: none"> This was discussed with the A & C Report <p>12.2 MM Upgrades</p> <ul style="list-style-type: none"> Judy Hicks has requested approval to purchase the latest upgrade to Meet Manager. Judy also requested approval to purchase the network option which would allow 2 computers to run. At this stage it was decided that only the MM upgrade be approved. <p>Motion <i>“that the upgrade to MM be approved for purchase”</i> Moved Theresa Manning Seconded Lindy Hiller</p> <p>12.3 Travel Policy</p> <ul style="list-style-type: none"> This has been deferred to the next meeting <p>12.4 Collinsville Swim Club</p> <ul style="list-style-type: none"> Collinsville Swim Club requested information on requirements for their club to run a triathlon. Lindy advised she contacted SQ and JLT Insurance on behalf of Collinsville and relayed the information she received and advised Collinsville to make contact with JLT Insurance to complete required paperwork. 	<p>Nil</p> <p>Lindy Hiller to advise Judy Hicks she may purchase the MM upgrade</p> <p>Lindy to add the travel policy to the agenda for the next meeting</p> <p>Nil</p>

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		<p>12.5 SNQ Captains – Duties at Relay Day and coming season</p> <ul style="list-style-type: none"> It was decided Zac and Chloe would hand out shirts and caps to all SNQ relay team members which would provide a good opportunity to introduce themselves to athletes. Theresa will work on a draft duties letter for the remainder of the season and forward for amendment/approval. Once approved this will then be forwarded to Chloe and Zac. <p>12.6 SNQ State Relay Teams – Emails</p> <ul style="list-style-type: none"> The current system for State team contact had some emails being forwarded to athletes directly from the Race Secretary and some from the Secretary and it was decided this needs to be changed so there is no confusion. It was discussed that all forms require approval from Management prior to being forwarded to athletes, but after approval has been given the Race Secretary will then communicate directly with clubs and athletes so there is just one point of contact. However, the Management Committee must be cc'd into all emails forwarded so we are fully aware of all arrangement and teams. <p>Motion <i>“that Race Secretary has the authority to communicate directly with clubs and athletes regarding team selections, so long as all documents have been approved by Management prior to sending and Management must be copied in to all communications”</i> Moved Lindy Hiller Seconded Theresa Manning</p>	<p>Lindy to email Lynn and Mark and advise Captains will hand out shirts and caps and advise Chloe and Zac of this role.</p> <p>Lindy to advise Judy Hicks (Race Sec), of this new ruling.</p> <p>CARRIED</p>
		<p>12.7 SNQ State Relay Team Coaches</p> <ul style="list-style-type: none"> It was decided Mark Erickson as Head Coach of the A & C Development Sub Committee should be appointed to assign Coaches to the state relay teams. Lindy contacted Mark and he was more than happy to assign coaches to the teams and will advise Management once he has made contact with coaches. 	NIL
		<p>12.8 By Laws section 13</p> <ul style="list-style-type: none"> It has been noted the current wording of section 13 of the By Laws does not fit with current procedure. This has been deferred to the next meeting. 	Lindy to add this to the Agenda of the next Management meeting
		<p>12.9 President/Secretary Meeting SQ</p> <ul style="list-style-type: none"> Discussions were held as to who would attend this meeting and it was suggested that Karen Donnell would be in Brisbane and if available would be SNQ's representative. Theresa has advised if Karen is not available she would be willing to attend. Management advised there were no items to add to the agenda. 	Lindy to contact Karen to see if she is available to attend this meeting
	At this point of the meeting Alan Johnston exited due to internet connections and could not be added back to the meeting.	<p>12.10 SNQ Champs – towels</p> <ul style="list-style-type: none"> The towels handed out for Age Champions at SNQ Champs no longer have embroidery and Management would like to see these once again have the embroidery. It was suggested they have: SNQ 2017/2018 Age Champion (in Blue thread) 	Lindy to contact Judy and obtain a quote for embroidery to 20 towels

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		<p>Lindy to discuss further with Judy Hicks and obtain a quote for embroidery to 20 towels and forward to management for approval.</p> <p>12.11 Website access</p> <ul style="list-style-type: none"> Michelle Andrejic (SNQ Mar_Coms Officer) currently only has access to the SNQ Facebook page. Theresa will contact Michelle this week to give her access details to the Website to allow Michelle to be updating website info as well. <p>12.12 Minutes</p> <ul style="list-style-type: none"> Lindy Hiller has requested to email minutes to all committee positions held within SNQ once they have been approved by Management. <p>Motion <i>“that once minutes have been approved by Management Lindy will email to all committee positions within SNQ region”</i> Moved Lindy Hiller Seconded Marina Marson</p> <p>12.13 AGM</p> <ul style="list-style-type: none"> Lindy Hiller touched base on the AGM and would like to discuss the possibility of the AGM being held in different locations from time to time to allow all clubs and members the opportunity to attend. This has been deferred to the next meeting. 	<p>Theresa to contact Michelle to pass on website access</p> <p>CARRIED</p> <p>Lindy to add the AGM to the Agenda of the next meeting</p>
13.	Next Meeting	To be advised	
14.	Meeting Closed	12.20pm	

