

| MINUTES OF: Swimming North Queensland – Management Committee Meeting | | | |
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| Date: 28 February 2017 | Time: 7:30 pm | Chair: Theresa Manning | Venue: Skype |
| Present: Committee – Theresa Manning (Vice President), Darren Alsemgeest (Secretary), Louise Baker (Treasurer), Alan Johnston (Technical) Observers – Nil Guests – Nil | | | |
| Apologies: Nil | | | |

| Item No. | Discussion Item | Details | Actions/Outcomes |
|----------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1. | Meeting Open | 7:50pm | |
| 2. | Present/Apologise | ♦ As above | |
| 3. | Previous Minutes | Motion <i>‘that the previous minutes be accepted as read’</i> Moved Darren Alsemgeest, Seconded Alan Johnston | CARRIED Minutes to be available on website |
| 4. | Business Arising (see Action List attached) | 4.1 Refer to Action List | |
| 5. | Correspondence | Incoming Motion <i>“that the correspondence be accepted”</i> Moved Darren Alsemgeest; Seconded Theresa Manning | CARRIED |
| 6. | Financial Report | Louise presented the financial report. <ul style="list-style-type: none"> Movements include NQ float/prize money, Nq Champs Nomination fees, Sq Coach & Development Officer payment Motion <i>‘that the Treasurer’s Report be accepted’</i> Moved Louise Baker, Seconded Alan Johnston | CARRIED |
| 7. | Technical Committee Report | 7.1 Technical Sub-committee Meeting Alan presented an update <ul style="list-style-type: none"> Meeting held 23/2/17. Mgt Committee noted that Item 5a ‘Uniforms’ requires further information as previous requested and Item 5c will require budget considerations Motion <i>‘that the Technical Subcommittee minutes be accept except for items 5a and 5b’</i> Moved Alan Johnston, Seconded Theresa Manning | AJ to follow up on Items 5a & 5c and present back to the management committee CARRIED |
| 8. | Athlete & Development | Nil | |
| 9. | Grants (see Grant List attached) | No updates provided <ul style="list-style-type: none"> Louise and Darren working on expending the 2 current grants. | Grants Officer to continue to seek grant applications |
| 10. | General Business | 10.1 NQ Championships <ul style="list-style-type: none"> Reading of the Athlete Oath – nomination accepted TO Award – AJ to finalise with sub-committee Volunteer Award – nomination accepted Opening: Invite the TCC Mayor – invitation accepted | |

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| | | <ul style="list-style-type: none"> Equipment Pickup: tables, tents, chairs. Email to be sent out to clubs requesting assistance. 10.2 Executive Planning Day <ul style="list-style-type: none"> Acceptance general from Executives in the northern area Proposed for 29 April in Townsville Details TBC | |
| 11. | Next Meeting | General Meeting: 4 March; Mgt Meeting 27 March | |
| 12, | Meeting Closed | 9:30 pm | |

ACTION LIST

| ITEM | DESCRIPTION | ACTION | MGT MEETING | REQUIRED BY |
|-------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------|
| SQ Coach & Club Development Officer | SNQ funding 2 yr trial (\$10,000/yr) | Need to develop sustainable funding option after trial (ie. Next season) | 22/05/2016 | SNQ membership to Mgt Committee (AGM) |
| TO Workshops (SQ) | (1) Starters/JOS/IOT (2) Referees | To present nominations to Mgt Committee | 21/06/2016 | Technical Sub-committee |
| Technical Officials List | Updated TO list to be provided. Include all TO accreditation positions | To work with & gain from SQ (Alan Smith) | 21/06/2016 27/07/2016 | Technical Sub-committee |
| Blue Card Details | Blue card details to be provided by all TOs and included on list. | AJ to coordinate | 21/06/2016 27/07/2016 | Technical Sub-committee |
| NQ Records | Review of NQ records required to align with age group swimmer progress | New list of NQ Records for each event / age group Archive records where events no longer available | 27/07/2016 | Judy Hicks |
| Club & Youth Risk Mgt Strategy | Annual review required | To review and confirm SNQs document based on SQ | 24/08/2016 | Theresa Manning |
| TO Training | To be provided at development activities | Budget to be provided for grant submissions | 27/07/2016 | Technical Sub-committee |
| By-law Review | To be reviewed to ensure currency | Draft updated by-laws to be presented to Mgt Committee | 27/07/2016 | Darren Alsemgeest |
| Uniform Standards | Standard sets the requirements for all official positions | Executive and official positions to meet uniform standard when officiating at swim meets. | 22/11/2016 | Mgt Committee, Executive and official positions. |
| NQ Championships | To commence organising | Pool hire booking and quote Flyer changes | 22/11/2016 | Secretary Race Secretary |
| Jnr Development Meets | To finalise arrangements | Nominations close 23/11/16 Confirm with Julia Ck pool and arrangements | 22/11/2016 | Alan Johnston |
| Regional Relays | To finalise arrangements | Check with SNQ coaches to support Team Mgr | 22/11/2016 | Theresa Manning / Lynn Beauchamp |
| SQ Presidents Meeting | Items to present at meeting on 11 Dec | Robert and Darren to attend. A&B Relay Teams On-line Nominations at swim meets/club nights | 22/11/2016 | Robert Lee / Darren Alsemgeest |
| President Vacancy | Resignation received 24/1/17 | Mgt Committee to seek candidate/s | 02/02/17 | By April 2017 by Mgt Committee |
| Executive Planning Day | To work on next seasons programs | Details TBC | 28/02/17 | Secretary |
| Development Calendar | To prepare next years activities | Sub-committee to prepare | 02/02/17 | Sub-committee |

GRANTS

| Item | Grant | Amount | Status |
|-------------------------------------------------------------------------------|---------------------|----------|------------|
| Storage facilities | Gambling CBF Rnd 89 | \$19,312 | Successful |
| Laptops (4) and marquees | Get Going | \$7,500 | Submitted |
| Training: Meet Mgr, ClubLane (4 people @ 2 locations, overnight, consumables) | | | |
| Training: Officials, Coaches (? People @ 2 locations, overnight, consumables) | | | |
| Travel & Accommodation: Technical Officials @ meets | | | |
| SQ Technical Officials Mentoring Program (Qld Champs) | | | |

