

MINUTES OF: Swimming North Queensland – Management Committee Meeting			
Date: 26 April 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	7:43pm	
2.	Present/Apologise	♦ As above	
3.	Previous Minutes	To be held over to next meeting	
4.	Business Arising (see Action List attached)	4.1 Refer to Action List	
5.	Correspondence	<ul style="list-style-type: none"> Invitation to be sent to Brant Best to attend the Executive Planning Day Motion <i>“that the correspondence be accepted”</i> Moved Darren Alsemgeest; Seconded Alan Johnston	Secretary to send invite CARRIED
6.	Financial Report	Louise presented the financial report. <ul style="list-style-type: none"> TM Upgrade: request received to purchase this upgrade. Motion <i>“that The TM Upgrade be purchased”</i> Moved Louise Baker Seconded Theresa Manning Motion <i>‘that the Treasurer’s Report be accepted’</i> Moved Louise Baker, Seconded Theresa Manning	CARRIED 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"> Current grants are being worked on. Laptops to be purchased, quote received for marquees. 	Grants Officer to continue to seek grant applications
10.	General Business	10.1 New Club Request <ul style="list-style-type: none"> Correspondence received regarding setting up a new club and the waiving of fees. These are SQ fees and SNQ will not be waiving Affiliation Fees. Motion <i>“ that the author be advised accordingly”</i> Moved Darren Alsemgeest Seconded Louise Baker 10.2 2017/18 Fees & Charges – SQ Request <ul style="list-style-type: none"> Advise SQ that these fees will be discussed at the Executive Planning Day scheduled for 7 May 	CARRIED Secretary to advise SQ

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		<p>10.3 Executive Planning Day Proposed Agenda tabled for feedback. Send out to Executives attending being Theresa, Louise, Darren, Alan, Dianne, Judy, Melissa</p> <p>10.4 2017/18 Meet Calendar</p> <ul style="list-style-type: none"> • draft to be available for the Executive Planning Day <p>10.5 SNQ Website</p> <ul style="list-style-type: none"> • Theresa has received template from SAL and will set up the webpages. Suggestions requested for anything people may want on the site • The new website is also hoped to be supported by the MarComs position <p>10.6 North Fusion Wind Up</p> <ul style="list-style-type: none"> • The club management has requested for the club funds to be donated to Tourist Club as majority of members have transferred to this club. SNQ do not object to this. <p>10.7 AGM</p> <ul style="list-style-type: none"> • Date to be 28 May. • Package requesting delegations and nominations to be sent out <p>10.8 SNQ Underwater Camera</p> <ul style="list-style-type: none"> • This camera was loaned out to Plane Ck and is apparently at the pool facility • Theresa will make arrangements to collect <p>Motion "SNQ will pay the travel allowance towards the collection of the underwater camera' Moved Louise Baker Seconded Darren Alsemgeest</p>	<p>Secretary to send out Agenda and documentation</p> <p>Secretary to request draft calendar</p> <p>Suggestions for new SNQ website to be sent to Theresa</p> <p>Secretary to advice North Fusion Club</p> <p>Secretary to arrange sending out AGM Package</p> <p>Theresa to arrange collection. CARRIED</p>
11.	Next Meeting	Mgt Meeting: TBC; AGM: 28 May 2017	
12,	Meeting Closed	8:45 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)			

