

MINUTES OF: Swimming North Queensland – Management Committee Meeting			
Date: 13 June 2017	Time: 7:30 pm	Chair: Theresa Manning	Venue: Skype
Present: Committee – Theresa Manning (President), Karen Donnell (Vice President), Darren Alsemgeest (Secretary), Marina Marson (Treasurer), Alan Johnston (Technical) Observers – Nil Guests – Nil			
Apologies: Nil			

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	7:55pm	
2.	Present/Apologise	♦ As above	
3.	Previous Minutes	Minutes from the 9/05/17 were tabled. Motion “ <i>that the previous minutes be accepted</i> ” Moved Darren Alsemgeest Seconded Theresa Manning	CARRIED
4.	Business Arising (see Action List attached)	4.1 SQN Website <ul style="list-style-type: none"> Theresa and AJ are working on the technical official component. The new website is a works in progress to get main info loaded to officially go live and then other info can be loaded as required. Feedback, suggestions and information is welcomed. 	
5.	Correspondence	<ul style="list-style-type: none"> Correspondence noted 	
6.	Financial Report	<ul style="list-style-type: none"> Still need to get access to accounts Have picked up documents from the auditor 	
7.	Technical Committee Report	7.1 Technical Sub-committee Meeting <ul style="list-style-type: none"> Will occur after appointment of technical officials 	
8.	Athlete & Development	<ul style="list-style-type: none"> Nil report Theresa advised Melissa has sent an e-mail out of Level 3 list for clubs/athletes to check and return acceptance letter Melissa has access to ClubLane Karen needs to ensure inclusion of development activities and participation/invite onto sub-committee meetings as part of the Vice President role. 	
9.	Grants (see Grant List attached)	No updates provided. Awaiting letter from Townsville CC	

Item No.	Discussion Item	Details	Actions/Outcomes
10.	General Business	<p>10.1 Signatures to the Bank Accounts</p> <ul style="list-style-type: none"> Louise Baker is to be removed as signature to the bank accounts and removed from internet bank access to these accounts. Marina Marson is to be added as a signatory to the bank accounts and access to internet banking of these accounts <p>Motion : <i>that Louise Baker be removed as signatory to the SNQ bank accounts and remove access to these bank accounts with internet banking</i>". Moved Theresa Manning Seconded Darren Alsemgeest</p> <p>Motion " <i>that Marina Marson be added as signatory to the SNQ bank accounts and provided with internet banking access to these accounts</i>" Moved Theresa Manning Seconded Darren Alsemgeest</p> <p>10.2 Technical Position Appointments</p> <ul style="list-style-type: none"> Various options/benefits discussed <p>Motion "<i>that Erin, Trevor, Robert and Helen be appointed onto the Technical Sub-committee</i>" Moved Alan Johnston Seconded Theresa Manning (Darren did not vote)</p> <p>At the first meeting of the TSC it will be discussed the possibility of an observer from the technical to be present at the Management Meetings. TSC to forward the name to Management for approval.</p> <p>10.3 Development Advisor</p> <ul style="list-style-type: none"> With the new management committee it was suggested that this position be given more time for consideration and better understanding of expectations from the role. <p>Motion "<i>that the management committee abstain from appointing to this position until further considered to warrant its need</i>" Moved Alan Johnston Seconded Karen Donnell</p> <p>Nominees are to be advised.</p> <p>10.4 Observers</p> <ul style="list-style-type: none"> Two emails were sent out to clubs seeking expression of interest for 2 Observers on to the management committee. No formal interest received. Darren will be resigning from the Secretary role so a replacement is required. <p>10.5 Sub-committees</p> <ul style="list-style-type: none"> meetings need to occur within the next month for the Technical and the Athlete and Coach sub-committees expression of interest for 3 coaches onto the Athlete and Coach Development Sub-committee needs to be sent out and the expressions with recommendations provided to the management committee for approval. 	<p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p> <p>Expression of Interest to be sent out by the sub-committee.</p> <p>CARRIED</p> <p>Another Expression of Interest to be sent</p>

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		<ul style="list-style-type: none"> Expression of interest for 2 Observers onto the Technical and the Athlete and Coach sub-committees need to be sent out and the expressions with recommendations provided to the management committee for approval. <p>10.6 Appointment of Coaches</p> <ul style="list-style-type: none"> As per above and the ToR <p>10.7 Executive Planning Day</p> <ul style="list-style-type: none"> Date claimer: 13 August in Townsville E-mail to be sent out to Executives with venue to be confirmed To include the SNQ coaches <p>10.8 Annual Return</p> <ul style="list-style-type: none"> Secretary to acquire form and complete Melissa, Karen and Theresa to confirm residential addresses and contact details to Darren 	<p>AJ and Melissa to organise sub-committee meetings</p> <p>Melissa to send out expression of interest for coaches</p> <p>AJ and Melissa to send out expression of interest for Observers</p> <p>E-mail to be sent out to Executives</p> <p>Addresses/details to be confirmed to Darren</p>
11.	Next Meeting	11 July 2017 @ 7:30pm	
12,	Meeting Closed	8:50 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)			

