

MINUTES OF: Swimming North Queensland – Management Committee Meeting

Date: 11 July 2017

Time: 7:30 pm

Chair: Theresa Manning

Venue: Skype

Present:			
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Committee – Theresa Manning (President), Karen Donnell (Vice President), Darren Alsemgeest (Secretary), Marina Marson (Treasurer), Alan Johnston (Technical)

Observers – Nil

Guests – Nil	
Apologies:	Nil

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Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	8:00pm	
2.	Present/Apologise	◆ As above	
3.	Previous Minutes	Previous minutes were tabled. Motion “ <i>that the previous minutes be accepted</i> ” Moved Darren Alsemgeest Seconded Karen Donnell	CARRIED
4.	Business Arising (see Action List attached)	<p>4.1 Signatures to the Bank Account</p> <ul style="list-style-type: none"> Marina has been sending around the bank forms for signing to her to gain access to the bank accounts. Robert Lee is still listed as a signatory. <p>Motion “<i>that Robert Lee be removed as signatory to the bank accounts</i>” Moved Martina Marson Seconded Darren Alsemgeest</p> <p>4.2 Observers to the Management Committee</p> <ul style="list-style-type: none"> Linda Hiller has expressed interest to be on the management committee and take on the Secretary role. <p>Motion “<i>that Linda Hiller be invited to join the management committee</i>” Moved Alan Johnston Seconded Karen Donnell</p>	<p>CARRIED</p> <p>CARRIED</p>
5.	Correspondence	<ul style="list-style-type: none"> Response received from TCC Mayor from initial letter sent in January this year Management Committee to consider way forward Storage of SNQ equipment is going to be a major concern. SNQ may be required to return the grant funds if a favourable option cannot happen. AJ offered to talk to Matt Harrison on potential options at Long Tan. Noted that this will also be discussed with the lessee. 	<ul style="list-style-type: none"> Correspondence noted
6.	Financial Report	<p>Marina presented the financial report.</p> <p>Motion “<i>that the financial report be accepted</i>” Moved Marina Marson Seconded Karen Donnell</p>	CARRIED
7.	Technical Sub-Committee Report	<p>AJ tabled the TSC minutes and associated documents.</p> <ul style="list-style-type: none"> Noted that By-laws will need to be amended and approved by management committee rather than duplicating information in other documents. Advised that Karen Donnell has also been appointed to the Commonwealth Games. 	

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		Motion <i>“that the TSC report be accepted”</i> Moved Alan Johnston Seconded Marina Marson.	CARRIED
8.	Athlete & Development	<p>The report from Melissa Wilson was tabled.</p> <ul style="list-style-type: none"> It was noted that the coach candidates need to be presented to the management committee for approval. As there are existing coaches willing to assist with this year's development activities that they remain. As part of the required appointment process, future appointments (3 coaches) need to be made annually by expression of interest similar to the annual appointment of executive positions. <p>Motion <i>“that Mark Ericson, Matt Harrison, Kym McConnachie and Michael McConnachie be appointed as the coaches on the Athlete & Coach Development Sub-committee with Mark Ericson appointed as the head coach”</i> Moved Karen Donnell Seconded Alan Johnston.</p> <ul style="list-style-type: none"> The query of Observers onto the sub-committee was mentioned. The intended process is for the sub-committee to seek expression of interests to the membership and then provide the list of candidates with their recommendation to the management committee for approval. Observers are appointed annually. 	CARRIED
9.	Grants (see Grant List attached)	<ul style="list-style-type: none"> Refer to response letter from TCC Mayor Likely that the grant funds for a storage facility will need to be returned. Marina has been looking into grant options. 	
10.	General Business	<p>10.1 Child & Youth Management Review</p> <ul style="list-style-type: none"> Annual review is due. Theresa offered to review. <p>10.2 Club Posters – NQ Templates</p> <ul style="list-style-type: none"> Suggestion that Michelle Andrejic can action this as part of her role. <p>10.3 Bowen Swim Club Uniforms</p> <ul style="list-style-type: none"> Request was made from Bowen Swimming Club for a change in club colours. <p>Motion <i>“that the proposed uniform changes by Bowen Swimming Club to black, white and red be approved”</i> Moved Theresa Manning Seconded Alan Johnston</p> <p>10.4 Executive Planning Day</p> <ul style="list-style-type: none"> There have been a number of executives unavailable. A suggested date change 24 September 2017 	CARRIED
11.	Next Meeting	8 August 2017 @ 7:30pm	
12.	Meeting Closed	9:30 pm	

GRANTS

Item	Grant	Amount	Status
Storage facilities	Gambling CBF Rnd 89	\$19,312	Approved
Laptops (4) and marquees	Get Going	\$7,500	Complete
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)			