

MINUTES OF: <b>Swimming North Queensland – Management Committee Meeting</b>			
<b>Date:</b> 24 <sup>th</sup> September 2017	<b>Time:</b> 12.00 pm	<b>Chair:</b> Theresa Manning	<b>Venue:</b> sports house Townsville
<b>Present:</b> <b>Committee</b> – Theresa Manning (President), Linda Hiller (Secretary), Marina Marson (Treasurer), Alan Johnston (Technical) <b>Observers</b> – Nil <b>Guests</b> – Nil			
<b>Apologies:</b> Karen Donnell (Vice President)			

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	12.20pm	
2.	Present/Apologies	♦ As above	
3.	Previous Minutes	Previous minutes were tabled. Motion “ <i>that the previous minutes be accepted</i> ” Moved Linda Hiller Seconded Theresa Manning	<b>CARRIED</b>
4.	Business Arising	<ul style="list-style-type: none"> <li>4.1 Child &amp; Youth Risk Mgt Review (in Progress)</li> <li>4.2 Email sent to Charters Towers to advise they contact Louise regarding training</li> <li>Bank account signatories</li> </ul>	<b>Theresa ongoing Finalised Forms given to Lindy to lodge</b>
5.	Correspondence	Incoming: <ul style="list-style-type: none"> <li>Email from SQ advising receipt of Mackay Cyclones paperwork for affiliation</li> <li>McHappy Day invitation</li> <li>Advice of previous website being closed due to domain expiring</li> <li>ABR received two separate certificates – Lindy to ring to advise one is obsolete.</li> <li>Bank statements</li> </ul> Outgoing: <ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence noted</li> </ul>
6.	Financial Report	Marina presented the financial report.  Motion “ <i>that the financial report be accepted</i> ” Moved Marina Marson Seconded Linda Hiller	<b>CARRIED</b>
7.	Registrars Report	No Report	
8.	Race Secretary/Records Report	Judy Hicks presented records for ratification  Motion “ <i>that the records report be accepted</i> ” Moved Theresa Manning Seconded Alan Johnston	<b>CARRIED</b>
9.	Technical Report	<ul style="list-style-type: none"> <li>Alan Johnston advised that all meets are being well attended by officials within the region.</li> <li>Alan Johnston tabled a flyer relating to the online technical training and would like to be able to include this with meet programs within the region.</li> </ul> Motion “ <i>that the TSC report be accepted and Alan johnston is to contact clubs to arrange for flyer to be included to meet programs</i> ” Moved Alan Johnston Seconded Marina Marson	<b>CARRIED</b>

Item No.	Discussion Item	Details	Actions/Outcomes
10.	Athlete and Coach Development Report	No Report	
11.	Grants	<p>Marina advised the acquittal has been completed for the Gambling grant - \$19000.00 to be returned due to inability to source storage facilities.</p> <p>Motion <i>“that Marina will forward Cheque when payment is due”</i> Moved Marina Marson Seconded Linda Hiller</p>	<b>CARRIED</b>
12.	General Business	<p><b>12.1 Australian Business Register Certificates</b></p> <ul style="list-style-type: none"> <li>Lindy Hiller tabled two certificates received from the ABR with two separate ABNs</li> </ul> <p><b>Motion</b> <i>“that Lindy Hiller ring ABR to advise the ABN in the name of Townsville District Swimming Assoc Inc is now obsolete”</i> Moved Lindy Hiller Seconded Theresa Manning</p> <p><b>12.2 Mackay Cyclones</b></p> <ul style="list-style-type: none"> <li>Paperwork has been received from SQ for approval of the Mackay Cyclones Club. Mackay Cyclones meets criteria and has been approved for affiliation pending advice of club colours.</li> </ul> <p><b>Motion</b> <i>“that Lindy Hiller contact Mackay Cyclones to obtain club colours and advise Michael Anderson of SQ that the club has been approved”</i> Moved Theresa Manning Seconded Alan Johnston.</p> <p><b>12.3 SNQ Logo</b></p> <ul style="list-style-type: none"> <li>Alan Johnston discussed the SNQ Logo and advised the new SNQ Coach shirts have the old Logo on them. Management does not recall these shirts being presented to the Committee for approval and would like to ensure all uniform orders have the correct current logo attached.</li> </ul> <p><b>Motion</b> <i>“that all uniform orders must be presented to the Management Committee for approval of logos etc prior to orders being submitted”</i> Moved Theresa Manning Seconded Alan Johnston</p> <p><b>12.4 Officials and Equipment Form</b></p> <ul style="list-style-type: none"> <li>When clubs are ordering equipment for their meets Alan Johnston is unsure of what equipment is where and who he needs to contact to organise collection for each meet. Theresa advised that most of the equipment is split between Judy Hicks, Louise Baker and herself.</li> </ul> <p><b>Motion</b> <i>“that Lindy Hiller email all Committee members for a list of SNQ equipment they currently have on hand so that an equipment register can be held on file”.</i> Moved Theresa Manning Seconded Marina Marson</p> <p><b>12.5 Club Night Marshalling</b></p> <ul style="list-style-type: none"> <li>Marina Marson enquired on the benefits of club night marshalling being conducted in the same way as at a meet. Alan Johnston stated he would like to see all clubs conducting marshalling on club nights in the exact same manner as at a meet. This enables the swimmers to become familiar with the marshalling process on a regular basis.</li> </ul> <p><b>Motion</b> <i>“that Lindy Hiller email all clubs and advise that SNQ recommends all clubs conduct their Club Night Marshalling in the same manner as at a meet”.</i> Moved Alan Johnston Seconded Lindy Hiller</p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p> <p><b>CARRIED</b></p> <p><b>CARRIED</b></p> <p><b>CARRIED</b></p>

Item No.	Discussion Item	Details	Actions/Outcomes
		<b>12.6 Aitkenvale Swim Club</b> <ul style="list-style-type: none"> <li>Theresa Manning has been in touch with Aitkenvale Swim Club who are unfortunately very close to closing due to a very low member base this season.</li> <li>Theresa has advised Aitkenvale to get in touch with SQ for assistance and advisement on the correct procedure should they choose to cease operations.</li> </ul>	
		<b>12.7 Lack of Competition for Older Swimmers</b> <ul style="list-style-type: none"> <li>Marina Marson discussed her concerns regarding the level of competition for our older swimmers within the region.</li> <li>It was suggested that maybe we could try to work in with FNQ Region with the possibility of holding a meet somewhere central to both regions occasionally throughout the season and to work together when preparing meet calendars at the beginning of the season so as major meets do not clash.</li> </ul> <p><b>Motion</b> “Theresa Manning to approach FNQ Management Committee to discuss the possibility of both Regional Committees coming together at a meeting to discuss options that may work for the better of both FNQ and SNQ regions and try to boost the competition for all swimmers”. Moved Marina Marson Seconded Linda Hiller</p>	<b>CARRIED</b>
		<b>12.8 SNQ Captains</b> <ul style="list-style-type: none"> <li>Lindy Hiller suggested SNQ consider appointing Swim Captains for the Region, and they could assist with a variety of duties throughout the season.</li> <li>It was discussed that 1 Male and 1 Female Captain could be chosen and announced at Gardens Meet. Alan Johnston suggested ordering a shirt for each of them.</li> <li>Management will need to work of a role description and discuss a selection criteria but it was suggested that a starting platform would be to look at athletes currently in the level 3 squad.</li> </ul> <p><b>Motion</b> “that two Swim Captains will be appointed for the 2017/2018 season. Lindy to obtain a list of Level 3 athletes from Melissa and Management to work on a selection criteria and role description. The captains will be announced and inducted at the Gardens meet and handed their shirts”. Moved Lindy Hiller Seconded Theresa Manning</p>	<b>CARRIED</b>
13.	Next Meeting	<b>21<sup>ST</sup> October 2017 (directly after General Meeting at GBR)</b>	
14.	Meeting Closed	<b>1.35pm</b>	

GRANTS

Item	Grant	Amount	Status
Storage facilities	Gambling CBF Rnd 89	\$19,312	Approved
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)			