

MINUTES OF: <b>Swimming North Queensland – Management Committee Meeting</b>			
<b>Date:</b> 21 <sup>st</sup> October 2017	<b>Time:</b> 3.05 pm	<b>Chair:</b> Theresa Manning	<b>Venue:</b> Mackay Memorial Pool
<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	3.05pm	
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 Alan Johnston	<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 SNQ Equipment Register (in Progress – Lindy still waiting for lists to come in)</li> <li>4.3 Draft letter to clubs with regards to Marshalling and correspondence to members</li> <li>4.4 Competition level for swimmers in the Region (theresa to contact FNQ region)</li> <li>SNQ Captains</li> </ul>	Theresa ongoing Lindy ongoing Move to Gen Bus Theresa ongoing Move to Gen Bus
5.	Correspondence	<ul style="list-style-type: none"> <li>As per General Meeting</li> </ul>	<b>Nil</b>
6.	Financial Report	<ul style="list-style-type: none"> <li>As per General Meeting</li> </ul>	<b>Nil</b>
7.	Registrars Report	<ul style="list-style-type: none"> <li>No Report</li> </ul>	
8.	Race Secretary/Records Report	Judy Hicks presented records for ratification  Motion “ <i>that the records report be accepted</i> ” Moved Alan Johnston Seconded Marina Marson	<b>CARRIED</b>
9.	Technical Report sub	<ul style="list-style-type: none"> <li>As per General Meeting</li> </ul>	<b>Nil</b>
10.	Athlete and Coach Development Report	<ul style="list-style-type: none"> <li>As Per General Meeting</li> </ul>	<b>Nil</b>
11.	Grants	<ul style="list-style-type: none"> <li>Vacant</li> </ul>	<b>Nil</b>

Item No.	Discussion Item	Details	Actions/Outcomes
12.	General Business	<p><b>12.1 Meet Entry Conditions</b></p> <ul style="list-style-type: none"> <li>At the recent EPD Judy Hicks submitted a meet entry conditions report for approval, Management is still reviewing this report</li> </ul> <p><b>12.2 Athlete and Coach Development Observer</b></p> <ul style="list-style-type: none"> <li>Elizabeth Prizeman was approved as an observer to the Athlete Development Officers role back in August, but was never contacted and advised of this decision. Elizabeth has been contacted and has advised she is still keen to take on the role as observer, but is not in a current position to consider taking on the role in the future.</li> </ul> <p><b>12.3 Charters Towers Meet</b></p> <ul style="list-style-type: none"> <li>Charters Towers have still not submitted a date for their meet. Theresa contacted Brian on the day of the meeting and he advised a request for a date in March was being emailed.</li> </ul> <p><b>12.4 SNQ Champs flyer</b></p> <ul style="list-style-type: none"> <li>Judy Hicks has forwarded through the flyer for SNQ Champs for approval. A couple of changes were required and Lindy Hiller to advise Judy Hicks of these changes.</li> </ul> <p><b>Motion</b> “that Lindy Hiller to contact Judy Hicks to advise changes and the flyer be approved” Moved Theresa Manning Seconded Alan Johnston</p> <p><b>12.5 Email from MarComs Officer</b></p> <ul style="list-style-type: none"> <li>Email received from Michelle Andrejic asking if there is anything else she can be doing in her role and she would like to see more emphasis on swimmer achievements this season. Michelle would like to see records announced at each meet and would like to see state and national level swimmers acknowledged on the Facebook page. Lindy Hiller has explained the process of ratification of records to Michelle and on discussion the Management Committee feel there is not a lot we can do at a regional level with publishing achievements to Facebook, and feel this falls back to the clubs to publish swimmer achievements throughout the season.</li> </ul> <p><b>12.6 Email received from Get Going Grants</b></p> <ul style="list-style-type: none"> <li>Email received from Get Going Grants advising acquittal of grant was due soon. Marina Marson will follow up with Louise Baker to see if this has already occurred.</li> </ul>	<p><b>Still under review</b></p> <p><b>Lindy to contact Liz and Melissa</b></p> <p><b>Once email received, Lindy to forward to Committee for approval.</b></p> <p><b>CARRIED</b></p> <p><b>Lindy to contact Michelle</b></p> <p><b>Marina to contact Louise and advise outcome</b></p>
		<p><b>12.7 Technical Chair</b></p> <ul style="list-style-type: none"> <li>Alan Johnston tabled a quote for the Official shirts which totalled \$1370.00 and requested to place the order.</li> </ul> <p><b>Motion</b> “that the quote for Official uniforms be accepted and Alan Johnston place the order” Moved Alan Johnston Seconded Linda Hiller</p> <ul style="list-style-type: none"> <li>Alan Johnston advised he will have at least one nomination for the SQ Official Mentor Program and will</li> </ul>	<p><b>CARRIED</b></p>

Item No.	Discussion Item	Details	Actions/Outcomes
		<p>advise further once final decision is made.</p> <ul style="list-style-type: none"> <li>Executive Planning Day 3.1.1 (24/09/17)</li> </ul> <p>At the above meeting a discussion was held in regard to meets accepting late entries or allowing custom times for events with qualifying times attached. This was handed over to the technical committee for further discussion. Alan Johnston has advised this has been discussed and a decision was made in the following way:</p> <ul style="list-style-type: none"> <li>Any late entries are not to be eligible for any awards regardless of placings</li> <li>If a custom time is used or a late entry accepted for events with qualifying times attached the entry can only be accepted with a proof of time submitted at the time of entry.</li> </ul> <p>These conditions must be stated on every flyer.</p> <p><b>Motion</b> “that the decision as above from the Technical Committee be accepted” Moved Alan Johnston Seconded Theresa Manning</p>	<p><b>AJ to advise further</b></p> <p><b>CARRIED</b></p> <p><b>Lindy Hiller to advise Judy Hicks of this ruling</b></p>
		<p><b>12.8 Letter to Clubs re Marshalling and Correspondence (business arising 4.3)</b></p> <p>After further discussion on the above it was decided Alan Johnston will draft a letter regarding club night marshalling and forward to Lindy for distribution when completed. Theresa Manning will draft a letter regarding correspondence being distributed to all members and forward to Lindy for distribution.</p>	<p><b>CARRIED</b></p> <p><b>Alan Johnston to draft letter re marshalling and Theresa Manning to draft letter re correspondence.</b></p>
		<p><b>12.9 SNQ Captains (business arising 4.6)</b></p> <p>The Management Committee approved the selection criteria for the SNQ Captains and selected a male and female captain from the level 3 athletes. The decision is as follows:</p> <ul style="list-style-type: none"> <li>Male Captain 2017/2018 – Zac Chrzanowski Pioneer</li> <li>Female Captain 2017/2018 – Chloe Robertson Cannonvale</li> </ul> <p>Theresa to draft a letter of acceptance to forward to Zac and Chloe. If they accept the position it is proposed they will be presented at the Gardens meet along with the level 3 inductions. It was decided that the new captains for the 2018/2019 season should be inducted at SNQ Champs. The captains will each receive a shirt which Alan Johnston will add to the current order of uniforms.</p> <p><b>Motion</b> “that the swim captains for 2017/2018 season Zac Chrzanowski and Chloe Robertson be accepted” Moved Linda Hiller Seconded Theresa Manning</p> <p><b>Motion</b> “that swim captains for the 2018/2019 season will be announced at SNQ Champs” Moved Theresa Manning Seconded Linda Hiller</p>	<p><b>CARRIED</b></p> <p><b>Alan Johnston to order shirts Theresa Manning to draft letters</b></p>
		<p><b>12.10 Old logo still being used on some paperwork</b></p> <p>It has been noted by the Management Committee that some paperwork is still coming through with the old logo attached. It was decided some time ago now that the new logo be accepted and should be used on all correspondence and any new uniform orders. It was decided Lindy Hiller should email all positions within SNQ and advise everyone to check their templates being used for all correspondence and uniforms and ensure only the current SNQ logo is being used along with the McDonalds logo where required. Further to that it was decided that in future any uniform orders placed must have a proof of artwork and quote submitted to the management committee for approval prior to the order being placed.</p>	<p><b>CARRIED</b></p> <p><b>Lindy to email once minutes approved</b></p>

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		<b>Motion</b> “that Lindy Hiller email all positions and request all templates are updated with the new logo and advise the new policy for ordering any uniform items” Moved Alan Johnston Seconded Theresa Manning	
13.	Next Meeting	<b>To be advised</b>	
14.	Meeting Closed	<b>4.45pm</b>	