

Swimming North Queensland – Management committee Meeting

Date: 6th May 2018

Time: 3.00pm

Chair: Theresa Manning

Venue: Sports House meeting Room

Invitees:

Committee – Theresa Manning (President), Karen Donnell (Vice-President), Linda Hiller (Secretary), Marina Marson (Treasurer), Alan Johnston (Technical Sub-Committee)

Guests – Nil

Observers – Nil

Apologies: Nil

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	3.00	
2.	Present/Apoloiges	• As Above	
3.	Receipt & Adoption of Previous Minutes	Previous minutes dated 3 rd March 2018 were tabled Motion “that the previous minutes be accepted” Moved: Linda Hiller Seconded: Alan Johnson	CARRIED
4.	Business Arising	4.1 Please refer to action list for all outstanding items from previous meetings 4.2 Lindy to contact Zac Chrzanowski regarding online voting form and shirt design	
5.	Correspondence	Incoming ♦ Bank Statements Outgoing ♦	
6.	Financial Report	Marina Marson tabled the financial report Motion “that the financial report be accepted” Moved: Marina Marson Seconded: Theresa Manning	CARRIED
7.	Registrars Report	Louise Baker presented the Registrars report Motion “that the Registrars report be accepted” Moved: Linda Hiller Seconded: Theresa Manning	CARRIED
8.	Race Secretary Report/Records	No Report	
9.	Technical Sub- committee Report	No Report Alan Johnston (technical chair) presented Conditions of Entry for last chance qualifying meets. Motion “that the COE be accepted” Moved: Alan Johnston Seconded Karen Donnell	CARRIED

10.	Athlete & Coach Development Report	Melissa Wilson <ul style="list-style-type: none"> No Report 	
11.	Grants Report	Grants Officer (vacant) <ul style="list-style-type: none"> 	
12.	General Business	<p>12.1 Mount Isa Swim Club</p> <ul style="list-style-type: none"> SQ will be conducting clinics in Mount Isa and it has been suggested SNQ Representatives attend for a few days to assist in getting the club running again. Alan Johnston and Theresa Manning willing to attend. <p>12.2 SNQ Captains</p> <ul style="list-style-type: none"> Acceptance letter to be forwarded to the new Captains. Linda Hiller to forward duties list to Management for any additions/amendments and will then forward to SNQ Captains once acceptance letters have been signed. <p>12.3 Code of Conduct</p> <ul style="list-style-type: none"> Alan Johnston will print off the Code of Conduct and distribute to all clubs in the SNQ Region. Linda Hiller will also forward the Code of Conduct to all clubs and request this be distributed to all members. <p>12.4 Competition level for Region</p> <ul style="list-style-type: none"> Theresa Manning has been speaking with Brant Best regarding our options to increase competition levels within the SNQ Region. Theresa to speak with Brant to see if he can organise for CQ Regional Committee meet with us to discuss the options for the coming season. <p>12.5 SNQ Club Compliance and Reporting</p> <ul style="list-style-type: none"> It has come to the attention of the SNQ Management Committees attention that there have been a number of clubs over the last couple of years who have been non-compliant with their Constitution and reporting obligations. So as SNQ can better assist all clubs within the region and ensure they are following correct procedures it was decided all SNQ clubs will be required to forward a copy of their AGM minutes and audited financial statements to SNQ. <p>12.6 Lease of Office Space</p> <ul style="list-style-type: none"> The Manager of the NQ Sports house advised there was an opportunity for SNQ to rent an office space from the facility. This was discussed and the office (which would be a shared office) was inspected. The monthly rent would also include storage options for the tents that are currently housed with Louise Baker. The rent for the office would be \$71.32 per month and a decision was made this would be a great step forward for SNQ to have a home base. Linda Hiller to liaise with Denis Russell to organise relevant paperwork. <p>Motion: <i>“that the SNQ Management Committee hire the office space at NQ Sports House for \$71.32 per month”</i></p> <p>Moved: Theresa Manning</p> <p>Seconded: Alan Johnston</p>	<p>Alan Johnston and Theresa Manning to discuss travel arrangements</p> <p>Linda Hiller to forward letter to Captains</p> <p>Linda Hiller and Alan Johnston to distribute Code of Conduct</p> <p>Theresa Manning to arrange meeting through Brant Best</p> <p>Linda Hiller to advise clubs of this decision.</p> <p>Linda Hiller to advise Denis Russell SNQ accepts the offer to rent a shared office space with the Sports House and to request the relevant paperwork be commenced.</p>
13.	Next Meeting	TBC	
14.	Meeting Closed	4.30	