

MINUTES OF: <b>Swimming North Queensland – Management Committee Meeting</b>			
<b>Date:</b> 6 <sup>th</sup> January 2018	<b>Time:</b> 10.30am	<b>Chair:</b> Theresa Manning	<b>Venue:</b> Sports House
<b>Present:</b> <b>Committee</b> – Theresa Manning (President), Karen Donnell (Vice President), Linda Hiller (Secretary), Marina Marson (Treasurer), Alan Johnston (Technical) <b>Observers</b> – Nil <b>Guests</b> – Nil			
<b>Apologies:</b> Nil			

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	9:40am	
2.	Present/Apologies	♦ As above	
3.	Previous Minutes	Previous minutes were tabled. <b>Motion</b> “that the previous minutes be accepted” 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 Theresa has advised there are no changes to the report</li> </ul> <b>Motion</b> “that the Child & Youth Risk Policy be adopted” Moved Theresa Manning Seconded Karen Donnell <ul style="list-style-type: none"> <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 correspondence to members</li> <li>4.4 Competition level for swimmers in the Region (theresa to contact FNQ region)</li> <li>4.5 Invoice to GBR for Timing system – Marina advised invoice has been sent</li> <li>4.6 Level 3 trip 2018 awaiting advice if camp must be held on Gold Coast – Marina waiting to hear from Melissa Stanford</li> <li>4.7 Round 5 Get Going Grant has been acquitted and outstanding fees paid</li> <li>4.8 SNQ Captains - Draft duties letter was compiled and approved by Management and accepted by captains – copy is attached</li> <li>Website access to be given Michelle Andrejic (Mar-Comms Officer) – Theresa advised Michelle Andrejic has been given access to website. Theresa Manning to advise Michelle that all changes and new additions to the website must first be approved by Theresa.</li> </ul>	<b>Carried</b>  Lindy ongoing Theresa ongoing Theresa ongoing  Marina ongoing  Nil Nil  Theresa to contact Michelle
5.	Correspondence	Incoming <ul style="list-style-type: none"> <li>Letter from Sport and Rec advising acquittal of Round 5 grant and amount of \$714.18 was payable</li> <li>Suncorp bank statements</li> </ul> Outgoing <ul style="list-style-type: none"> <li>Nil</li> </ul>	<b>Nil</b>
6.	Financial Report	Marina Marson tabled the financial report  <b>Motion</b> “that the financial report be accepted” Moved Marina Marson Seconded Theresa Manning	<b>CARRIED</b>
7.	Registrars Report	Louise Baker presented the Registrars report  <b>Motion</b> “that the Registrars report be accepted” Moved Linda Hiller Seconded Alan Johnston	<b>CARRIED</b>

Item No.	Discussion Item	Details	Actions/Outcomes
8.	Race Secretary/Records Report	<ul style="list-style-type: none"> <li>No Report</li> </ul>	<b>NIL</b>
9.	Technical Report sub	<ul style="list-style-type: none"> <li>Alan Johnston advised Simon Cushing passed his Referees exam in December. SNQ Management Committee congratulates Simon Cushing on this achievement. SNQ region was well represented at Qld State Championships which was great to see. Alan Johnston has requested documents from last meeting be uploaded to website and advised he has sent Theresa Manning further documents to be uploaded. It was discussed that Alan Johnston will now forward these documents to Michelle Andrejic. Theresa to forward Alan Johnston Michelle Andrejic's email contact. First meet for the 2018 year is Ayr and Karen advised as Referee she will forward out request to assist to all officials</li> </ul> <p><b>Motion</b> <i>"that the Technical report be accepted, and the above documents be uploaded to the SNQ website"</i> Moved Alan Johnston Seconded Karen Donnell</p> <ul style="list-style-type: none"> <li>Karen Donnell requested SNQ purchase the latest Fina Rule books for all referees in the region.</li> </ul> <p><b>Motion</b> <i>"that Alan Johnston obtain a quote for the purchase of Fina books for all level 1 and above Referees in the SNQ region"</i> Moved Karen Donnell Seconded Alan Johnston</p>	<p><b>CARRIED</b></p> <p>Theresa to forward Alan Johnston email details for Michelle Andrejic and Alan Johnston will then forward documents to Michelle to upload to website.</p> <p>Alan Johnston to obtain quote for purchase of Fina Rule books</p>
10.	Athlete and Coach Development Report	<p>No report received from Melissa Wilson.</p> <ul style="list-style-type: none"> <li>Karen Donnell queried what her position is on the A &amp; C Sub Committee as there was nothing stipulated. A discussion was held regarding Management Committee on sub committees and it was decided that any Management Committee member who takes a role on a sub committee will automatically become chair of that subcommittee.</li> </ul> <p><b>Motion</b> <i>"that when a member of the Management Committee take a role on a Sub Committee they will automatically become Chair of that Sub Committee"</i> Moved Theresa Manning Seconded Marina Marson</p> <ul style="list-style-type: none"> <li>Karen Donnell advised that she intends to set up regular meetings via skype with the Sub Committee members</li> <li>Melissa Wilson forwarded time standards received from SQ and requested confirmation from SNQ on the SNQ Development Squad.</li> </ul> <p><b>Motion</b> <i>"that the time standards received from SQ be adopted by the SNQ region for development squad purposes, and will recognise performances from 1<sup>st</sup> May 2017 – 30<sup>th</sup> April 2018"</i> Moved Theresa Manning Seconded Karen Donnell</p> <ul style="list-style-type: none"> <li>Development Planning – Mark Erickson (Head Coach A &amp; C Sub Committee) forwarded a draft development plan for Management to look at. It was decided Karen Donnell (Chair A &amp; C Sub Committee) would discuss the 2018/2019 development plan at the next A &amp; C sub committee meeting and bring to the next Management meeting for approval</li> <li>A discussion was held regarding the possibility of new State Team Relay shirts for 2018 State Championships. Karen Donnell to add this to the Agenda at the next A &amp; C Sub Committee meeting and invite the SNQ Regional Captains to assist with the design of shirt. Lindy to forward Captain contact details to Karen Donnell.</li> </ul>	<p><b>CARRIED</b></p> <p>Karen Donnell to contact Sub Committee to discuss Skype meetings</p> <p><b>CARRIED</b></p> <p>Karen Donnell to discuss plan with the sub committee</p> <p>Karen Donnell to discuss new shirt design with captains and A &amp; C subcommittee. Lindy Hiller to forward SNQ Captain contact details to Karen Donnell</p>

Item No.	Discussion Item	Details	Actions/Outcomes
11.	Grants	<p><b>Position Vacant</b></p> <p>Marina Marson is still waiting on a reply from Melissa Stanford (Get Going Grant) as to whether the level 3 camp is required to be held on the Gold Coast. Until this advice is received from Melissa Stanford nothing further can be organised. Marina Marson to continue to attempt to get this information. It was suggested Marina download the copy of application and forward to all Committee members. It was suggested if the camp stipulation is Gold Coast that we should consider requesting approval for the camp to be held elsewhere.</p>	<p><b>Marina Marson to continue to contact Melissa Stanford as it is urgent we find out the camp stipulations. Marina Marson to forward a copy of the Get Going Grant application to Management.</b></p>
12.	General Business	<p><b>12.1 Get Going Grant</b></p> <ul style="list-style-type: none"> <li>Suggestions from Mark Erickson for the Level 3 Camp have been received. We cannot consider any further options until we know the stipulations of the location of the camp.</li> </ul> <p><b>12.2 Development Planning 2018/2019</b></p> <ul style="list-style-type: none"> <li>Discussed under A &amp; C reports (section 10)</li> </ul> <p><b>12.3 State Relay Day</b></p> <ul style="list-style-type: none"> <li>Mark Erickson provided feedback from Coaching staff regarding relay day with a suggestion that the meeting time for team members should be a little later in the day in the hope that all athletes could then stay together as a team rather than coming and going. This was discussed and given the time constraints with changes to relay teams being 1.00pm, it is not possible to push the meeting time back any later.</li> </ul> <p><b>12.4 Travel Policy</b></p> <ul style="list-style-type: none"> <li>A travel policy for Management Committee and Sub Committees will be drawn up with similar guidelines as the Officials travel policy with a suggestion that the accommodation is upgraded to a 3.5 star. This will be tabled at the next meeting for final approval. Once approved this will be added to the by-laws.</li> </ul> <p><b>12.5 By-Laws section 13</b></p> <ul style="list-style-type: none"> <li>Section 13 of the SNQ By-Laws needed to be re-worded to come in line with current procedures. These will be presented to the next meeting for approval.</li> </ul> <p><b>12.6 SQ President/Secretary meeting</b></p> <ul style="list-style-type: none"> <li>Karen Donnell (Vice President SNQ) attended the annual President/Secretary meeting in Brisbane. Karen will put together information from this meeting and forward to Management.</li> </ul>	<p><b>Nil</b></p> <p><b>Nil</b></p> <p><b>Nil</b></p> <p>Lindy to prepare a travel policy document</p> <p>Lindy to update By-Laws Section 13 as discussed</p> <p>Karen Donnell will forward information from the President/Secretary meeting</p>

Item No.	Discussion Item	Details	Actions/Outcomes
		<p><b>12.7 SQ Body Alignment Clinics</b></p> <ul style="list-style-type: none"> <li>Jade Edmestone has been in contact with Lindy Hiller to advise details of the SQ clinics. Details are as follows: Wednesday, 21st February 2018 – Cannonvale, 4-530PM Thursday, 22nd February 2018 – Mirani, 4-530PM</li> <li>SNQ raised concerns about the timing of the clinics being mid-week as travel will be an issue. Jade Edmestone advised SQ intends to run more of these clinics in different locations next time. Jade also advised invitations for these clinics will only be sent to those athletes that are within travelling distance. SQ to organise invitations and will advise SNQ of details.</li> </ul> <p><b>12.8 AGM Location</b></p> <ul style="list-style-type: none"> <li>The AGM location was discussed, and it was decided the location of the AGM be moved around each year. This year it was decided the AGM will be held in Charters Towers. Lindy to advise Bowen and book a venue in Charters Towers</li> </ul> <p><b>Motion</b> <i>“that the AGM be held in a different location each year to allow all clubs more opportunity to attend”</i> Moved Linda Hiller Seconded Karen Donnell</p> <p><b>12.9 Grievance - Swim Club</b></p> <ul style="list-style-type: none"> <li>Advice has been received from a Swim club regarding a grievance that is currently taking place. This is a confidential matter and details will not be made available to members but will be documented.</li> </ul> <p><b>12.10 NQ Champs</b></p> <ul style="list-style-type: none"> <li>Final draft flyer received from Judy Hicks has been approved and ready to send. Judy Hicks to advise Lindy Hiller when online meet entries are finalised, so flyer can be sent.</li> <li>Marina advised the medals ordered for 2018 NQ Champs still have the old logo on them. Any future orders must contain the new logo and will have SNQ along with logo in the centre and North Queensland Championships printed around the outside of the medal. Marina advised upgrade medals also need to be changed.</li> <li>Judy Hicks obtained a quote for embroidery of Age Champion towels which is \$10.00 per towel. Lindy Hiller to advise Judy Hicks to organise the embroidery of 20 towels with the wording as agreed at last month's meeting.</li> <li>Hire of Long Tan Pool – Lindy Hiller to request quote and book the Long Tan Pool facility. Due to the hire fee of the 25m pool (around \$1700.00 for 1.5days) it was decided this year this would not be offered.</li> <li>Marina Marson to apply for grant through Council to have part of this fee waived</li> <li>Lindy Hiller to send email to Gardens swim club to offer them the opportunity to cater for the weekend</li> <li>Alan Johnston will organise the hire of chairs for timekeepers and marshalling</li> <li>Lindy Hiller to send out nominations to all clubs for Volunteer of the Year</li> <li>Alan Johnston to discuss with Technical Sub Committee and decide Official of the Year</li> <li>Linda Hiller to email SNQ Captains to advise them of reading of the oath and presentation to new Captains at NQ Champs</li> </ul>	<p><b>NIL</b></p> <p><b>CARRIED</b></p> <p>As a courtesy Lindy to advise Bowen of this decision</p> <p>SNQ is monitoring this situation and is awaiting further advice</p> <p>Lindy to request quote and book pool Marina to apply to council for waiver of fees</p> <p>Linda Hiller to email Captains</p>

Item No.	Discussion Item	Details	Actions/Outcomes
		<p><b>12.11 SNQ Captains</b></p> <ul style="list-style-type: none"> <li>SNQ Captains for the 2018/2019 season will be announced and presented at NQ Champs. A Selection Policy needs to be drawn up along with a nomination form. These documents will then be forwarded to each club requesting each club nominate one male and one female athlete for consideration for the SNQ Captain role.</li> </ul> <p><b>12.12 Grievance Policy</b></p> <ul style="list-style-type: none"> <li>Lindy Hiller to contact Keven Hasemann (SQ) to confirm with him the step process regarding club grievances as it has been noted some clubs are contacting SQ prior to contacting SNQ. This will then be added to the by-laws.</li> </ul>	<p>Theresa Manning and Lindy Hiller to work on documents</p> <p>Lindy Hiller to contact Kevin Hasemann</p>
13.	Next Meeting	<b>3<sup>rd</sup> February (directly after Tourist meet)</b>	
14.	Meeting Closed	<b>2.35pm</b>	

