

## Swimming North Queensland – Management committee Meeting

<b>Date:</b> 3 <sup>rd</sup> February 2018	<b>Time:</b> 7.00pm	<b>Chair:</b> Theresa Manning	<b>Venue:</b> Conference room Quest North Ward
<b>Invitees:</b> <b>Committee</b> – Theresa Manning (President), Karen Donnell (Vice President), Linda Hiller (Secretary), Marina Marson (Treasurer), Alan Johnston (Technical Sub-Committee) <b>Guests</b> – Nil <b>Observers</b> – Nil			
<b>Apologies:</b> Nil			

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	7.20pm	
2.	Present/Apologies	<ul style="list-style-type: none"> <li>As Above</li> </ul>	
3.	Receipt & Adoption of Previous Minutes	Previous minutes dated 6 <sup>th</sup> January 2018 were tabled <b>Motion</b> <i>“that the previous minutes be accepted”</i> Moved: Linda Hiller Seconded: Karen Donnell	<b>CARRIED</b>
4.	Business Arising	4.1 Please refer to action list for all outstanding items from previous meetings 4.2 AJ to obtain quote for Fina rule books – Rule books not available as yet 4.3 Development plan – Karen Donnell to discuss with Dev SC 4.4 New Relay Shirts – Karen Donnell to discuss with Dev SC and SNQ Captains 4.5 Get Going Grant location – Marina still waiting advice from Melissa Stanford 4.6 Travel Policy document for Committee Members was tabled for approval <b>Motion</b> <i>“that the Travel Policy for Committee Members be accepted and be added to the by-laws”</i> Moved: Karen Donnell Seconded: Theresa Manning 4.7 Updated By-Laws section 13 tabled for approval <b>Motion</b> <i>“that by-laws section 13 be accepted”</i> Moved: Theresa Manning Seconded: Karen Donnell 4.8 SQ Pres/Sec meeting – Karen Donnell to prepare a report and forward to Management Committee 4.9 email to Gardens to offer the catering at NQ Champs (move to Gen Business) 4.10 TOR Race Secretary	<b>AJ to order when available</b> <b>Karen - ongoing</b> <b>Karen - ongoing</b> <b>General Business</b> <b>CARRIED</b>  <b>CARRIED</b>  <b>Karen Ongoing</b>  <b>Theresa/Lindy Ongoing</b>
5.	Correspondence	Incoming <ul style="list-style-type: none"> <li>Bank Statements x 2</li> <li>Booking confirmation Arthur Titley Centre Function room - AGM</li> </ul> Outgoing <ul style="list-style-type: none"> <li>Letter to Mayor Jenny Hill inviting to open NQ Champs</li> <li>Letter to McDonalds rep to attend the opening ceremony or presentations NQ Champs</li> </ul>	





		<b>12.9 Timing System</b> <ul style="list-style-type: none"> <li>Alan Johnston suggested two new hand pieces are ordered for the starting systems. Theresa Manning to order 3 handpieces from aquatic elements one of which will be invoiced to the Charters Towers Swim Club as they are also in need of a new one.</li> </ul>	<b>Theresa Manning to order 3 handpieces from Aquatic elements.</b>
13.	Next Meeting	TBC	
14.	Meeting Closed	9.55PM	