

## Swimming North Queensland – Management committee Meeting

<b>Date: 9<sup>th</sup> December 2018</b>	<b>Time: 4.00pm</b>	<b>Chair: Theresa Manning</b>	<b>Venue: Skype</b>
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Present:
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**Apologies:** Karen Donnell, Marina Marson

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	4pm	
2.	Receipt & Adoption of Previous Minutes	Previous minutes from 30 <sup>th</sup> September 2018 were tabled <b>Motion</b> <i>“that the previous minutes be accepted”</i> Moved: Linda Hiller Seconded: Theresa Manning	<b>CARRIED</b>
3.	Business Arising	3.1 Please refer to action list for all outstanding items from previous meetings 3.2	
4.	Correspondence	Incoming ♦ Bank Statements ♦ Cheque from Richmond Swim Club Outgoing ♦ NIL	
5.	Financial Report	Report not required	
6.	Registrars Report	Report not required	
7.	Race Secretary Report/Records	Report not required	
8.	Technical Sub-committee Report	Report not required	
9.	Athlete & Coach Development Report	Report not required	
10.	Grants Report	Report not required	

11.	General Business	<p><b>12.1</b> Payment of travel to Technical Officials - Alan Johnston raised concerns that some officials were not receiving payment for travel expenses at the end of meets. Alan Johnston also advised he was still awaiting payment of travel expenses from the inter - school championships in Charters Towers. Alan will forward necessary information to Linda Hiller for the school swimming for follow up. Alan will forward the copy of expenses forms for officials who still have outstanding expenses for payment by SNQ and SNQ will then forward a tax invoice to clubs. It was suggested it may be an easier option for SNQ to pay officials direct and then invoice clubs. This will be discussed further at the next meeting when Marina Marson is present.</p> <p><b>12.2</b> Cloncurry meet – An email has been received from Cloncurry requesting their meet be approved for 9<sup>th</sup> February 2019. This was discussed and declined due to the fact that there are already two meets being held in the Region on this day, Cloncurry will be offered either the 9<sup>th</sup> or 30<sup>th</sup> March as possible dates for their swim meet. Linda Hiller to advise Cloncurry of this decision and obtain date to be added to the SNQ Calendar.</p> <p><b>12.3</b> Sports House – New Contract for 2019 has been received from the Sports House for the office space.  <b>Motion</b> That the contract be signed for 2019 to again rent out the office space at the sports house.  Moved: Theresa Manning    Seconded: Alan Johnston</p> <p><b>12.4</b> Marina Marson has requested the number of upgrade medals used at the Bowen meet so an invoice can be issued. Theresa Manning to advise number of medals to Marina Marson</p> <p><b>12.5</b> Alan Johnston noted the SC A Grade times were not on the website. These new updated times have not been received from Judy Hicks. Linda Hiller to request times from Judy Hicks and forward to Danielle Henne for the website.</p> <p><b>12.6</b> State Relays – Karen Donnell – (Team Manager), Leigh-Anne Pokarier (Coach), and SNQ Captains Lara and Matt will be in attendance at relay day. Linda Hiller to email all of the above to confirm.</p> <p><b>12.7</b> NQ Champs 2019 – Theresa Manning to make some enquiries with the Mackay Council to see where the timeline is for the new complex in Mackay as preparations need to begin for the organisation of NQ Champs.</p>	<p>Linda Hiller to contact Cloncurry with date options.</p>  <p>Linda Hiller to sign lease on office space.</p>  <p>Theresa to follow up with number of medals used and advise Marina</p>  <p>Theresa to make enquiries.</p>
12.	Next Meeting	TBC	
13.	Meeting Closed	5.10pm	