

# NEPEAN AQUATIC CENTRE

## SWIM CLUB INCORPORATED



### MINUTES OF THE GENERAL MEETING

**Wednesday the 29<sup>th</sup> May 2019**  
**at Nepean Aquatic Centre, Lambridge Place, Penrith**

The meeting was chaired by Wendi Davey and opened at 7.00pm

**Present:** Steve Amies, Jackie Barck, Dave McAuley, Julie Sheldrake, Alan Bentley, Rachel Nekic, Rita Hall, Yulia McAuley, Neil Rowley, Mel Rowley, Cassandra Mobbs, Dave Hanrahan

**Apologies:** Simone Brissett  
 That the attendance as per the **attendance book** and apologies as received be accepted

Moved by: Steve Amies

Seconded by: Wendi Davey

**Positional Updates - Reports**

Position	Reports	Position Held By:
President	<p>It has been a solid start to the season with 2 club nights and a swim –a-thon under our belts. So far everything has been running to time, even though there have been many issues with the new Swim Central system. Club nights have been very hectic for Rita with many parents wanting to discuss the new system and athletes not able to nominate for events. Everything has teething problems, I would like to give a big thank you to Rita for managing the implementation of the new Swim Central system, and this has not been an easy job.</p> <p>Recommendation: Have a quick parents meeting to take people through the new system including how to book on meets.</p> <p>Welcome to the new members of the committee. A number of handovers that have happened, with a few of the departing members holding off on the handover until we have fully transitioned to the new system – this is greatly appreciated.</p> <p>The AGM was incorporated into the summer presentation night, which seemed successful as we have filled many positions that may have not been filled with out attendance. Thank you to all who put their hand up to help.</p> <p>Welcome all new members. Great to see some new faces joining the team.</p> <p>Would like to change the format of the monthly meetings. Looking to trial the sending reports to Steve prior to the meeting, and not have verbal updates. For those reports sent in before the meeting, we’ll use the meeting to manage exceptions only. We need to spend more time forward planning and focusing on the big items. For example, this months meeting will focus on Swim Central, our annual short course meet in August, proposed athlete training camps and the Bunnings BBQ scheduled for June 22.</p>	Wendi Davey

<p>Secretary</p>	<p>Secretary Calendar</p> <ul style="list-style-type: none"> <li>- Quick review for upcoming items</li> </ul> <p>Bunnings BBQ locked in for June 22</p> <ul style="list-style-type: none"> <li>- Need to start calling for volunteers and putting roster together</li> <li>- Spoke with Christie Capilli re: drinks – she’s coming back to me</li> <li>- John Slaughter has offered to donate sausages</li> </ul> <p><b>Note for all:</b> Everyone to please send their updates through to Steve by Friday prior to meeting, so Steve can distribute on Monday prior. This is to keep the meeting as short as possible.</p>	<p>Steve Amies</p>
<p>Race Secretary</p>		<p>Dave McAuley</p>
<p>Metro South West Delegate</p>		<p>Wendi Davey / Karen Bentley</p>
<p>Vice President (competition)</p>	<p>NAC SC Carnival</p> <ul style="list-style-type: none"> <li>- Approved by SMSW, pending submission of the program</li> <li>- Once program has been finalised, it will be sent to SNSW along with the \$10 fee to have put onto their calendar</li> <li>- Forms ready to be sent back to SOPAC</li> <li>- Cost per event agreed at \$7.50 per event (increase of 50c per event from last year) to cover printing costs and offset not selling the program on the day. Instead, put program online with attendees to download</li> <li>- The role of Meet Director is still vacant – who will do this?             <ul style="list-style-type: none"> <li>o Steve to discuss with Neil Joines</li> </ul> </li> <li>- Parking             <ul style="list-style-type: none"> <li>o 4 hours free</li> <li>o Needs to be put on the program and announced on the day</li> </ul> </li> <li>- The committee decided to have the same package this year as we had last year</li> <li>- Set cut off at 2200 entries             <ul style="list-style-type: none"> <li>o Should we be accepting entries via TM file given current Swim Central issues? Will defer this decision for the moment, to see if current Swim Central issues are resolved by the time the meet program is published.</li> </ul> </li> <li>- Dave Cooper on board to organise technical officials</li> <li>- Ensure that the events for the younger swimmers have more accommodating qualifying times</li> <li>- Multi-class events – confirm with Simone / Dave that:             <ul style="list-style-type: none"> <li>o Need to ensure there are no qualifying times</li> <li>o Keep at 100m Free, Back, Fly and Breast events</li> </ul> </li> <li>- Julie to investigate getting sponsors on board             <ul style="list-style-type: none"> <li>o Put sponsors up on screen during warm up and lunch break</li> <li>o Need to provide SOPAC with USB key and images</li> <li>o Scrolling thru with our logo, thx for attendees, etc</li> </ul> </li> <li>- Need to get an invite out to Kathy</li> <li>- JB to send through volunteer sheet</li> <li>- Fuel vouchers for technical officials as a thank you</li> <li>- Ken Forti about catering             <ul style="list-style-type: none"> <li>o Does he want donations for cakes, etc</li> </ul> </li> <li>- Dave H and Fiona Stevens to announce for the day</li> </ul> <p>NAC Open Water Meet</p> <ul style="list-style-type: none"> <li>- Does this need to be added to SMSW and SNSW calendars?</li> </ul>	
<p>Vice President (social)</p>		<p>Mel Rowley / Neil Rowley</p>

<p>Treasurer</p>	<p>Summary Financials for 01/04/19 – 29/05/19</p> <p>Income:           \$ 1,285.78                  Expenses:       \$13,781.70                  Deficit:           \$12,495.92</p> <p>Bank balance     \$22,181.80                  Term Deposit     \$14,000.00</p> <p>Year to date 01/04/19 – 29/05/19</p> <p>Income:           \$ 1,285.78                  Expenses:       \$13,781.70                  Deficit:           \$12,495.92</p> <p>May is traditionally a quite month as we transition from the summer to winter seasons.</p> <p>Our main income for the month was the sponsorship of the lanes for the swim-a-thon (\$800.00)</p> <p>During this period we paid \$11,154.00 for the starting blocks and backstroke ledges (including installation). This was funded with the assistance of a \$10,300 grant from the NSW Government.</p> <p>Other expenses included payment for the accommodation for the senior camp in January and apparel for Speedo Sprint finalists, the SMSW 5-8 meet and the SMSW presentation dinner.</p>	<p>Alan Bentley</p>
<p>Coach</p>	<p>MSW Dinner</p> <ul style="list-style-type: none"> <li>- Great night</li> <li>- Thank you to club for supporting coach, athletes and parents through funding their attendance</li> <li>- Great to be one of the top 5 clubs for the area</li> <li>- Want to see athletes swimming all age events that they qualify for, as a priority over the open meets, so we get more points for age than open and this should improve our standing in the MSW area</li> </ul> <p>Nationals</p> <ul style="list-style-type: none"> <li>- New jackets were well received by athletes</li> <li>- Have some spares for future national representatives</li> </ul> <p>Abbey selected for NSW Emerging Talent Squad team and JB selected to attend on coaching panel</p> <p>Development Plan</p> <ul style="list-style-type: none"> <li>- Different squads and respective programs released by MSW</li> <li>- Details up on Website development page and TeamApp</li> <li>- Once names are released, self-nominations need to be completed ASAP to avoid missing out</li> </ul> <p>Team App</p> <ul style="list-style-type: none"> <li>- Members need to understand that there are two TeamApps – one for squads and the other for the swim club – Members need to ensure they’re a member of both. Also, members need to be financial to be added to swim club TeamApp</li> </ul>	<p>Jackie Barck</p>
<p>Registrar</p>	<p>Need to start identifying and following up those members and parents who are non-financial</p> <p>Swim Central is a massive challenge. Not very intuitive or supportive of the Registrar role at all. Thankfully, we still have access to club lane, which is the saving grace. Without that, we’d be in all sorts of trouble.</p> <p>Membership Status</p>	<p>Cassie Mobbs /                  Dave Hanrahan</p>

	<div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Gender</th> <th style="width: 45%;">Membership Category</th> <th style="width: 40%;">Payment method</th> </tr> </thead> <tbody> <tr> <td>Code</td> <td>Description</td> <td>Count</td> </tr> <tr> <td>6784</td> <td>Dolphin</td> <td>22</td> </tr> <tr> <td>1673</td> <td>Life Member</td> <td>1</td> </tr> <tr> <td>1672</td> <td>Non-Swimmer</td> <td>136</td> </tr> <tr> <td>1670</td> <td>Swimmer</td> <td>176</td> </tr> <tr> <td></td> <td>Total</td> <td>335</td> </tr> </tbody> </table>   <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Gender</th> <th style="width: 45%;">Membership Category</th> <th style="width: 40%;">Payment method</th> </tr> </thead> <tbody> <tr> <td>Code</td> <td>Description</td> <td>Count</td> </tr> <tr> <td>F</td> <td>Female</td> <td>199</td> </tr> <tr> <td>M</td> <td>Male</td> <td>136</td> </tr> <tr> <td></td> <td>Total</td> <td>335</td> </tr> </tbody> </table> <p>New Members Requiring Approval</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Forenames</th> <th style="width: 25%;">Surname</th> <th style="width: 50%;">Gender</th> </tr> </thead> <tbody> <tr> <td>SIENNA</td> <td>GURMAN</td> <td>Female</td> </tr> <tr> <td>CHRISTINE</td> <td>GURMAN</td> <td>Female</td> </tr> <tr> <td>Isabella</td> <td>Moon</td> <td>Female</td> </tr> <tr> <td>Stewart</td> <td>Schoonderwaldt</td> <td>Male</td> </tr> <tr> <td>Paul</td> <td>Schoonderwaldt</td> <td>Male</td> </tr> </tbody> </table> <p>General Business</p> <ul style="list-style-type: none"> <li>- Transfer of database from clubLANE to Swim Central has provided some complications. Not clear as to how memberships will be managed coming to the end of the membership year.</li> </ul> </div>	Gender	Membership Category	Payment method	Code	Description	Count	6784	Dolphin	22	1673	Life Member	1	1672	Non-Swimmer	136	1670	Swimmer	176		Total	335	Gender	Membership Category	Payment method	Code	Description	Count	F	Female	199	M	Male	136		Total	335	Forenames	Surname	Gender	SIENNA	GURMAN	Female	CHRISTINE	GURMAN	Female	Isabella	Moon	Female	Stewart	Schoonderwaldt	Male	Paul	Schoonderwaldt	Male	
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<p>Property Officer</p>	<p>Uniform orders</p> <ul style="list-style-type: none"> <li>- Rach to send through info for TeamApp post, asking if anyone requires anything ordered</li> <li>- Look to place order soon</li> </ul> <p>Revamp of the uniform order form</p> <ul style="list-style-type: none"> <li>- Update pricing, pictures and include rep clothing even though they can't be purchased</li> </ul> <p>JB suggested that we look at beanies and / or club jackets (long)</p> <ul style="list-style-type: none"> <li>- Rachel to investigate (carried over from previous meetings)</li> </ul> <p>Drink Bottles</p> <ul style="list-style-type: none"> <li>- Metro South West winter qualifiers / swimmers to receive</li> </ul>	<p>Rachel Nekic</p>																																																						
<p>Publicity Officer</p>	<p>Discuss the attached club flyer</p> <ul style="list-style-type: none"> <li>- Looks great</li> <li>- Green light to publish</li> </ul> <p>Team App</p> <ul style="list-style-type: none"> <li>- Do an audit of current Team App members cross referencing against current financial members – need updated membership list.</li> <li>- Develop a stock standard script as to why only financial members, to protect all members.</li> </ul>	<p>Julie Sheldrake</p>																																																						

	<p>Sponsorship</p> <ul style="list-style-type: none"> <li>- Look at Short Course carnival first - discuss possible sponsors to approach at June meeting.</li> <li>- Which sponsors do we need for SOPAC meet? Money and prizes? Approach past SOPAC meet sponsors first.</li> <li>- Sponsors receive promo as below:             <ul style="list-style-type: none"> <li>o On the NACSC website</li> <li>o On the NACSC Team App (to 150 members)</li> <li>o On the NACSC Facebook page (100 members)</li> <li>o Logos in the Short Course program - ½ page ad (\$50) or sponsor an event (sponsor a block of ten events for \$50)?</li> <li>o On screen during breaks at the meet at SOPAC. Need a USB (give to Trevor?) with our logo and sponsor logos, and various thank you's, raffle, program, etc.</li> </ul> </li> <li>- Then look at obtaining funds going into development of swimmers (camps, etc). As WSC sponsorship previously.</li> </ul> <p>Put Intro Pack on Team App and Website</p> <ul style="list-style-type: none"> <li>- awaiting approval by committee</li> </ul> <p>Presentations and Awards tab on NACSC website</p> <ul style="list-style-type: none"> <li>- need to get names / previous winners up on website</li> </ul>	
<p>Program Committee</p>	<p>Winter Club night schedule</p> <ul style="list-style-type: none"> <li>- Rita has distributed</li> <li>- needs to be finalised and a decision made as to whether or not we continue through the July school holiday</li> <li>- Wendi moved to have June 28 and July 5 as no club nights, voted in the favour, motioned carried</li> </ul>	
<p>Club night Organiser</p>	<p>Swim Central Issues</p> <ul style="list-style-type: none"> <li>- Numerous issues</li> <li>- Swim Central doesn't cater for Team Manager, the tool that clubs use for their club nights</li> <li>- No PBs are coming across</li> <li>- Heats are all mixed up</li> <li>- Making it a real headache for Rita</li> <li>- Look to put out a TeamApp inviting parents along to a Swim Central session on a Friday, to help them with the new registration process</li> </ul>	<p>Rita Hall</p>
<p>AOB</p>	<p>AGM</p> <ul style="list-style-type: none"> <li>- Very successful and positive feedback received</li> </ul> <p>Club members being part of other training squads</p> <ul style="list-style-type: none"> <li>- Needs clarification / amendment to our constitution</li> <li>- Needs to consider what Swimming Australia / NSW regulations are and ensure it complies</li> <li>- Steve to discuss with Neil</li> </ul> <p>Inter-club Challenge Invite from Blacktown</p> <ul style="list-style-type: none"> <li>- more information to be obtained.</li> <li>- Wendi or Steve to discuss further with Blacktown.</li> </ul> <p>Debit Cards</p> <ul style="list-style-type: none"> <li>- No progress</li> </ul> <p>Trophy Cabinet</p> <ul style="list-style-type: none"> <li>- No progress</li> </ul> <p>Club Captain Expectations</p> <ul style="list-style-type: none"> <li>- Need to document and advise nominees / captains to ensure that they are aware of what they are</li> <li>- Action for Wendi to discuss with current captains</li> </ul>	

	<p>Items for discussion</p> <ul style="list-style-type: none"> <li>- targets for 2018/19 fundraising and budget. Agreed this needs to be discussed separately. Perhaps more structure around how this is done. Maybe if there is availability to meet Mid January 2019.</li> <li>- Neil to organise a budget spreadsheet</li> </ul> <p>New Shirt Designs</p> <ul style="list-style-type: none"> <li>- Steve and Wendi met with Jason Barton to discuss</li> <li>- Jason to report back with: <ul style="list-style-type: none"> <li>o Material / samples</li> <li>o Designs</li> <li>o Cuts</li> <li>o etc</li> </ul> </li> </ul> <p>Swimming Blocks</p> <ul style="list-style-type: none"> <li>- Installed</li> <li>- Finalising paperwork for NSW Government Grants Dept</li> <li>- Will look at covers for them, to prevent the general public from using and potentially damaging them</li> </ul> <p>Swim-a-thon</p> <ul style="list-style-type: none"> <li>- 34 swimmers</li> <li>- \$4482 collected from swimmers so far</li> <li>- Certificates drawn up for laps completed</li> <li>- Fantastic feedback received from parents and swimmers</li> </ul> <p>Proposed trips away</p> <ul style="list-style-type: none"> <li>- Short Course Meeting at Hobart, 10/11 Aug <ul style="list-style-type: none"> <li>o Bus, Accommodation, airfares, food, \$723 per person based on 9 ppl, 4 nights away</li> <li>o 10 Athletes, coach and team manager</li> <li>o Look to target 11-14 age group</li> </ul> </li> <li>- NZ Champs 8-12 Oct <ul style="list-style-type: none"> <li>o Airfares (\$463 return), accommodation, vehicle, food, transport - approx. \$1000pp</li> <li>o Looking at more senior level</li> </ul> </li> <li>- Training Camp in Jan, Therdbo <ul style="list-style-type: none"> <li>o Pre-national targeted</li> </ul> </li> <li>- Jackie asked to have these communicated out to the club to gather interest, Wendi moved, all voted in favour</li> </ul> <p>Friday club night</p> <ul style="list-style-type: none"> <li>- Look to get some raffles happening</li> </ul> <p>Westmead Children's Hospital</p> <ul style="list-style-type: none"> <li>- New fundraising campaign to help children</li> <li>- Our very own Matilda Mobbs will be one of the faces of the new campaign</li> <li>- Is the club happy for us to use the club name and JB's name in any media (digital, print, etc)? All agreed the we certainly were. Julie can assist in this area as well.</li> <li>- New campaign launches in July</li> </ul> <p>Cassie's husband Adam is the Sports Editor for the Daily Telegraph and is happy to help with fundraising - prizes, people / guest appearances, experiences, etc</p>	
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**ACTION ITEMS**

Item	By Who / When	Status	Comment
New club member starter pack	With Wendi to pass to Jackie		Draft sent to Julie for review, prior to passing by the rest of the club committee
Club record claiming form to be created and published on the club website	Simone Brissett & Jackie Barck		
Develop process for swim-a-thon for next year	(Club night organiser and VP Social and Publicity Officer)	Completed	Suggested dates are date of first Winter Club night, the week prior or week 2 of Winter Club night season. Need to work on getting lane sponsors and sponsor forms out
Draft up process for OHS issues that may happen at our facilities / events	Wendi Davey		
Junior Dolphins event	Alan Bentley		Ideas for special events
Long Service Recognition for club members	Dave Hanrahan		List of club members and when they joined/how long they have been members of the club for possible long service medal
Introduction Letter	??		Has been suggested an introduction letter is made on how to enter club night for all new members
Check list for new members joining the club. People seem to be moving up from Sharks and not joining.	??		Jackie to provide Julie with a check list on what people need to do
Club Records	Simone Brissett		Jackie to supply Neil with a list of all open water swimmers and Neil can create them. No MC records shown either  Simone has been gathering the information however there are some gaps that will require some further investigation

Meeting closed at: 9:30pm

Next Meeting

Date: 26<sup>th</sup> June 2019  
 Location: Meeting Room Upstairs  
 Nepean Aquatic Centre  
 Start Time: 7:00pm

The chairman thanked all members for their attendance then declared the meeting closed.

Confirmed as a true and correct record:

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President: **Wendi Davey**

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Secretary: **Steve Amies**