

# NEPEAN AQUATIC CENTRE

## SWIM CLUB INCORPORATED



### MINUTES OF THE GENERAL MEETING

**Wednesday the 3<sup>rd</sup> July 2019**  
**at Nepean Aquatic Centre, Lambridge Place, Penrith**

The meeting was chaired by Wendi Davey and opened at 7:00pm

**Present:** Rachel Neki, Wendi Davey, Steve Amies, Jackie Barck, Dave Hanrahan, Cassie Mobbs, Neil Rowley, Mel Whiteman, Julie Sheldrake, Dave McAuley, Rita Hall

**Apologies:** Alan Bentley  
 That the attendance as per the **attendance book** and apologies as received be accepted

Moved by: Steve Amies

Seconded by: Neil Rowley

**Positional Updates - Reports**

Position	Reports	Position Held By:
President	<p>Club night continues to run well especially because of Rita’s growing knowledge of Swim Central. Well done Rita on the acknowledgement from Swimming Australia for your help in ironing out problems they did not foresee.</p> <p>After spending time in the marshalling room last week, I would encourage the new club captains to help in that room to gain understanding of how difficult the volunteer marshalling staff have it. I would the challenge them to come up with a solution of how we can make that experience better hence encouraging more volunteers to assist in that role. This is the are we need to come up with strategies to make the night run even smoother. Very frustrating job.</p> <p>We have been asked to help trial the activation of NSW kids active vouchers, this is because we placed the enquiry with swimming NSW, on how to use them. We will keep you informed as how successful this is.</p> <p>To help reduce the amount of time spent on retrospective reports, could you please send any outstanding reports reply to all so we can read prior to the meeting. I appreciate you may not have time to write and send to Steve,, I would encourage you to make this to happen each month as this year we are going to target our meetings as future focused driving our work rather than spending an hour on the past month. In the interest of time, tonight I will call for exception reporting and will then move to the agenda items below, I hope you are all okay with this way forward.</p> <p>Tonight I would like to spend our time talking about the following items:</p> <ul style="list-style-type: none"> <li>- Submitting monthly reports and agenda items</li> <li>- Tasmania Trip</li> <li>- NACSC Short course race meet                         <ul style="list-style-type: none"> <li>o Swimming NSW website – Steve to follow up if payment has been received</li> </ul> </li> </ul>	Wendi Davey

	<ul style="list-style-type: none"> <li>○ Sponsorship</li> <li>○ Catering</li> <li>○ Fuel vouchers for officials, or other suggestions</li> <li>○ Volunteers</li> <li>○ Raffles</li> <li>○ Other outstanding tasks</li> <li>- Club Captains             <ul style="list-style-type: none"> <li>○ Captains, Arianne and Ryan</li> <li>○ Vice Captains – Taylor and Oskar</li> <li>○ Apparel                 <ul style="list-style-type: none"> <li>▪ New shirt with embroidery on it</li> </ul> </li> <li>○ Job Statement (statement of duties)                 <ul style="list-style-type: none"> <li>▪ What are the expectations of the captains / vice captains?</li> <li>▪ Wendi to put something together and send around for feedback</li> </ul> </li> <li>○ Announcement via team app                 <ul style="list-style-type: none"> <li>▪ Julie to arrange</li> </ul> </li> </ul> </li> <li>- Direct debit options for people wishing to purchase uniforms</li> <li>- Microphone - has the cord arrived             <ul style="list-style-type: none"> <li>○ Nope</li> </ul> </li> <li>- Uniform policy and how to encourage kids to adhere to this             <ul style="list-style-type: none"> <li>○ Need to look at how the uniform policy document is laid out, to make it easier to understand</li> </ul> </li> <li>- Work though the outstanding items in the minutes to either remove or action</li> <li>- Changing the date of next month's meeting as there will be a number of key team members away</li> <li>- General Business</li> </ul> <p>Email from Steve now to ask for report and agenda items as separate submissions</p>	
<p>Secretary</p>	<p>Secretary Calendar</p> <ul style="list-style-type: none"> <li>- Quick review for upcoming items</li> </ul> <p>Bunnings BBQ</p> <ul style="list-style-type: none"> <li>- Really successful day, finishing with a profit of just over \$1800</li> <li>- Fantastic turn out of volunteers, including a record number of kids stepping up to help out</li> <li>- Steve to send 'wrap up' to Julie for publishing on TeamApp</li> </ul> <p>Working with Children Register</p> <ul style="list-style-type: none"> <li>- Steve following up new committee members and existing ones with expired WWC numbers</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>Have entered a number of manual entries for the MSW SC June 2019 age championships along with the relays.</p> <p>Swimmers are still encountering issues with qualifying times not showing correctly in swim central.</p> <p>NAC Meet</p> <ul style="list-style-type: none"> <li>- Our August meet at SOPAC is now up and running on Swim Central. Swimmers can now enter.</li> <li>- Have sent the flyer for our august meet to Greta.</li> <li>- Will be contacting the Brendon the medal guy about medals for our meet and to confirm that he will be attending.</li> </ul>	<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>- Finalised program sent to SNSW and Alan asked to pay \$10 to get this up on to their calendar</li> <li>- Completed forms sent back to SOPAC</li> <li>- The role of Meet Director is still vacant – who will do this?             <ul style="list-style-type: none"> <li>o Steve discussed this with Neil Joines</li> <li>o Neil will be there as an official so may not be able to be the Meet Director</li> <li>o Steve Amies happy to step into role as lean on Neil if / when required on the day</li> </ul> </li> <li>- Dave Cooper on board to organise technical officials             <ul style="list-style-type: none"> <li>o Steve to follow up with Dave mid-July</li> </ul> </li> <li>- Need to get an invite out to Kathy             <ul style="list-style-type: none"> <li>o Spoke with Kathy and she’s fully on board</li> <li>o Also offered to assist Dave McAuley in lead up to meet</li> </ul> </li> <li>- JB to send through volunteer sheet             <ul style="list-style-type: none"> <li>o Need more parent volunteers</li> <li>o Julie to put something on TeamApp</li> </ul> </li> <li>- Fuel vouchers for technical officials as a thank you             <ul style="list-style-type: none"> <li>o \$20 value</li> <li>o Who will organise this?</li> <li>o Will wait for Dave to advise who they are</li> </ul> </li> <li>- Ken Forti about catering             <ul style="list-style-type: none"> <li>o Ken isn’t available this year</li> <li>o What are our options?</li> <li>o Cheese and crackers, fruit, sweets, drinks for pool deck</li> <li>o Ask local Woolies and Coles for donations, which usually come in the form of vouchers</li> <li>o Mel to take on this role</li> </ul> </li> <li>- Dave Hanrahan and Fiona Stevens to announce for the day</li> <li>- Medals             <ul style="list-style-type: none"> <li>o Medal man locked in</li> <li>o Medals?                 <ul style="list-style-type: none"> <li>▪ Westpac, thru Les Bleasdale, is sponsoring medals for SC and Open Water meet</li> <li>▪ \$3850 paid to medal man, just need to advise him what we want</li> <li>▪ Dave to work out how many are needed and email him</li> </ul> </li> <li>o Relay trophy to accompany \$100 prize money</li> </ul> </li> <li>- Qualifying Times             <ul style="list-style-type: none"> <li>o Dave M to pull them out and edit current program to add these</li> <li>o Also try and get the updated one to SNSW</li> </ul> </li> <li>- Dave M to email all race secretaries and send them our flyer             <ul style="list-style-type: none"> <li>o Program needs to be updated, to replace the ‘\$5 for program’ with ‘program available online’</li> </ul> </li> <li>- Sponsorship             <ul style="list-style-type: none"> <li>o Not a lot of sponsors prepared to contribute at this point - asked 10 businesses, 2 have said no, 1 said yes, 7 no reply at this stage</li> <li>o Julie to resend the flyer to committee to help with soliciting sponsorship</li> <li>o Neil and Mel have a number of sponsorship targets in mind</li> </ul> </li> <li>- Raffles             <ul style="list-style-type: none"> <li>o Neil to put a TeamApp posting together and send to Julie, asking for hamper donations</li> </ul> </li> <li>- Paddles to make an appearance</li> <li>- Program to be updated with Multi Class medals being awarded</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> <li>- Participation medal for 1km swimmers</li> </ul>	
<p>Vice President (social)</p>		<p>Mel Rowley / Neil Rowley</p>

Treasurer	<p>Summary Financials for 01/04/19 – 29/05/19</p> <p>Income:           \$ 4,156.79 Expenses:         \$ 4,660.13 Deficit:           \$ 503.34</p> <p>Bank balance     \$22,571.96 Term Deposit     \$14,000.00</p> <p>Year to date 01/04/19 – 26/06/19</p> <p>Income:           \$ 5,442.57 Expenses:         \$18,441.83 Deficit:           \$12,999.26</p> <p>Our main income for the month was the from the Bunnings BBQ (1,811.45) and club night entries (\$1830.00).</p> <p>During this period the main expenses were \$2,959.14 for support of swimmers and coaches at the Australian Swimming Championships (Age, open and open water) and lane hire for winter club night (\$1,193.50).</p>	Alan Bentley
Coach	<p>Tasmania Trip</p> <ul style="list-style-type: none"> <li>- Nominations asked for and 12 received</li> <li>- Sarah Kimmings will be Team Manager, assisting JB</li> <li>- Steve to obtain Sarah's WWC number for club register</li> <li>- 14 heading down incl JB and Sarah</li> <li>- JB would like to take all of them, but it will mean a bus and a car being used for transport</li> </ul> <p>JB asked the committee to ratify the following:</p> <ol style="list-style-type: none"> <li>1. Sarah Kimmings as Team Manager and that her and JB costs would be covered by the club (costs still being finalised) – Approved</li> <li>2. JB to take 12 athletes and \$250/head covered by the club – Approved</li> </ol> <p>Update post meeting:</p> <ul style="list-style-type: none"> <li>- JB has advised that the final costs are as follows: <ul style="list-style-type: none"> <li>o Air fares had increased to \$486 return</li> <li>o The car hire costs came to \$190</li> <li>o Costs per athlete came in at \$850, of which the club is funding \$250</li> <li>o With coach and team manager costs coming to \$1700, the total amount of club funding for the Tasmania trip is \$4700</li> <li>o Total club funding for Tasmania trip was \$4700</li> </ul> </li> </ul>	Jackie Barck
Registrar	Need a list of parents who are unfinancial when they have swimmers under 15 yrs	Cassie Mobbs / Dave Hanrahan
Property Officer	<p>Report</p> <ul style="list-style-type: none"> <li>- All uniform order forms have been updated with current images and prices and posted on the website.</li> <li>- Order forms have now been separated in to 3 separate forms: <ul style="list-style-type: none"> <li>o General club apparel</li> <li>o Club swimwear</li> <li>o Representative apparel</li> </ul> </li> <li>- General apparel orders have been taken and order submitted.</li> <li>- Club parka and beanie designs have been finalised. Orders have been taken and placed.</li> </ul> <p>Agenda Items</p> <ul style="list-style-type: none"> <li>- Possibility of using direct bank transfer of funds for ordering uniforms. <ul style="list-style-type: none"> <li>o Steve sent details to Rachel</li> </ul> </li> </ul>	Rachel Nekic

	<ul style="list-style-type: none"> <li>- Suggestions for club captain apparel: Embroidered shirt? Embroidered sleeve of a jacket? Pin with logo? Badge?                             <ul style="list-style-type: none"> <li>o Agreed to issue a new shirt with role and year embroidered on</li> <li>o Also look to do for 2018/19 club captains</li> </ul> </li> </ul>	
Publicity Officer	<p>Sponsorship: NAC Meet</p> <ul style="list-style-type: none"> <li>- Finding it tough to get sponsors this year. Not as much money around</li> </ul> <p>Team App:</p> <ul style="list-style-type: none"> <li>- Best time to do an audit of current Team App members cross referencing against current financial members? Need updated membership list.</li> <li>- Develop a standard script as to why only financial members, to protect all members.</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>New tab – Presentations and Awards</p> <ul style="list-style-type: none"> <li>- need to get names / previous winners up on website</li> </ul>	Julie Sheldrake
Program Committee		
Club night Organiser	<p>List of competitors for winter season</p> <ul style="list-style-type: none"> <li>- Rita to pull a list together and send to Steve to reconcile against receipt book</li> </ul>	Rita Hall
AOB	<p>Club member behaviours</p> <ul style="list-style-type: none"> <li>- Disrespectful comments from parents / kids about others had been overheard by others and they were upset with what they heard</li> <li>- Look to promote clear expectations of parents and athletes with regards to what behaviours are acceptable and expected</li> </ul> <p>Marshalling Protocols</p> <ul style="list-style-type: none"> <li>- We need to ensure that our athletes are fully aware of what their rights and obligations are in relation to race meets</li> <li>- A few athletes missed their races because they were either late or the officials hadn't followed the right process</li> </ul> <p>Club members being part of other training squads</p> <ul style="list-style-type: none"> <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>- ?</li> </ul> <p>Trophy Cabinet</p> <ul style="list-style-type: none"> <li>- ?</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>New Shirt Designs</p> <ul style="list-style-type: none"> <li>- What's next to get this moving forward again?</li> </ul>	

	Swimming Blocks <ul style="list-style-type: none"> <li>- Paperwork for NSW Government Grants Dept completed</li> <li>- Will look at covers for them, to prevent the general public from using and potentially damaging them</li> </ul>	
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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	Dave McAuley & Jackie Barck		
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	Dave McAuley		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: 9:20pm

Next Meeting

Date: 31<sup>st</sup> July 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**