

NEPEAN AQUATIC CENTRE

SWIM CLUB INCORPORATED



MINUTES OF THE GENERAL MEETING

Wednesday the 25th September 2019
at Nepean Aquatic Centre, Lambridge Place, Penrith

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

Present: Steve Amies, Wendi Davey, Rachel Nekic, Neil Rowley, Jackie Barck, Julie Sheldrake, Alan Bentley

Apologies: Dave McAuley, Dave Hanrahan, Rita Hall, Mel Whiteman
 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	Presentation night <ul style="list-style-type: none"> - Oscar to talk around the video - Kayla leadership video - JB PowerPoint presentation and coach's encouragement award - Use a similar structure to last year <ul style="list-style-type: none"> o Captains and committee members involved - Wendi to put run sheet together - Awards for Multi-Class swimmers - Games for prizes – Neil to organise - Room layout - 	Wendi Davey
Secretary	Secretary Calendar <ul style="list-style-type: none"> - Quick review for upcoming items Working with Children Register <ul style="list-style-type: none"> - All up to date Bunnings BBQ looking like Dec 2019 <ul style="list-style-type: none"> - Dec 22 locked in, pending completion of paperwork - Will pass over to Neil to run with Winter Club Night Fundraising <ul style="list-style-type: none"> - \$1,617.10 raised, includes over \$500 from Neil's raffles 	Steve Amies

	<p>Note for all: 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>	
Race Secretary	<p>Open Water Meet</p> <ul style="list-style-type: none"> - Swimmers are now entering the open water online through swim central. - So far so good, no emails complaining they can't enter. - Medals - Program Flyer <ul style="list-style-type: none"> o Flyer completed and up onto club website and SMSW website o Awaiting sponsor confirmation o NACSC to 'sponsor' \$1k for top club o Commit to same prize money as last year so we can get program out and entries coming in, then worry about where we get the funds from between now and then - Kathy confirmed and other officials have replied to John Rolhoff in support - Alan send volunteer list / spreadsheet through to Jackie to pull together - Alan to meet with Kathy re: improvements for the day - Swimming Australia registered swimmers need to register via Swim Central. Non-registered swimmers to use 'Register Now' process - Catering <ul style="list-style-type: none"> o morning tea: apple, snack, lollies, chips in a bag o Neil and Mel to organise o Water for athletes – 400 bottles required <p>Regatta centre approval done Risk assessment forms to be received and completed SMSW approvals complete and up on their website Water safety and first aid via SES 95% confirmed Technical officials looking good Equipment hire good to go Canoe's and kayaks – better structure this year. Each allocated zones. Need at least 4 Swim caps in progress Medals – Alan to count and confirm enough Trophy – need a top club trophy, may already be there Online entries for non-registered swimmers available Race announcer locked in Email campaign to be sent out to last year's entrants 730am for 1km start Stampers need to start by 630, be at the venue by 615am ready for briefing Insurance indemnity forms need to be completed before check in, otherwise no number / swim</p> <ul style="list-style-type: none"> - sent out in group email - collected on the day at registration - have spares on the day for those who don't bring them <p>Club Records</p> <ul style="list-style-type: none"> - Dave to investigate 	Dave McAuley
Metro South West Delegate		Wendi Davey / Karen Bentley
Vice President (competition)		
Vice President (social)		Mel Rowley / Neil Rowley

Treasurer		Alan Bentley
Coach	<p>Trivia Night / Social Event</p> <ul style="list-style-type: none"> - Comedy for a cause? How did Dave H's cricket club find it? - 'Red Faces' for the kids - Julie to send some info through 	Jackie Barck
Registrar	<p>Members can now renew their membership through Swim Central. I'll send through a message and instruction sheet/link later tonight.</p>	Cassie Mobbs / Dave Hanrahan
Property Officer	<p>Report</p> <ul style="list-style-type: none"> - I have been in contact with 'Soul sports', the company Jason was working with in regards to training apparel. I have received the prices and artwork for the shirts & singlets at the stage Jason got up to. There are 2 options (imported and Australian made). - I have also contacted 'Game clothing', the company we use for the representative shirts. I have received a quote for the prices of the shirts and singlets and am waiting on the artwork to come through. <p>Clothing Designs Going Forward</p> <ul style="list-style-type: none"> - Discussion about what we want regarding the designs of the shirt & singlet. Process going forward. - Rach to get some designs from a couple of possible providers and send them around. 	Rachel Nekic
Publicity Officer	<p>NACSC Short Course Meet</p> <ul style="list-style-type: none"> - USB of pics from NACSC meet – awaiting a selection from jb - Update with new 2019 Team Photo on FB page and reception brochure. - Do video from meet day. <p>Membership renewal TeamApp to go out</p> <p>Swim Story re Jordan Amies</p> <ul style="list-style-type: none"> - will discuss with Steve - Not to be published until SMSW and Metropolitan recognition pieces are completed and published <p>Athlete achievements on website:</p> <ul style="list-style-type: none"> - Awaiting copy from JB <p>SC Meet</p> <ul style="list-style-type: none"> - Thank you certificates to sponsors and raffle donators? Julie to provide template. <p>Team App:</p> <ul style="list-style-type: none"> - Best time to do an audit of current Team App members cross referencing against current financial members? Need updated membership list. - Develop a standard script as to why only financial members, to protect all members. - Look to complete on the back of renewals for new swimming year. Check with Dave H / Cassie <p>Put Intro Pack on Team App and Website</p> <ul style="list-style-type: none"> - awaiting approval by committee - Wendi needs latest team photo and 'how to register' letter from Dave H / Cassie <p>New tab – Presentations and Awards</p> <ul style="list-style-type: none"> - need to get names / previous winners up on website 	Julie Shel Drake
Program Committee		

<p>Club night Organiser</p>	<p>Summer season program ready for review.</p>	<p>Rita Hall</p>
<p>AOB</p>	<p>Inter-club Challenge Invite from Blacktown</p> <ul style="list-style-type: none"> - more information to be obtained. - Wendi or Steve to discuss further with Blacktown. <p>Penrith 70.3 Ironman Triathlon</p> <ul style="list-style-type: none"> - Sun 24 Nov - Calling for aid station volunteers <p>Debit Cards</p> <ul style="list-style-type: none"> - ? <p>Trophy Cabinet</p> <ul style="list-style-type: none"> - ? <p>Club Captain Expectations</p> <ul style="list-style-type: none"> - Need to document and advise nominees / captains to ensure that they are aware of what they are - Action for Wendi to discuss with current captains <p>Swimming Blocks</p> <ul style="list-style-type: none"> - Will look at covers for them, to prevent the general public from using and potentially damaging them 	

ACTION ITEMS

Item	By Who / When	Status	Comment
New club member starter pack	With Wendi to pass to Jackie Neil and Mel to assist		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: 9:00pm

Next Meeting

Date: 23rd October 2019

Location: Meeting Room Upstairs
Nepean Aquatic Centre

Start Time: 7:00pm

The chair 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**