

NEPEAN AQUATIC CENTRE

SWIM CLUB INCORPORATED



MINUTES OF THE GENERAL MEETING

Wednesday the 9th May 2018
at Nepean Aquatic Centre, Lambridge Place, Penrith

The meeting was opened and chaired by Neil Joines & Steve Amies opened at 7:00pm

Present Trevor Stevens, Jackie Barck, Alan Bentley, Neil Joines, Steve Amies, Chris Day, Julie Fletcher, Simone Brissett, Rita Hall, Dave McAuley, Sarah Stoneman

Apologies: Dave Hanrahan
That the attendance as per the **attendance book** and apologies as received be accepted

Moved by: Julie Fletcher

Seconded by: Chris Day

Positional Updates - Reports

Position	Reports	Position Held By:
President	<p>Vacant Positions:</p> <ul style="list-style-type: none"> - Club Night Secretary – Simone Brissett nominated Rita Hall, seconded Jackie Barck - President – Steve Amies nominated Wendi Davey, seconded by Chris Day - Club coach – Debbie Heyhoe nominated by Jackie Barck, seconded Neil Joines <p>Rep Swimming has been the focus over the break Presentation well attended and enjoyed. Over 170 attendees Happy with venue and food and many families had dinner to support venue Next focus is club nights / winter season Club meet at SOPAC needs discussing (see Race Secretary section)</p>	Neil Joines
Secretary	<p>Club Meeting Night Change</p> <ul style="list-style-type: none"> - Agreed for Monday over winter and Wednesday over summer 	Steve Amies

SMSW Awards Dinner

- Details below
- Wendy Slaughter not included in club funded payment as only late inclusion
- Will be paid for on night and claimed back through expense reimbursement process
- Neki family made their payment last financial year

Name of Attendees		SMSW Funded	NACSC Funded	Self Funded Amount
Jackie Barck	Head Coach			55
Yvette Amies	Parent			55
Holly Amies	Award Recipient	30		
Terry Hinds	Extra Parent			55
Jodie Wilson	Parent			55
Teagan Hinds	Award Recipient	30		
Rachel Neki	Parent			55
Joe Neki	Extra Parent			55
Ave Neki	Extra sibling			30
Oliver Neki	Award Recipient	30		
Sarah Kimmings	parent			55
Chloe Kimmings	Award Recipient	30		
Britannee Newman	Award Recipient	55		
Andrew Newman	Parent			55
Tracey Newman	Extra Parent			55
Karen Slaughter	Parent			55
Kiani Slaughter	Award Recipient	30		
Abbey Slaughter	Award Recipient	30		
Wendy Slaughter	Parent			55
Manuela Bullard	Technical Official	10		
Sub Total		245	440	
Extra attendee payment total (being paid to NAC)				195
Total Amount Due to be paid to SMSW				635

Request from SMSW Registrar to host short course meet

- 5-8 development meet on Sat March 16, 2019
- Can't be done due to swim school commitments

Rep shirt wearing rules what are they and do they need to be reviewed?

- Discussion had in relation to current rules
- Consensus reached to review these rules
- Guideline to be drawn up by Steve Amies and presented at next meeting
- Review needs to consider
 - o caps and shirts, out grown shirt (club pay for subsequent?)
 - o national shirts (can be worn anywhere / anytime)
 - o Relays? What should they get? A relay shirt?
 - o Jackets – embroidered
 - o Club captain bars to be worn on jackets, and jacket embroidered
 - o Tenure / longevity awards

Appreciation trophies for sponsors

- Certificate for donations up to \$500
- Trophy for anything over \$500
- Trophy recipients invited to awards ceremonies / presentation night

	<p>Participation trophies on awards night – who should / shouldn't get one</p> <ul style="list-style-type: none"> - Why would swimmer who receives either points-score or age champ trophy receive a participation trophy? - Current structure is that if you don't receive a point score trophy, then you get a participation trophy - All other trophies are treated totally separately and given in addition <p>Recognition of swimmer's achievements on Facebook</p> <ul style="list-style-type: none"> - All agreed no, due to protecting our swimmers for several reasons, including parental requests - Facebook page is not our agreed communication channel, this is Team App and the club's web page <p>Facebook memberships, time for a review?</p> <ul style="list-style-type: none"> - Not required, not controlled - While the Facebook page is branded as if it is a club page, it was set up by a club member who wasn't part of the club executive - Julie to post on team app that this is not our official comms channel - It was agreed that we / the exec need to manage who the page admins of the page are - Julie to discuss with current owner - If we take control back of the page, we don't mirror what goes on TeamApp - Facebook page to be communicated / promoted a community group / social tool for all members - Look into limiting the posting of photos - Julie to take on and report back <p>Non-financial members, needs to be followed up</p> <ul style="list-style-type: none"> - With Dave Hanrahan to follow up <p>Parent Meeting</p> <ul style="list-style-type: none"> - Friday 25 May before club night (from 6pm) - Julie to promote via TeamApp - Rita to put on club night entry page - Exec members need to attend to give a face to a name and also provide attendees an overview of who they are and what their role covers 	
<p>Race Secretary</p>	<p>SOPAC Meet</p> <ul style="list-style-type: none"> - SNSW did not approved Aug 5 - Other dates tabled and discussed - Preference Aug 18, SC meet, proving late entries accepted 	<p>Simone Brissett</p>

	<ul style="list-style-type: none"> - Need to find out who is booked in SPOAC for 19th Aug - Steve to follow up with SMSW and report back <p>Neil handing over to Simone on Fri 11 / Sat 12 to complete handover</p>	
Metro South West Delegate		Neil Joines
Vice President (competition)		Vacant
Vice President (social)	<p>Fundraising opportunities discussion</p> <ul style="list-style-type: none"> - Jodie Wilson has offered to assist with fundraising - Julie Fletcher has a list of opportunities and will email them through to Chris Day for further discussion <p>Bunnings BBQ</p> <ul style="list-style-type: none"> - Certificate of currency has expired, need a new one and then apply for another date <p>The implementation of a fundraising events calendar</p> <ul style="list-style-type: none"> - Want to know what events we want to do and what we're raising funds for - 6 mths into the future - Record people who will be involved - Used as starting point for coordinating efforts when approaching business for sponsorship - Would be value in having a more coordinated and professional approach - Everyone will know what the funds are being raised for, should promote a more inclusive approach - Help set fundraising targets <p>Hot dogs and brownies for winter club nights</p> <p>Can we take stock of what prizes we have</p> <ul style="list-style-type: none"> - All with Jackie <p>Going out and asking for donations in community</p> <ul style="list-style-type: none"> - Need to make sure it coordinated and controlled, otherwise we'll risk putting current and potential sponsors off side <p>Sponsorship</p> <ul style="list-style-type: none"> - Who goes out? - Alan, Julie, Jackie have done in the past - Just need to agree beforehand going forward <p>TeamApp vs Club Members</p> <ul style="list-style-type: none"> - Needs to be reviewed? - Julie is doing this periodically 	Chris Day

	<p>Swimming Bags</p> <ul style="list-style-type: none"> - Engine bags for \$50+GST, with club logo for extra \$5+GST - If we did sell them, they would have to be in black as the other colours don't align with club colours - Alan sells Speedo bags so requested that it not happen on NAC premises - Agreed not to proceed with this initiative <p>Swim-a-thon</p> <ul style="list-style-type: none"> - Hold on a Sunday morning - Locked in Sunday June 3 due to availability - Parents to count laps - Morning tea provided - Needs to be all done and dusted by 7:45am, before learn to swim classes - Look to get sponsors (8) involved in sponsoring a lane 	
<p>Treasurer</p>	<p><u>Summary Financials for 01/04/18 – 09/05/18</u></p> <p>Income \$11,595.74 Expenses: \$ 1,656.50 Surplus: \$ 9,939.24</p> <p>Bank Balance: \$16, 823.08 Term Deposit: \$14,000.00</p> <p><u>Year to date 01/04/18 – 09/05/18</u></p> <p>Income \$11,595.74 Expenses: \$ 1,656.50 Surplus: \$ 9,939.24</p> <p>Our main income for the period was \$10,300 from the state government grant. It should be noted that the funds have yet to be received. We also cleared \$964 from the fundraising activities at the summer presentation. Thanks to all those who donated prizes and to Jackie Barck for pulling it all together on the night.</p> <p>The main expenses were \$531 for apparel including gear for the national swimmers and \$480 for the SMSW dinner.</p>	<p>Alan Bentley</p>
<p>Coach</p>	<p>\$964 raised on presentation night for trip away (yet to be determined)</p> <p>60 letters sent out to potential sponsors by email / hand</p>	<p>Jackie Barck</p>
<p>Registrar</p>		<p>David Hanrahan</p>
<p>Property Officer</p>	<p>Monique Joines to work with Dave McAuley to handover role on Fri 11 May</p> <p>Couple of shipments outstanding (Charlottes shirt) to arrive shortly</p>	<p>David McAuley</p>

	<p>Full inventory provided to Club Exec Start of winter comp will see influx of jumper requests</p> <p>Club agreed to subsidise a pair of club branded swimmers for members. Proviso is</p> <ul style="list-style-type: none"> - Orders in by 1 June - Club subsidises 40% for only the first order (equates to a rough estimate of \$1800) - After that, not subsidised - JB and Julie to organise sizing chat and promote - Orders to Dave McAuley 	
Social Secretary		Chris Day
Publicity Officer	<p>Double checked roles and contact details on website</p> <p>Handed out appreciation certificates for recent donations / sponsorship</p> <p>Website login for Rita to be finalised</p> <p>Still need to look at how to add web links to team app, with Steve, from an IT point of view. Get together before next meeting</p> <p>Introduction letter on how to enter club night for all new members. Put on Team App and Website. Rita to draft something up and Julie to edit and post</p>	Julie Fletcher
Program Committee		
Club night Organiser		Rita Hall
AOB	<p>Winter club season fees - \$30</p> <ul style="list-style-type: none"> - Rita and Sarah to manage - Julie to publish on TeamApp 	

General Business

ACTION ITEMS

Item	By Who / When	Status	Comment
Rep Gear 'when to wear' Rules	Steve Amies		Put document together for review at May 28 meeting
Facebook Page Administrator review	Julie Fletcher	Closed	Rita Hall, Julie Fletcher and Karen Bentley are now the page administrators
Junior Dolphins event	Alan Bentley		Ideas for special events
Vorgee Caps/Goggles	Alan Bentley		Alan to speak to Vorgee Rep and see if they can donate some caps and goggles for the Pick A Box game.
National Sloppy Joes	Jackie Barck		Jackie to provide sizes and surnames of swimmers
New NACSC swimmers	Jackie Barck		Jackie to request samples of swimmers so members can check quality etc before purchase
Club Night	Trevor Stevens		Trevor to draft up document on how to go about entering club night prior to winter season starting
Club Towels	Monique Joines		Committee voted to purchase 60 towels.
Club Website Registration Tab	Julie Fletcher		Julie to change the Registration tab to 2017/2018 as still reads at 2015/2016
Bunnings BBQ	Jodie Wilson/ Julie Fletcher		Jodie to speak with Julie and put a letter together to request a date for another BBQ. Club will be fundraising

			for team to travel to an away meet.
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
Swim A Thon and Disco proposed	Jackie Barck		A Sunday morning to be found to organise a swim a thon for fundraising. Possibly May as no club nights/swim meets on around that time.
Introduction Letter	Julie Fletcher/Rita Hall		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 Barck		Jackie to provide Julie with a check list on what people need to do
Club Records	Neil Joines		Jackie to supply Neil with a list of all open water swimmers and Neil can create them. No MC records shown either
MSW development pathways	Neil Joines		Do we have detailed report? Neil to chase up from MSW pathway presentation
Summer Presentation Night	Julie Fletcher	Closed	Team App – a request for anyone with a business who would like to donate a prize for the Pick A Box game at presentation night
Summer Presentation	Jodie/Yvette/Jackie/Neil	Closed	Will visit Emu Sports 13 April 12pm to finalise details for the night. Advertise for 5pm. Presentation starts 6pm.

Emu Sports Club	Yvette Amies	Closed	To ring contact and arrange meeting for Friday 13 th April
Certificates of Appreciation	Julie Fletcher	Closed	To be sent out to Coles etc as thank you for donations to BBQ. Julie waiting for any other names.
Mother's Day Stall	Jodie Wilson	Closed	Mother's Day and/or Cake stall to be held a week before Mother's Day
AGM to be advertised. Date 11 th April.	Julie Fletcher	Closed	Julie to advertise via Team App next AGM. Volunteers required for committee
Bi Laws to be updated	Neil Joines	Closed	To reflect change of date for AGM
Club Age Championships	Trevor Stevens	Closed	Trevor to contact officials for the day
Date to be decided for NACSC open water meet	Alan Bentley	Closed	Date of Oct 27 approved by SMSW and SNSW
Sloppy Joes for Nationals representatives	Jackie Barck	Closed	To follow up with Monique on design questions as per above under Property Officers report.
6 th August for NACSC meet	Grant McPherson	Closed	NACSC meet to be held on Aug 18
Debt card for Adhoc purchases	Neil	Completed	Card is now available with \$500 limit
Julie to promote State Government grant	Julie Fletcher	Closed	

Meeting Commences at: 6.55pm

Meeting closed at: 9.45pm

Next Meeting: next meeting

Date: 28th May 2018 (note new night of Monday for Winter season)

Location: Meeting Room
Nepean Aquatic Centre

Start Time: 6:45pm

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: **Neil Joines**

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Secretary: **Yvette Amies**

Date: 29th November 2018