

**AGM MEETING 2020 - MINUTES**

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| **Date;** | **Chair;** | **Minutes;** |
| 8 August 2020 @ 14.00pm | President | Vice-President |
| **Attendance;** | **Distribution;** | **REF;** |
| Chris O’Donnell (President), Jodie Huntley-Forde (Vice President),  Tanya Mowatt (Treasurer), Paula McGowan,  Gary Conomos  Matt Burgess,  Megan Armour  Sally Clark  Claire O’Neill  Natasha Thompson  Tamika Waterhouse | President  Vice President  Treasurer  Race Secretary  Fundraising Manager  Website Manager  Canteen Manager | * MINUTES OF AGM 2019 * 2019/20 FINANCIAL STATEMENTS |

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| **No.** | **Description** | **Who** | **By When** |
| **1.0** | **WELCOME FROM THE PRESIDENT & PRESENT ATTENDEES** |  |  |
|  | Chris welcomed all those present and recorded attendees for the meeting. |  |  |
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| **2.0** | **APOLOGIES** |  |  |
|  | Denise Cook  Melissa McHugh |  |  |
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| **3.0** | **APPROVAL OF PREVIOUS MINUTES** |  |  |
|  | That the minutes of the 2019 AGM be adopted as a true and correct record.  Moved: Chris Seconded: Claire Carried. |  |  |
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| **4.0** | **FINANCIAL REPORT - TREASURER** |  |  |
|  | Tanya tabled a Profit & Loss Comparison (see attached) for the period 1 July 2019 to 30 June 2020.    2019-20 Financial Highlights   * $11 483 received in BBQ/Canteen sales * $9 250 received from swim school * No expenditure for trophy day as there will be 2 held in this financial year due to the delay of the 18/19 day.   Tanya noted the reduced income and expenditure this year due to COVID-19 and a reduced season. There was very limited fundraising this year due to COVID-19.  She has worked through previous years accounts and submitted 18/19 to accountant and 19/20. Just awaiting sign off to pay accountant to submit all records. Chris and herself will pay this today.  Tanya emphasised the importance of continued fundraising for the Club, particularly through:   * Canteen operations on club nights & friendly meets * Fund raising activities - Bunning’s Day, Swimathon, Open Day, Meat Trays, Raffles & Hosting Friendly carnivals * Applications for local community grants |  |  |
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| **5.0** | **VOTE – ALL COMMITTEE POSITIONS DECLARED OPEN** |  |  |
| **5.1** | **Presidents Instruction**   * All Positions are declared open. * All positions must be nominated by a member and supported by an independent member. * All nominees acknowledge receipt of the Roles and Responsibilities document available on the club website. * All nominees accept the position of their own free will and for the benefit of the club and the kids. * All nominees accept that they are committed to the role for a period not less than 12 months. The Management committee will accept earlier release where reasonable effort has been made by the applicant to find a suitable replacement for the balance of the appointment. |  |  |
| **5.2** | **ELECTION RESULTS**  **President – Matt Burgess**  Nominated by Chris, seconded by Gary, accepted by Matt.  **Vice President – Jodie Huntley-Forde**  Nominated by Chris, Seconded by Megan, Accepted by Jodie  **Treasurer – Tanya Mowatt**  Nominated by Jodie, Seconded by Chris, Accepted by Tanya  **Race Secretaries –** VACANT .  Discussion of this position being a paid position. Await discussion about impact of new software and how much this may reduce workload, decision to be taken at next meeting in Sept. Planning by investigating cost of advertising and where to advertise in the meantime.  **Carnival Managers – Paula McGowan & Gary Conomos**  Nominated by Jodie, seconded by Chris, accepted by Paula & Gary.  **Fundraising Manager – Natasha Thompson**  Nominated by Tanya, seconded by Gary, accepted by Natasha.  **Website Manager – Megan Amour**  Nominated by Chris, seconded by Jodie, accepted by Megan.  **Canteen Manager –** Denise Cook & Claire O’Neill  Nominated by Chris, seconded by Jodie, accepted by Claire at meeting, Denise had spoken with Chris prior to meeting that she was happy to accept.  **Membership Co-ordinator – Sally Clark (not a committee position)** |  |  |
| **5.3** | **Congratulations to the incoming committee & thank you to the outgoing committee.** |  |  |
|  | Chris congratulated the incoming committee and made special mention and thanks to the out-going committee members for their hard work and sacrifice throughout the 2019/20 season.  Chris made particular note of the challenges faced this year due to COVID-19 and thanked the committee for their support.  Jodie thanked Chris as outgoing President for his effort this year which was particularly challenging due to COVID-19. |  |  |
|  | **Vice-President required to take over as chair at this point.** |  |  |
| **6.** | **GENERAL BUSINESS** |  |  |
| **6.1** | **Yearly Swimming Program** |  |  |
|  | Jodie thanked Director of Programs, Gary Conomos and Paula for their support and hard work highlighting the benefits that the training program has provided the club. Acknowledgement of the effective relationship between the club and swim school.  As was discussed at last years meeting the benefits still include; additional revenue stream, significant increase in swimmer memberships, dedicated skill & technique development for swimmers & a community-based fitness program for all levels of fitness.  Gary spoke generally of the exceptional season we had with 7/7 wins at swim meets.  It was acknowledged by all that the performances of all club members that participated at the seven Friendly Meets throughout the season produced great results and represented the club very well. |  |  |
| **6.2** | **Fundraising and Sponsorship** |  |  |
|  | Swimathon – it was agreed that this a successful initiative in years before and would be welcome to do again this season  Bunnings – A sausage sizzle is always financially worthwhile. Natasha will look into applying for one at our local store.  It was agreed that we should also approach local companies/stores for support  Action:  **ACTION:**   * **Paula will develop a letter template to provide to potential sponsors.** * **Paula has a contact at the local good guys store and will approach to see if they are willing to support with equipment for canteen.** * **Matt will assist Natasha to approach local companies for sponsorship and support.** | **NT**  **MB & NT**  **PM** |  |
| **6.3** | **Friendly Meets** |  |  |
|  | Gary mentioned that the first meet of the year is usually the Wayne Swan meet hosted by us with Aspley and Boondall clubs. It was suggested and supported by the committee that this meet could be converted into a relay meet and to invite more than just Aspley and Boondall, to include other clubs in the previously Wayne Swan electorate. Our current member Bart Mellish has met with Gary and would be keen to be invited to this.  Megan will celebrate last seasons success on the website. | **MA** |  |
| **6.4** | **School/club Agreement** |  |  |
|  | The pool rental agreement between the school and the club is due to be re-signed. The school principle has requested documents related to coaching qualifications/blue cards/insurance certificates. These have been provided by Jodie.  ACTION: A meeting will be arranged between the school and the new president to secure this agreement in the coming weeks.  It was identified in this process that all volunteers (timekeepers, marshallers ect) must have a valid blue card, this will be addressed below in discussion re open day. | **JHF/MB**  **PM/MB** |  |
| **6.5** | **Community Grants** |  |  |
|  | As we are a war memorial pool it was recommended that the club approach the local RSL clubs for grants and ongoing support.  The committee agreed that this was an area of focus for the upcoming season, Natasha was aware of some grants which have recently come up and will follow up what is available.  Jodie has completed a government COVID grant application ($2000) which was waiting for the 19/20 financials to be approved and then it can proceed. Once the accountant submits this Jodie will ring grants office to confirm. | **TM/JHF** |  |
| **6.6** | **Electric Eels Open Day – Sept 12th** |  |  |
|  | Attendees agreed that the swim club would hold its annual sign on day a bit differently this year. Due to COVID cutting the season short we did not get to hold the trophy presentation. This year it was agreed that we would combine the sign on with the delayed trophy presentation and call it a club open day. Paula has developed a timeline for the day which includes welcomes and swim assessment to new members, market stalls and some pool games prior to the presentation.    Blue Cards: as it is now expected that every volunteer has a valid blue card, these are available free of charge online. We will have printed forms for members to complete on the day – they require 2 forms of ID and signature of a committee member that evidences the person is a member of and volunteer for the club.  Market stalls – Paula will contact potential market vendors, no cost to the vendor but we will ask them to donate an item for a raffle.  Covid Safe plan is required – as an outdoor sports event we can have up to 500 people with covid safe rules in place. A Covid checklist must be competed and social distancing ensured.  Perpetual trophies are slowly being returned.  A reminder email will be sent in the weeks directly to those we still require.  Megan will create an advertisement to go into local school newsletters.  Life members email has been sent by Chris to save the date, confirmation email will be resent after next Wednesdays meeting when all times are confirmed.  An initial discussion was held at previous committee meeting in regards to any new life members – the committee agreed that the former president Shane Kennedy be accepted as the next life member – all agreed.  Merchandise - Paula has been investigating swimmers and presented this to the committee. It was agreed that we would encourage members to purchase speedo swimwear on line, we will have a selection of these to inspect on open day and links to the online stall will be provided.  Shirts and Hats – as many as possible to be wearing shirts so that new members can see and order  Swim caps – should have been ordered already - Need to confirm with Chris      **Action: Megan will investigate the possibility of generating a QR code so members can order on the day.**  Food: As usual the club will provide food for the trophy presentation. It was also agreed that we would have a sausage sizzle in the morning and a slushie machine. A ticket will be issued to each child on arrival for one each.  Life members and local member will be invited to open day.  A coffee van will be approached to attend open day.  **A meeting will be held Wednesday 12th at 7.30pm at Paula’s house to confirm the list for trophy winners and to order trophies.**  **Actions:**   * **Natasha will source a slushie machine.** * **Need to confirm with Chris that the order for swim caps was completed and confirm expected date.** * **JHF to send email to life members when times confirmed** * **JHF to send email to local member Bart Mellish to invite to open day.** | **JHF/SC**  **PM**  **JHF/MB**  **MA**  **PM/MA**  **CO/JHF**  **JHF** |  |
| **6.7** | **Club Communications - Website** |  |  |
|  | It was agreed that Megan would update the site to reflect last seasons success and develop it further to be less of a blog.  Megan will also develop something to share to local schools to advertise the open day. |  |  |
| **6.8** | **Updates to equipment** |  |  |
|  | Updates are required for the software used to coordinate club nights. Melissa has been investigating and has one quote. Another will be required.  Chris has ordered new timing equipment need to confirm this has been received.  Kitchen and canteen area - one of our members is able to repair and update the canteen, Paula will ask her for a quote to bring to committee.  Update of equipment in canteen – Paula to provide to Tanya a list of equipment needed and Tanya to purchase  Club canteen – Claire suggested a new method for the tickets as current COVID risk we would need to wipe each one every time it is used – she has quotes for a machine to print one ticket for each order. Agree to purchase - Claire to provide quote to Tanya for purchase. | **MM**  **CO**  **PM/TM**  **PM**  **CO/TM** |  |
| **6.9** | **Friday Night Club Night** |  |  |
|  | Some discussion was held about changing the layout of the club nights. Considerations included running the younger childrens 12.5m races all strokes first, encouraging the older swimmers to play a larger role in co-ordinating and marshalling.  It was agreed that due to time constraints – options for club nights would be further discussed at next committee meeting.  Announcing the club captains was agreed to be done at the open day so that we start the season with captains in place.  A survey monkey was used last year to accept nominations.  **Action:**  **Megan will investigate survey monkey for nominations**. |  |  |
| **6.10** | **Pool Facility Maintenance Initiatives** |  |  |
|  | The repairs to the heat pump are still ongoing – there has been some work done by QIS Solarwise which has been paid for by the club and the further work of replacing the TX Valves has been agreed that the school will pay for this. The valves have been ordered but due to delays secondary to COVID these valves have not arrived. In the meantime Paula reports that she is monitoring the temperature regularly.  The work to the grandstand has been completed.  As discussed above this will be part of the meeting between Matt and the school principle. This would also include discussing any immediate maintenance activities that the club felt appropriate for the new swim season.  **Action: Jodie to email principle to arrange a meeting in the coming weeks** | **JHF/MB** |  |

Meeting closed at 3:30pm.