

**June 2018 MINUTES - REGULAR MEETING OF THE COMMITTEE OF  
Annette Kellerman Aquatic Centre Swimming Club  
INC 9896631**



**Held on 16<sup>th</sup> June 2018**

Meeting held at Annette Kellerman Aquatic Centre

**Present** Denis Barlin, Mark Bull, Sarah Cleary, Louise Brown, Patrick Harrington, Craig Mahoney

**Apologies** Karl Schneider, Phil Crakanthorp

ITEM	Details and resolution	ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b> There being a quorum, the meeting was declared open by DB at 2.00pm on 16 <sup>th</sup> June 2018.  DB stated that committee meetings will be open to all club members to attend. Committee will also work towards make meeting minutes available on club website after website upgrade completed.	
<b>2</b>	<b>MINUTES from May 2018 meeting</b> Minutes of the meeting held on 26 <sup>th</sup> May 2018 were accepted as a true and correct record	
<b>3</b>	<b>BUSINESS ARISING</b>	
<b>3a</b>	<b>Constitution:</b> DB reviewing constitution and will propose changes for 2017/2018 AGM.	Duty: DB By: 17/18 AGM (7/9/18)
<b>3b</b>	<b>AGM for 2017/2018:</b> See business item <b>4.1</b> below.	
<b>3c</b>	<b>Committee Roles/Files:</b> work in progress to coalesce all files to dropbox.	
<b>3d</b>	<b>Financials and Signatories:</b> MB, SC and LB to change signatories on account on 25/6 as per May minutes. Two signatories required for insurance. SC has past receipts to scan. LB to let SC know where files are on dropbox and send past statements. SC/MB to contact Ian Baird re handover of club files & locker key.	Duty: LB/MB/SC By: ASAP Status: open
<b>3e</b>	<b>Insurance:</b> certificate located. LB to scan and place on dropbox	Duty: LB By: ASAP Status: open
<b>3g</b>	<b>Perpetual Trophies:</b> MB to follow up on quotes (including cabinet) to be ready by December (xmas) presentation.	Duty: MB By: November Status: open
<b>3h</b>	<b>Meets and Medals:</b> See business item <b>4.2</b> below	
<b>3i</b>	<b>Uniforms:</b> See business item <b>4.3</b> below	
<b>3j</b>	<b>Dolphin Timing System:</b> MB to obtain 2-3 quotes to purchase	Duty: MB

3k	<p>dolphin timing system</p> <p><b>Fundraising: (i)</b> Organise a Bunnings BBQ. MB to follow up on action item from May minutes. <b>(ii)</b> MB will draft letter to seek sponsorship for free memberships for multi-class swimmers.</p>	<p>By: no date set Status: open</p> <p>Duty: MB By: no date set Status: open</p>
4	<b>BUSINESS</b>	
4.1	<p><b>2017/2018 AGM:</b> The AGM will be held on Friday 7<sup>th</sup> September following the club race night. Notification of AGM and call for nominations as per constitution.</p> <p><b>ACTION: LB to send calendar invite to committee members.</b></p>	<p>Duty: LB By: end June Status: open</p>
4.2	<p><b>Update on July AKAC U12 meet:</b> 2nd Annual AKAC SC 12 &amp; Under Meet to be held on 14th July 2018. Meet entries now closed. Income from race entries estimated at ~\$5000. Timing system has been organised.</p> <p><b>(i) Chairs:</b> MB requested approval to pay invoice of \$350 + \$40 delivery for chairs (350) for July meet. Will also pay invoice for chair order for September meet (same cost). <b>ACTION: LB to initiate payment of chair invoices.</b></p> <p><b>(ii) Gift card purchases:</b> MB confirmed 8 officials to help with meet. Committee approved purchase of 8 gift vouchers eg 8 x \$50 gold class vouchers. <b>ACTION: MB to purchase gift cards.</b></p> <p><b>(iii) Medals:</b> committee thanked Ian Baird (IB) for organising purchase of medals for July meet. Committee agreed to purchase medals for Sept meet through same supplier, if possible. <b>ACTION: KS to follow up on invoice for payment with IB. KS to ask IB if order for medals for Sept meet can be placed. LB to send event list for Sept meet to KS.</b></p> <p><b>(iv) Food:</b> cost approved (~\$200-\$300) to provide food for technical officials and timekeepers. To be purchased prior to meet and assembled by club volunteer. <b>ACTION: MB to organise</b></p> <p><b>(v) Meet duties:</b> 'sign up genius' to be used to organise timekeepers and other roles for July meet. <b>ACTION: MB to organise and email club members.</b></p> <p><b>(vi) Marshalling:</b> Discussion re moving announcing table to marshalling area to better communicate events required at marshalling. Discussion re purchasing of a new event number board as current board can only do odd numbers. Costs appear prohibitive at present. <b>ACTION: MB to ask tech officials re moving of announcing</b></p>	<p>Duty: LB By: 18/6 Status: open</p> <p>Duty: MB By: 14/7 Status: open</p> <p>Duty: KS By: ASAP Status: open</p> <p>Duty: MB By: 14/7 Status: open</p> <p>Duty: MB By: ASAP Status: open</p> <p>Duty: MB By: 14/7 Status: open</p>

	<b>table to marshalling area. LB to investigate cost of new event number board.</b>	
<b>4.3</b>	<p><b>Uniforms:</b> MB distributed document outlining AKAC swim club uniform process and items for order. See attachment. Each item has a small increase in quoted price (&lt;1-2\$ per each item).</p> <p>Payment must be received before an order can be placed. Discussion on how to manage payment/distribution of order process and whether this can be done via an online form. Minimum order numbers of '5' per item are required. First 'regular' order will be 1<sup>st</sup> October and will include club t-shirts for all renewing/new swimming members. Order will be placed now for mesh bags and backpacks.</p> <p>Current stock: Aim is for club to NOT hold significant volume of stock other than swim caps. There are currently 52 caps in stock. Caps will be ordered in bulk of '100' to reduce costs. Current club stock needs to be sold prior to October order. Swimmers who did not receive a club t-shirt for 2017/2018 season are being offered jackets at discount of \$25 (if stock available). May consider 'packaging' together most popular items in future if initial orders warrant this.</p> <p><b>ACTION: MB to place orders for bags/mesh bags now and will email squad swimmers. LB/SC/MB to investigate placing order form online and to streamline payment/order/delivery process. LB/SC to organise sale of excess old stock at upcoming monthly Friday race night.</b></p>	<p>Duty: MB (email swimmers &amp; place first order bags/mesh bags) By: ASAP Status: open</p> <p>Duty: MB/LB/SC (organise online order/payment system &amp; notify members of new ordering system) By: end of August for first order on 1<sup>st</sup> October Status: open</p>
<b>5</b>	<b>OTHER BUSINESS</b>	
<b>5.1</b>	<p><b>Letter to Swimming NSW re Area Championships:</b> as agreed at May 2018 meeting, MB to draft letter to request AKAC swim club move from Metro South East Area to Metro South West Area.</p> <p><b>ACTION: MB to draft letter and distribute for comment. DB to check that club constitution allows for this change.</b></p>	<p>Duty: MB By: July meeting Status: open</p>
<b>5.2</b>	<p><b>Backstroke 'kick off wedge':</b> MB requested the club support the purchase of backstroke starting kick off wedges. FINA approved Finis wedges cost ~\$330 each ex GST. This will mostly be used by senior swimmers. Motion to purchase TWO wedges was moved by DB and seconded by CM . Motion carried by majority.</p> <p><b>ACTION: MB to obtain quote and place order for TWO finis wedges.</b></p>	<p>Duty: MB By: open Status: open</p>
<b>5.3</b>	<p><b>Starting Blocks:</b> replace/repair 'grip' on starting blocks prior to July meet</p> <p><b>ACTION: MB to purchase grip tape from Bunnings</b></p>	<p>Duty: MB By: 14/7 Status: open</p>
<b>6</b>	<b>Correspondence</b>	

<b>6.1</b>	<b>Letter from NSW Fair Trading:</b> acknowledged receipt of Notice of appointment of public officer and change of association address.	
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MEMBERS OF THE COMMITTEE		
Member	Abbreviation	Position
Denis Barlin	DB	President
Louise Brown	LB	Secretary
Sarah Cleary	SC	Treasurer
Mark Bull	MB	Race Secretary/Head Coach
Patrick Harrington	PH	Public Officer
Hannah Schneider	HS (Karl – KS)	General Committee
Craig Mahoney	CM	General Committee
Phillip Crakanthorp	PC	General Committee

There being no other business, the meeting closed at 2.50pm. The next meeting will be held on **28<sup>th</sup> July at 2pm** at AKAC swimming centre.

Signed by the Secretary of the Association




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**Louise J Brown**

## **AKAC Swim Club Uniform Process.**

Please find attached the uniform order policy for AKAC Swim Club.

There will be 4 order dates per year for Uniforms not including Club Caps. Whether the item is ordered at that date will be dependent on Minimum order quantities of the supplier. Uniforms will be ordered on the following dates.

This will require people to complete the uniform order form & make payment prior to the date of order.

1<sup>st</sup> October

10<sup>th</sup> January

1<sup>st</sup> April

1<sup>st</sup> July.

Swimmers who register by the 1<sup>st</sup> October for the new membership year will have their club shirt ordered then.

Swimmers who register after a renewal date will have their shirts ordered at the next uniform order date.

If people could please use the uniform order form attached for all Uniform purchases it would be appreciated.

Thanks for your help in streamlining this process.

AKAC SC Committee.

Item/Image	Price	QTY	Size	Total
Mesh Bag 	\$29.95		N/A	
Large Backpack 	\$85.00		N/A	
Towel 	\$35.00		N/A	
Club Cap 	\$10.00		N/A	
Shirt 	\$30.00			
Shorts 	\$35.00			
Singlet 	\$27.00			
Hoodie 	\$75			

Men's wide side 	\$45			
Men's Jammer 	\$55			
Womens 2 piece 	TBC			
Womens Open back 	\$70			
Women's Jammer 	TBC			

To Complete Order name and sign each area.

Surname: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Order Received by: \_\_\_\_\_

Order Placed: \_\_\_\_\_

Stock Delivered: \_\_\_\_\_