

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



Held on 26th May 2018

Meeting held at Annette Kellerman Aquatic Centre

Present : Denis Barlin, Mark Bull, Louise Brown, Phil Crakanthorp, Patrick Harrington,
Craig Mahoney, Karl Schneider
Apologies Sarah Cleary, Hannah Schneider

| ITEM | Details and resolution | ACTION |
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| 1 | WELCOME AND APOLOGIES There being a quorum, the meeting was declared open by DB at 9.00am on 26 th May 2018. | |
| 2 | TABLING OF MINUTES FROM 2016/2017 AGM – copy of the minutes were distributed and reviewed by the committee. No business arising. | |
| 3 | ITEMS FROM AGENDA | |
| 3a | Constitution: DB noted that the constitution contains errors carried over from earlier versions. The current version is not on the AKAC dropbox account and is with MB. The committee roles/duties and meeting structure to be reviewed. ACTION: MB to forward word document of latest version constitution to DB. DB will review and note changes to be made for 2017/2018 AGM. | Duty: MB/DB By: ASAP Status: by 2017/18 AGM |
| 3b | AGM for 2017/2018: discussion about dates to hold 2017/2018 AGM. The calendar year is June 1 to July 31. It was agreed to hold the 2017/2018 AGM in August following the conclusion of the August race night to be held on a friday. Action: MB to confirm date of August race night | Duty: MB By: June meeting Status: open |
| 3c | Roles of the committee positions: MB discussed duties and roles for committee members. MB's focus is to grow the club now that new squad structure is in place. MB explained that the club and centre are separate entities. MB will work on documenting 'plans' to run meets and uniforms and will put together a 'to-do' guideline from July swim meet to use for future meets. LB will do correspondence and help MB with reviewing past club files from 2016/2017 season on google drive with aim to coalesce files back to one location (drobox). Roles of general committee members are to support activities of the club. As per item 3a, DB to review committee roles/duties and meeting structure in constitution and propose changes for 2017/2018 AGM. ACTION: LB & MB to review/coalesce club files to | Duty: committee members By: ongoing Status: open |

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| | dropbox. MB to prepare document guidelines for how to run a swim meet. | |
| 3d | <p>Financials and Signatories: Account is with AGM, Marrickville Metro Branch. Receipts are located in locked cupboard in pool storage area at the block end of the pool. DB commented that receipts can be scanned in the future and stored on dropbox. Current key holders are MB and Ian Baird</p> <p>ACTION: Amendment to Account Authority form to be prepared by LB and given to MB. MB to coordinate addition of SC and PH as incoming signatories on account; and removal of Ian Baird (past president), as per 2016/2017 AGM held on 19/5/2018. MB to ask for return of cupboard key from Ian Baird. MB to arrange for additional key(s) to be cut. SC/MB to contact Ian Baird for handover of accounts and other club documentation in his possession.</p> | <p>Duty: LB/MB/SC/PH By: ASAP Status: open</p> |
| 3e | <p>Insurance: MB communicated that insurance is covered by Marsh Insurance as part of affiliation fees. Certificate can be found on google drive.</p> <p>ACTION: MB/LB to find location of certificate and transfer to dropbox folder.</p> | <p>Duty: LB/MB By: ASAP Status: open</p> |
| 3f | <p>Fair Trading Obligations: LB to submit (i) Form A9 – Notice of appointment of public officer (PH) and (ii) Form A12 – Annual summary of financial affairs. Copies of submitted forms to be kept on dropbox. Following discussion with committee, it was decided the 2017/2018 AGM will be held in August. Thus, submission of Form A11 not required. The committee members register for 2017/2018 was updated.</p> <p>ACTION: LB to submit forms A9 and A12.</p> | <p>Duty: LB/PH By: 16/6/2018 Status: open</p> |
| 3g | <p>Perpetual Trophies: The purchase of perpetual trophies, commencing 2016/2017 was approved by previous committee but purchase not finalised. MB will follow up with purchase of trophies. He estimates it should be cheaper than previous quotes of \$1400 as order is now not urgent. Trophies will be engraved with 2016/2017 winners and trophies placed in cabinet to be located in the foyer of the AKAC swimming centre. MB has sought approval for placing of cabinet. Cabinet cannot be a fixed structure. MB has quotes for cabinet of ~\$100. The presentation day for the 2017/2018 season will be held in December with a joint club Christmas party.</p> <p>ACTION: MB to obtain final quotes for purchase of perpetual trophies and circulate to committee. MB to order trophy display cabinet.</p> | <p>Duty: MB By: no date set Status: open</p> |

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| 3h | <p>Meets and Medals: The club has two upcoming meets (i) 2nd Annual AKAC SC 12 & Under Meet on 14th July 2018 and (ii) AKAC Spring Into Summer on 30th September 2018. As per item 3c, MB discussed how he is happy to organise and run the first of these meets and will put a structure in place for the committee and club members to help with the running of the second meet. The committee agreed that a meeting must be held at the end of June to help organise meet July meet.</p> <p>Items to organise include: (i) chairs – can be rented via gumtree in weeks leading up to meet; (ii) technical officials – MB working on contacting 8 officials to help with the meet. Unfortunately, Jenny Jalvo and Jose Jalvo are not available. Jenny runs the computers/Meet Mobile results. The club will purchase a gift voucher (eg 8 x \$60 gold class vouchers). (iii) Medals - medals for 2017 meet were organised by Ian Baird and sourced from a company in China. The 2017 medals were engraved and ribbons attached. The committee acknowledged that re-ordering the same medals was desirable as cost/medal was ~\$2 c.f. \$6 if sourced locally. If not, an alternative supplier will need to be found. It is estimated that the meet in July will require 130 x 3 x 2 sets of medals. We could order the medals for the September meet at the same time if this saves on costs. (iv) Timing system – this will be hired from Swimwest for ~\$200. (v) Food for technical officials and timekeepers – purchased prior to meet and assembled by club volunteer. (vi) Programs – will not be printed but will be made available online. (vii) Fundraising. Discussion was held about what fundraising activities could be done at the meet. A BBQ cannot be run as competes with pool café. Raffle is allowed – discussion about possible prize included obtaining sponsorship from café managers.</p> <p>ACTION: Quotes for 130 x 3 x 2 +/- engraving and +/- ribbons to be obtained. Also enquire about cost to purchase medals for Sept meet. LB to contact Ian Baird for details of company where last medal purchase for 2017 meet was done. If not suitable, then an alternate supplier will be sought. KS to ask HS about previous medal purchases from MLC.</p> <p>MB to put together meet checklist of meet duties/tasks and continue to contact Tech Officials.</p> <p>MB to talk to Rob from the AKAC café re sponsorship for a raffle prize for the meet.</p> <p>LB to send around google poll to arrange for June</p> | <p>Duty: MB/LB/KS for medals By: ASAP for medal purchases Status: open</p> <p>Duty: MB to report on other tasks /raffle By: June meeting Status: open</p> <p>Duty: LB – google poll for June meeting By: by 12/6/2018 Status: open</p> |

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| | committee meeting to finalise details for July Twilight meet. | |
| 3i | <p>Uniforms: To simplify uniform purchases, MB discussed the need to find 1 or 2 suppliers for the club uniform who can supply most requirements but still keep costs down. It is desired that the club holds minimum stock and orders for new stock can be placed when needed. Four companies were identified as possible suppliers: (i) TOGS - provide swimwear with fully sublimated club logo. No minimum purchase, rolling orders possible. (ii) Catfish Swimwear - can provide everything but v. expensive. (iii) Delfina Sport – can provide most items but minimum order requirements. (iv) Team Elite – QLD company, can provide most items but minimum order requirements. Committee agreed that no stock of swimmers will be held by the club. TOGS quote should be obtained and circulated. Swimmers could be ordered bi-monthly (?) once payment from members is obtained and costs will be rounded up to nearest \$5. Committee agreed that comparison of quotes from Delfina and Team Elite for other items (t-shirts, jackets, mesh bags, towels, swim caps) to be distributed by MB and discussed further before deciding on a final supplier. Discussion was held about ‘branding’ and adding Marrickville to club merchandise. This was not advised as would need centre approval and likely then forced to use centre supplier if any changes to logo are desired. DB suggested the need to raise membership costs to cover increases in prices associated with moving to a single supplier. Membership prices are currently \$105 (with \$71 to Swim Aus/NSW, \$27 for t-shirt and \$9 cap, total loss of \$2) and may be increased to \$115.</p> <p>It was acknowledged that there have been some members from the 2017/2018 season who were not supplied with a club t-shirt upon payment of membership fees. It is not known who these members are; and no subsidy will be made for these members moving forward. The committee agreed that the next uniform purchase (t-shirts, caps etc) should be done in Oct/Nov upon payment of Membership fees by end of Sept. Orders for swimwear from TOGS can be done as soon as quotes are available.</p> <p>ACTION: MB to give final TOGS swimwear quote to LB to organise orders from club members on a rolling bi-monthly basis or when demand requires.</p> <p>MB to distribute a summary of comparison of costs for other items from Team Elite and Delfina to committee for further discussion.</p> | <p>Duty: MB/LB - TOGS quote/order By: ASAP Status: open</p> <p>Duty: MB – Delfina/Team Elite quotes By: Sept Status: open</p> |


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| 3j | <p>Dolphin Timing System: The club wishes to purchase its own timing system. Although cheaper to purchase overseas, committee agreed that a local supplier who can provide support/service, was desired. The cost is estimated at between \$5-8K.</p> <p>ACTION: MB to obtain 2-3 quotes to purchase dolphin timing system</p> | <p>Duty: MB By: no date set Status: open</p> |
| 3k | <p>Fundraising: Organise a Bunnings BBQ. Alexandria noted as good location due to its size. Discussion about whether kids can help – possibly if over 14.</p> <p>ACTION: MB to enquire about booking in a day for Bunnings BBQ</p> <p>MB would like to offer free memberships for multi-class swimmers.</p> <p>ACTION: MB to draft a letter to seek sponsorship.</p> | <p>Duty: MB By: no date set Status: open</p> |
| 4 | OTHER BUSINESS | |
| 4a | <p>File/document storage and email accounts: it was agreed that club files will be stored on the dropbox account. The instructions to access the dropbox account were distributed with the May Agenda as attachment 1. LB will use secretary gmail account and MB will transition to using the race secretary gmail account. MB will update club website.</p> | <p>Duty: MB/LB By: no date set Status: open</p> |
| 4b | <p>Letter to Swimming NSW re Area Championships. MB presented a case for requesting that AKAC swim club move from Metro South East Area to Metro South West Area. Reasons included that Metro South West provided better support to developing swimmers, cheaper meet entry fees, and was more equitable with meet qualifying times. Geographically, it also makes sense. MB has had discussions with Mark Heathcote who encouraged club to submit a letter to request the change. The change could possibly occur at the end of the short-course season for 2018. The committee agreed that this decision would be best for our swimmers.</p> <p>ACTION: MB will draft a letter and distribute for comment. DB to check that club constitution allows for this change.</p> | <p>Duty: MB By: June meeting Status: open</p> |

| 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 |

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| 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 10.20am. The next meeting will be held at end of June at a date and location to be advised.

Signed by the Secretary of the Association



Louise J Brown