

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 15<sup>th</sup> November 2011  
 5.30pm ASC Club Office

**Present**

Phil Wall (President)	Jacquie Cunningham
Caroline Vafeas	Stuart Downes
Sarah Kimber (Registrar)	Peta Roberts
Louise Claxton (VP)	Rod Bonsack (Head Coach)
Clare Masolin (Secretary)	Coretta Robson (Visitor)

**1. Welcome + Apologies:**

Phil Wall welcomed those in attendance. Meeting opened 5:30pm. The following apologies have been received:-Mike Meinema (Treasurer), Kaye Irving, Melinda Downie, Adrian Robson

**2. Confirmation of Minutes of the previous meeting**

2.1 Confirmation of Minutes of Regular Meeting held 18<sup>th</sup> October 2011 **All in favour**

MOVED: Sarah Kimber

SECONDED: Caroline Vafeas

**Carried**

**3. Coach's Report – Rod Bonsack**

- Membership: currently 259 active, training Swim Club members (≈110 competitive)
- Lane Space: Monday and Wednesday lane space issues are sorted. WAIS / HP lane use Mondays + Thursdays. Currently working with administration to negotiate lane space for next year
- Blended training session initiative very well received by swimmers and coaches alike.
- SWA Club Premiership "A" 10/2/12: Rod requested club list to enable coaches to compile Preliminary team list. Closing date for club entries is 6/12/11 – Sarah will ensure Rod gets list asap.
- Professional movements – Mikey Shaw:  
 (extract from the minutes of the SWA AGM held 20/10/11)  
 6.7 Three members of the SWA **Competition Planning Committee**  
 Nominations received for the vacant Competition Planning Committee positions being 3 x 2 years:  
 In accordance with section 24.6 of the constitution:  
 If the number of nominations received is less than or equal to the number of vacancies to be filled, the persons nominated are taken to be elected.  
 The President declared that Ms A. Inglis and **Mr M. Shaw** be elected to the positions for 2 years.

asctaWA (Australian Swimming Coaches and Teachers Association WA):

Mikey has been elected to the position of asctaWA Chair for 2011-12. Congrats Mikey – all the best in your new role! ☺. Other board members;

Stacey Scott - Secretary

Gordon Shaw - Treasurer

Ray Utting - Social Director

Chris Twomey - Media Director

Phil McKechnie

James Hornby

Alicia Gilbert

Glen Tetlow

- Clare enquired of Rod the procedure for swimmers being moved to Aussie Surf from other squads once they reach a certain age. In speaking with parents, it appears some swimmers have been told they are moving to Aussie surf with no explanation and no option. Parents whose children find themselves in this situation worry they will be quick to lose interest due to the late training sessions and a feeling that they are 'not good enough'. Acknowledging that all swimmers circumstances are different, Rod encourages parents to approach him for an explanation of the decision and to look at contributing factors.

#### 4. **Business arising from previous minutes (18<sup>th</sup> October 2011)**

##### 6.1 SWA AGM 20/10/11: (Louise, Peta)

Louise and Peta attended as ASC delegates. Paperwork is unavailable at this time.

##### 9.1 Squad Camps: new proposal (Mike) Brief presented by Phil in Mike's absence

- Cost of NDT camp has risen from \$7000- to \$10000-, so swimmers' contributions will need to rise also, approximated to rise from \$100- to \$150- per swimmer attending. Camp will be held in Busselton and cost includes outings.
- Nationals are looking to hold their camp in early – late January 2012
- Devos: Warren has issued an expression of interest form and a parent meeting is pending
- Inters: Tiff has finalized details and final payment is due 30/11/11

##### 9.1(iii) Value of Cricket Bat Memorabilia (Phil) Phil suggests silent auction. There is no certificate of authenticity. Discussion as to best site to gauge interest.

**Action:** Jacquie to research value of cricket bat, determine reserve and lodge on Gumtree or eBay

##### 9.3 Arena Sprint Carnival 27/11/11 (update – Stuart):

- Fundraising: Jeanette to do money boards + 'Scratchie Bush'
- Kaye + Sarah to do raffles
- Stuart says depending on numbers, we may need to consider weight in the grandstands
- 10 lanes will be used

##### 9.5 Tiff's Travels: (Adventure World) (Phil)

- A volunteer is required for a 'special job' on 10<sup>th</sup> December at Adventure World. Phil will approach Gene Williams as a good choice.
- ASC will have a designated area close to the main gate on the day.
- Coretta will do lolly bags for the kids.

**Motion:** (Peta) *That an amount of \$300 be allocated to purchase lollies and bags for Santa to give out to the ASC kids and siblings at Adventure World on 10/12/11*

**All in favour**

**CARRIED**

**Action:** Peta will determine whether she has access to bulk lollies (eg FAL Cash + Carry) and advise Coretta asap.

#### 5. **Action items – updated as per schedule**

- 9.(iv) Including Junior Squads in planning: Stuart reiterated the need for 11 competitive Junior members to factor in coaches' planning (such as team building activities). This action item remains open and pending against Phil.

## 6. Correspondence – updated as per schedule

- 6.1 Swimmer transfers: Caroline has been approached to sign a swimmer's transfer out of ASC and enquired about correct protocol. Discussion ensued and all agree that the situation, although regrettable, offers an opportunity for improvement by determining reasons for transfers via personal interview.

**Motion:** (Caroline) *That all requests to Committee members to approve ASC swimmer exit (transfer) paperwork defer to President who will follow up with an interview to determine circumstances surrounding transfer.*

*All in favour*

**CARRIED**

- 6.2 Member feedback: Caroline further suggests that we move on the idea to develop and survey membership on various key aspects of the club in order to gauge areas for improvement and where things are going well. General consensus is that this avenue if crafted correctly will offer valuable feedback.

**Action:** Caroline to draft an online member questionnaire via Survey Monkey and present to Committee for feedback

- 6.3 New families: Similarly, Phil passes a request from this morning's Coaches' meeting for a committee member to act as a point of reference in the stands during training times. Caroline is happy to begin this initiative and will set up a table in the stands tomorrow, wearing an ASC t-shirt for ease of visibility. Other committee members are encouraged to offer their assistance as they are able.

Phil advises that SWA's Meg Jovanovich has conveyed that ASC is the club from which the greatest number of enquiries is fielded. Sarah suggests that many of these statistics are the result of people not writing down their SWA clubs online log in details. Others believe there is a lack of information being offered at club level to new families. Stuart advises online tutorials are a work in progress.

Comment was made that it is difficult to know who new families are.

**Action:** (ongoing) Sarah (Registrar) to advise Caroline or Louise when new club members join to enable contact to be made early.

## 7. Treasurer's Report (balances advised in Mike's absence)

General Cheque Account:	\$11353.23	} prior to camps and
National Account:	\$ 2749.79	} Adventure World
Term Deposit: (before BHP Grant)	\$49148.94	}

## 8. Uniforms (Louise) figures unavailable

**Motion:** (Louise) *That ASC provide swimmers qualifying for and competing in State Championships (either LC or SC not both) with ONE State Qualifiers cap to be presented to swimmers at no cost at State Championships*

*All in favour*

**CARRIED**

**Action(i):** Sarah to confirm numbers of eligible swimmers and inform Louise

**Action(ii):** Once numbers are determined, Louise to order State Qualifier caps

## 9. New Business

9.1 JX Achievement Award : Arena Swim Club is in receipt of an "Australian Junior Excellence Program – Achievement Award" – (award reads) "***Your Club has been recognised among the top 30% nationally in achieving JX times and DIPS (now MCPS – Multi Class Point Score) standards.***"What a top achievement!

9.2 Sponsorship: With the help of Daniel, ASC's updated sponsorship position viz;

- Hog's Breath \$500-
- Arena Physio back on board
- Sail Away Mobile Massage – negotiations continue
- Bankwest \$2000-

9.3 Media Liaison: Caroline Vafeas has agreed to take on the position of Club Media Liaison member – a role that aims to increase the profile of Arena Swim Club.

9.4 ASC Club Room: Venueswest staff are complaining about the state of the Clubroom. A minority of older swimmers are again abusing the privilege of being able to utilise the room before and after training sessions. Recently, there have been instances of underwear, sanitary products and food being left behind in the room.

As this is a recurring problem, committee believes action is required, as clearly warnings of losing the privilege are not being heeded. Discussion centred around having coaches and parents speak to swimmers and Phil speak to Coaching staff with a view to locking all swimmers out until further notice.

**Action:** Phil to convey imminent committee decision to coaches about loss of use of ASC clubroom due to neglect by swimmers.

Appropriate action on this item is still the subject of discussion

9.5 Bunnings sausage Sizzle: Janice from Bunnings has offered two dates; 17<sup>th</sup> December and 31<sup>st</sup> December. All proceeds will go to the Club.

17/12 clashes with SWA Metropolitan Championships but Phil will call for volunteers via email – it is imperative that we are seen as upholding this lucrative relationship with Bunnings despite other commitments.

Hi-Performance squad will coordinate the 31/12 slot.

**Action:** Phil to seek volunteers via email for Bunnings Sausage Sizzle 17/12/11 **DONE**

**Meeting Closed at 7.15 pm**

**Next Meeting Tuesday 13<sup>th</sup> December 2011 @ 5.30pm in the Winners Club**

**-: Action Items pending from previous meetings :-**

**\*\* Please check and update status with Secretary \*\***

PERSON	ITEM / DATE	ACTION	TIMEFRAME	OUTCOME / UPDATE
<b>PRESIDENT - PHIL</b>	5/4/11 6.2	Phil to collate fundraising documentation into usable folder – to be held in office		DONE
	10.1 2/8/11	Stuart & Phil will work together (with input via Rod's Competitive Calendar) to forecast Club's financial position and ability to consider future approaches for travel and related assistance by swimmers and coaching staff.	begin now	ongoing
	10.2 13/9/11	Phil to consult with coaching staff to determine meets specifically aimed at Juniors and ensure this is conveyed to parents of these swimmers by coaches and on the website.	asap	Pending – intent clarified. In the hands of the coaches
	5 (3.10.5) 18/10/11	Phil to acquit funds received in 2010 by ASC under BHP Community Initiative Scheme	asap	DONE
	9.1(iii)18/10/11	Phil to suggest to head coaching staff that invitation to attend appropriate camp be extended to any competitive members in the Aussie Surf squads	now	DONE
	9.1(iv) 18/10/11	Phil to once again raise with head coach the need to include Junior squads in planning now	asap	In hands of the coaches
<b>TREASURER - MIKE</b>	5/4/11 8.2(iii)	Develop and cost outline of forward provision for 2011/12 funding support requests in consultation with head coach	ongoing	
	21/6/11 8	Mike to match list of outstanding payments to deposits on bank account statements, advise Uniform committee and invoice for outstanding items accordingly	asap	
	5.7(iii)	<del>Stuart</del> Mike will email Arafura families with an explanation of the decision reached for the acquittal process	now	Mike's action – transferred to Mike and c/f for action
	21/6/11 9.4	Mike to make appropriate information available on updating club records in order to hand over process to another volunteer	now	Sarah to investigate with Meg
	10.3 13/9/11	Mike will investigate; (a) storage offered by Venueswest and ascertain suitability for current need and (b) Cost of hiring suitable space externally for storage of large ASC items	by 18/10/11	pending
SECRETARY	4.4.1(ii) b 2/8/11	Secretary to continue to work on information booklet for families	now	pending (incl. complaints process and 'chain of command')
<b>STUART</b>	10.1 2/8/11	Stuart & Phil will work together (with input via Rod's Competitive	begin now	ongoing

			Calendar) to forecast Club's financial position and ability to consider future approaches for travel and related assistance by swimmers and coaching staff.		
	4.4.1 (ii) a 2/8/11		Stuart will investigate options to convey entry tutorial electronically and report to next meeting	now	ongoing
Peta	3.10.5(iii) 13/9/11		Peta to make an approach to Drivers on behalf of ASC, seeking sausage sizzle date.	by 18/10/11	DONE
	8.1 13/9/11		Peta will approach coaches to discuss possible uses for trophies		Samples given to Mikey Peta to follow up
	8.1(i) 18/10/11		Peta to send letter of thanks to Sports Essentials for donation of sports pack	by 27/11/11	DONE
<b>ALL MEMBERS</b>	4.4.2 2/8/11	C'tee members to email Stuart an electronic photo for inclusion in the club display cabinet	by 30/08/11		Pending
	10.3 2/8/11	All members to forward proof of Working with Children check to Mike asap	now		Exec app'ns to enable affiliation to proceed complete. reminder email to all members 18/9/11