

# CQSA



**CENTRAL QUEENSLAND SWIMMING ASSOCIATION**  
**MINUTES OF GENERAL MEETING**  
**2 August 2014**  
**Rockhampton**

<b>AGENDA ITEM</b>		<b>TOPICS / POINTS OF DISCUSSION</b>	<b>OUTCOME /ACTION REQUIRED</b>
<b>1.</b>	<b>Opening</b>	Meeting opened at 12.43pm	
<b>1.1</b>	<b>Attendance</b>	Jenny Smith, Dean Rodgers, Scott Hartwell, Rachel Sampson, Melanie Hartwell	
<b>1.2</b>			
<b>1.2</b>	<b>Apologies</b>	Shari Hancox	
<b>2.0</b>	<b>Previous Minutes</b>	Minutes were approved as posted online.	Moved: Rachel Sampson Seconded: Scott Hartwell
<b>2.1</b>	<b>Business arising - previous minutes</b>	<p>Administration Assistant Position was advertised with all CQ regional clubs. One nomination received: Melanie Hartwell. Appointment of position to be held over until General Business.</p> <p>Development Camp - Emerald pool was not opened until after the date that was put down in Calendar at AGM. Further discussion in General Business.</p> <p>Schools Swimming - Rachel followed up Shari's request. Capricornia Sport must submit Meet Application to Swimming Queensland to obtain approval for Capricornia Schools Trials in February 2015. Rachel has also spoken with Anthony Spyve, Regional School Sports Officer and has been advised that both Primary and Secondary Trials will be held in Rockhampton over two days.</p>	Rachel to follow up with Regional Sports Officer to confirm Meet application has been sent to Swimming Queensland.
<b>2.1.1</b>			
<b>3.0</b>	<b>Correspondence</b>	As per summary	Moved: Scott Hartwell Seconded: Jenny Smith
<b>3.1</b>	<b>Business arising from correspondence</b>		

<b>4.0</b>	<b>Treasurers Report</b>	<p>As per summary          Authorisation for Rachel Sampson and Scott Hartwell to approve transfer transactions and BPAYs has now been set up with Suncorp.</p> <p>Insurance has been paid. A change of address needs to occur on the insurance documents as it is still listed as being stored in Gladstone. Jenny suggested that we may need to update our listed items on our insurance as some major purchases (laptops, dolphin system, etc) have been purchased last season. Jenny advised that Val was to take the ARES system to Brisbane to test and he was to get back to us with a report. A decision will need to be made about whether we keep the ARES system.</p>	<p>Moved: Jenny Smith          Seconded: Scott Hartwell</p>
<b>5.0</b>	<b>Registrars Report</b>	No report.	
<b>6.0</b>	<b>Records Stewart's Report</b>	<p>23 CQ Records          Gary Knight has delivered original records book to Scott Hartwell.</p>	<p>Moved: Scott Hartwell          Seconded: Rachel Sampson</p>
<b>7.0</b>	<b>Coach Sub – Committee Report</b>		
<b>8.0</b>	<b>Finance Sub – Committee</b>		
<b>9.0</b>	<b>Technical Officials Sub – Committee</b>	No Report.	
<b>10.0</b>	<b>General Business Arising</b>	<ol style="list-style-type: none"> <li>1. Administration Assistant - 1 application received by Melanie Hartwell. Rachel Sampson moved that we accept the application of Melanie Hartwell as the CQSA Administration Assistant and appoint her into this position. Seconded Jenny Smith.</li> <li>2. Development Camp - This was unable to go ahead in August as set out in the Calendar at the AGM as the Emerald Pool was unavailable. A combined JX and YPS Development Camp will now be held on 25/26 September 2014 in Rockhampton. Dean suggested we conduct a series of Officials Development Clinics for the parents during this time too.</li> <li>3. Crescent Lagoon have submitted two nomination files for each of Emu Park SC Meet and Rocky City SC Meet. Letter needs to be sent to all clubs stating that one nominations submission sent from the Club Registrar is to be sent only.</li> </ol>	<p>Rachel to contact Wendy Ross to inquire about her availability to assist with this camp.</p> <p>Melanie to send out letter to all clubs about nominations.</p>

		<p>4. Tropic of Capricorn Meet in November: This is the last qualifying meet in our region before nominations for State Championships are due. A recommendation was made that we need to ensure that all positions are filled with qualified officials, including clerks of the course, check starters, starters and chief timekeepers.</p> <p>5. Purchase of Speakers and Amplification to be used at large meets in the region. A quote for the purchase of this: 2 speakers with radio receivers and water proof covers + amplifier + cordless microphone - all with 6 - 7 hour battery life = approximately \$2000. Scott Hartwell moved that CQSA spends up to \$2000 to purchase the previously listed equipment. Seconded Rachel Sampson.</p> <p>6. CQ Shade Tents. Over time the tents have had some damage and therefore are needing replacement. Melanie to acquire information about grants to purchase some new shade tents.</p>	<p>Scott to obtain final quote for the purchase of listed speakers and amplification equipment.</p> <p>Melanie to look into grants to apply for so new shade tents can be purchased</p>
<b>11.0</b>	<b>Next Meeting</b>	Friday 26 September 2014 (Set down as a club delegates meeting)	
<b>11.1</b>	<b>Closure</b>	Meeting Closed at 1.27pm	
	<b>Title</b>	<b>Name</b>	<b>Signature</b>
<b>Signed</b>	President :	Rachel Sampson	
	Minute Secretary	Melanie Hartwell	