



CENTRAL QUEENSLAND SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

8 October 2015

CQSA Office, Rockhampton

AGENDA ITEM		NOTES ON DISCUSSION	RESOLUTON	OUTCOME
1.	OPENING	Meeting opened @ 6.35pm		
1.1	Attendance	Jenny Smith, Jodie Shanks, Val Kalmikovs, Amanda Noone (remote), Michael Borg, Shari Hancox (remote)		
1.3	Apologies	Sarah Emery		
2.0	PREVIOUS MINUTES	Previous minutes read.	That the minutes of the Management Committee held on 20 August 2015 be accepted.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED
2.1	Business arising – previous minutes	<ul style="list-style-type: none"> • Development grants – GB • CQ Meet Arrangements – GB • New Club Assessments – GB 		
3.0	CORRESPONDENCE	As per attached summary. Some correspondence may have details hidden due to confidential nature.	That the correspondence summary as attached be accepted.	Moved: Amanda Seconded: Val K CARRIED
3.1	Business arising from correspondence	Nil		
4.0	TREASURERS REPORT	Jenny provided verbal report on payments during the period as per the payments list attached.	That the Treasurer’s report be accepted.	Moved: Jenny Smith Seconded: Val K CARRIED
5.0	REGISTRARS REPORT	Shari provided report on status of registrations and affiliations for CQSA – report attached.	That the Registrar’s report be accepted.	Moved: Shari Hancox Seconded: Jenny Smith CARRIED

6.0	RECORDS STEWARD REPORT	Val provided verbal report on records updated over last period: <ul style="list-style-type: none"> 20 records at QLD SC <p>CQSA to let clubs know of requirement to complete form (online avail) when applying for records to ensure correctness.</p>	That the Record Steward's report be accepted.	Moved: Val K Seconded: Jodie Shanks CARRIED
7.0	COACH SUB – COMMITTEE REPORT	No report		Moved: Seconded:
8.0	FINANCE SUB – COMMITTEE	No report		Moved: Seconded:
9.0	TECHNICAL OFFICIALS SUB – COMMITTEE	No report		Moved: Seconded:
10.0	GENERAL BUSINESS			
10.1	Medal Order for CQ Champs & Sprints	Committee discussed medals and decided to use existing stock as well as new medals.	That the same qty as last year be ordered minus stock on hand.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED
10.2	ALPHA Swim Meet App	Michael reported that he had discussed the applied date with Mr Henry Taylor and that they will move to 23 January 2016. ALPHA realised it clashed with Harbour City but were not concerned. Committee thought that this date would not detract from either significantly.	That the ALPHA Meet for 23/1/16 be supported.	Moved: Michael Borg Seconded: Jenny Smith CARRIED
10.3	Development Grants	Committee received four applications from: <ol style="list-style-type: none"> Gladstone Biloela Emu Park Caribee 		
	1. Gladstone	Application for \$3,000 to run a 2-day program for 9&over swimmers in lead up to QLD 2016 Sprints Champs. Include swimmers, parents and coaches. Participation charge will also be required to cover other costs. Committee had concerns about dates and impacts on major meets in the area.	That the application be approved to an amount of \$3,000 subject to the program being delivered without impacting (coinciding) major meets in the area.	Moved: Michael Borg Seconded: Jenny Smith CARRIED

	2. Biloela	<p>Shari Hancox explained the application and then left the meeting.</p> <p>Application for \$2,680 (total program cost \$4,970) to run a clinic targeted at swimmers not eligible for JX programs. To include swimming, nutrition, strength & conditioning and physio. Program will capture Biloela, Moura, Baralaba, and Theodore & Monto.</p> <p>Shari Hancox re-joined the meeting.</p>	That the application be approved to an amount of \$2,680.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED
	3. Emu Park	<p>Application for \$3,000 to run a w/e swim camp for Cap Coast swimmers. Would include guest swimmers and incorporate Beyond the Black line initiative. Saturday would target 8&over, Sun would be more for adolescents. Total program cost estimate is \$3,810.</p> <p>Committee would like to see camp open to other clubs where possible and resources permit.</p>	That the application be approved to an amount of \$3,000 but where possible, the camp be open to a limited number of spaces from other clubs on a “first come first served” basis.	Moved: Michael Borg Seconded: Jenny Smith CARRIED
	4. Caribee	<p>Michael & Jodie explained the application and left the meeting.</p> <p>Application for \$3,000 to run a clinic on Sunday after Cap 13&U. Clinic to focus on what swimmers should be doing at what time in the race to develop racing skills. Clinic comprise a combination of races, coach scoring, awards.</p> <p>Committee thought merit in this format but decided to reject this application and Caribee be encouraged to apply in future rounds.</p> <p>Michael & Jodie returned.</p>	That the application be rejected.	Moved: Jenny Smith Seconded: Val K CARRIED
10.4	CQSA Meet Arrangements	Michael will finalise draft to enable EOI’s to be called for Sprints & Champs.	That EOI’s be sought for Meet Director/Host Club(s) for CQ Sprints & CQ Champs.	Moved: Michael Borg Seconded: Jenny Smith CARRIED
10.5	John Keppie Award	Committee discussed the award and criteria, Michael to prepare a nomination for consideration.		
10.6	New Club Assessment Criteria	Committee discussed “new club” assessment criteria in the absence of any formal guidelines/process currently in place. SQ has minimum criteria but substantially leaves the Regions to recommend to SQ to accept or decline. Shari drafted an “Impact Statement” form that could be used if application received to allow CQSA to consider affected parties.		

10.7	Bullying Incident	Committee discussed this incident in closed session . Committee is confident that the correct action has been taken by affected parties but noted the need to remind all clubs of their responsibilities with the respect to child safety.	That all clubs be reminded of their responsibilities with the respect to child safety.	Moved: Val K Seconded: Jodie Shanks CARRIED
10.8	Tom Fronck – Committee Position	Committee welcomes any volunteer support – Val to speak to Tom on his thoughts on how to best serve CQSA.		
10.9	Regional Relays	Committee discussed the arrangements for regional relay teams. EOI's to be sought for team members and a team manager. A team manager position description to be attached for info.	That EOI's be sought for Regional Relay Team Members and a Team Manager.	Moved: Val K Seconded: Michael Borg CARRIED
10.10	Delegates Meeting	Delegates meeting to be arranged for Saturday (14 November) afternoon during TROPICS. Agenda items to be called.		
11.0	NEXT MEETING	12 November 2015		
11.1	Closure	Meeting Closed at 7.35PM		
	Title	Name	Signature	Date
Signed	President :			
	Junior Vice President	Jodie Shanks		
	Treasurer	Jenny Smith		