



CENTRAL QUEENSLAND SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

23 July 2015

CQSA Office

Rockhampton

AGENDA ITEM		NOTES ON DISCUSSION	RESOLUTION	OUTCOME
1.	OPENING	Meeting opened @ 6.45pm		
1.1	Attendance	Jenny Smith, Jodie Shanks, Val Kalmikovs, Amanda Noone (remote), Michael Borg		
1.2	Apologies	Sarah Emery, Shari Hancox		
2.0	PREVIOUS MINUTES	Previous minutes read	That the minutes of the Management Committee held on 18 June 2015 be accepted.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED
2.1	Business arising – previous minutes	<ul style="list-style-type: none"> • No applications received for Admin Officer – GB • SQ Development Officers Appointed, CQSA must resolve funding – GB • Facebook account setup • Val to chase up backstroke ledges • Quotes for tents to be discussed in GB • CQSA Meets – GB • WEBQEM account cancelled 		
3.0	CORRESPONDENCE	As per attached summary	That the correspondence summary as attached be accepted.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED

3.1	Business arising from correspondence	NIL		
4.0	TREASURERS REPORT	Jenny provided verbal report on payments paid 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	Initial report provided by Shari. At 23 July we have 37 Clubs of which 6 are financial, 24 are yet to re-affiliate and 7 are inactive.	That the Registrar's report be accepted.	Moved: Jodie Shanks Seconded: Val K CARRIED
6.0	RECORDS STEWARD REPORT	Val reported that the following record applications were received and will be processed: <ul style="list-style-type: none"> • 3 x BBCQ – June • 1 x BBCQ – July Val expects more after Fairymeade(?). Record claim form is now on CQ website as fillable PDF to allow easier submission.	That the Record Steward's report be accepted.	Moved: Val K Seconded: Jenny Smith 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	Admin Assistant	The management committee has received no applications by the advertised close date. Committee decided to extend close date by another 2 weeks to allow more communication of the vacancy.	That the close date for applications for the admin assistant role be extended by 2 weeks.	Moved: Val K Seconded: Jenny Smith CARRIED

10.2	SQ Development Officers	CQSA has received a request from SQ to assist with funding (\$10,000/yr.) the Development Officers for the next 2 years. The committee discussed the arrangement and agreed to participate in the state wide program.	That CQSA supports the employment of 2 development officers by SQ by contributing \$10,000 per year for the next 2 years. That CQSA encourages SQ to seek alternate funding for the positions should the positions continue beyond the next 2 years. That CQSA requests regular reports outlining the activities of the Development Officers be provided to the participating regions.	Moved: Amanda Noone Seconded: Jodie Shanks CARRIED
10.3	Registrar	Shari Hancox has volunteered to be Registrar.	That the committee accepts Shari's nomination for the position of Registrar in accordance with the Constitution.	Moved: Jenny Smith Seconded: Val K CARRIED
10.4	Equipment Manager	Michael Borg has volunteered to be Equipment Manager for CQ. He will be the contact for the loan and use of CQSA assets. A loan register will be created.	That the committee accepts Michael's volunteering role.	Moved: Jenny Smith Seconded: Jodie Shanks CARRIED
10.5	Purchase of Marquees	The committee considered the quotes obtained by Scott Hartwell & Michael Borg and decided to purchase 1 off 6x3m, and 2 off 3x3m marquees. Michael will arrange tax invoice for payment and negotiate custom carry bags/slip covers locally.	The CQSA purchase 1 off 6x3m and 2 off 3x3m marquees from STAR OUTDOOR for \$4,329 total.	Moved: Jenny Smith Seconded: Val K CARRIED
10.6	2015/16 Swim Meet Calendar – Biloela & Emerald Meets	Committee discussed the clash of dates between Biloela & Emerald meets. Committee decided to leave dates as approved but "Approval Criteria" be created and circulated next year so that clubs will be aware of circumstances where CQSA may not approve applications.		
10.7	Delegates Meeting – 26/9/15	Committee discussed the proposed date and as only Jodie will be available, decided to move to "Beef City" this being the next suitable date.	That the committee will arrange the next delegates meeting for 18 October 2015.	Moved: Jenny Smith Seconded: Val K CARRIED
10.8	Development Clinic's	The committee discussed options for a junior's clinic. Clubs will be approached to host. Further		

		discussion is needed to understand the part the new SQ Development Officers will play and how CQSA can deliver programs with limited volunteers.		
10.9	DOLPHIN Base Unit	Michael reported that the CQSA Dolphin Base Unit is missing, believed to be damaged beyond repair (accidental). Michael provided estimate of new unit.	That a new DOLPHIN Base Unit be purchased at a cost of \$1,292.50.	Moved: Val K Seconded: Jenny Smith CARRIED
10.10	ARIES Timing Equipment	Committee discussed the current state of the system and the future use by the association. The committee thought it better to seek EOI from clubs to purchase system for spares. System may be picked up by club from another region. Val to get photos and post on Facebook or other electronic means to generate interest.	That the ARIES timing system and associated unserviceable laptops be offered for sale as spares.	Moved: Val K Seconded: Amanda Noone CARRIED
11.0	NEXT MEETING	20 August 2015		
11.1	Closure	Meeting Closed at 8.25PM		
	Title	Name	Signature	Date
Signed	President :			
	Junior Vice President	Jodie Shanks		
	Treasurer	Jenny Smith		

Correspondence Meeting July 23rd 2015

IN

PAYG Summary - end of year statement

Office of Fair Trading – query

Age National claims – Heidi, SBU, Caribee, Shari, Emu Park, Rocky City, Gladstone

Kevin Hasemann Club & Coach Development Officers

SQ Clublane – re registration and affiliation

Suncorp Statements

Telstra Account

Swimming Queensland AGM Notice and documents

PAYG quarterly statement

Out

Swimming community – Letter from Committee

Swimmer & Coach Travel Subsidy Swimming Australia “Nationals” for either Open, Age & MC, or Open Water Swims

Gladstone & Rocky City – queries

Claims - Shari Hancox

Heidi McMahon

Emu Park

Rocky City

SBU

Caribee

Gladstone

Central Queensland Swimming Association

PO Box 3108
North Rockhampton QLD 4701

Cash Disbursements Journal

1/06/2015 To 30/06/2015

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ID#	Acct#	Account Name	Debit	Credit	Job No.
CD	1/06/2015	BC BELL & DJ THOMASSON			
EFT	1-1114	Suncorp A/C - 601417622		\$300.00	
EFT	6-6613	Rent	\$300.00		
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CD	4/06/2015	NG Engraving			
EFT	1-1114	Suncorp A/C - 601417622		\$105.40	
EFT	2-1200	Trade Creditors	\$105.40		
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CD	4/06/2015	Rockhampton Leagues Club Ltd			
EFT	1-1114	Suncorp A/C - 601417622		\$810.00	
EFT	6-6812	AGM	\$810.00		
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CD	4/06/2015	Webqem Pty Ltd			
EFT	1-1114	Suncorp A/C - 601417622		\$330.00	
EFT	6-6811	Management & General Meeti	\$330.00		
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CD	5/06/2015	Don Martin			
183	1-1114	Suncorp A/C - 601417622		\$700.00	
183	6-6601	Auditor's Fees	\$700.00		
<hr style="border-top: 1px dashed black;"/>					
CD	8/06/2015	Office of Fair Trading			
184	1-1114	Suncorp A/C - 601417622		\$48.25	
184	6-6608	Fees - Permits - Registration	\$48.25		
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CD	8/06/2015	Telstra			
EFT	1-1114	Suncorp A/C - 601417622		\$69.99	
EFT	6-6625	Telstra - Telephone	\$69.99		
EFT	6-6626	Telstra - Internet	\$0.00		
<hr style="border-top: 1px dashed black;"/>					
CD	9/06/2015	Equipment maintenance			
TR000069	1-1114	Suncorp A/C - 601417622		\$100.00	
TR000069	1-1119	CQSA Asset Sinking - 203464	\$100.00		
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CD	10/06/2015	CQ Aquajets			
EFT	1-1114	Suncorp A/C - 601417622		\$947.34	
EFT	6-6424	CQ Champs - Event Awards	\$947.34		54
<hr style="border-top: 1px dashed black;"/>					
CD	10/06/2015	Caribee Swimming Club			
EFT	1-1114	Suncorp A/C - 601417622		\$812.05	
EFT	6-6424	CQ Champs - Event Awards	\$421.04		54
EFT	6-6424	CQ Champs - Event Awards	\$105.26		54
EFT	6-6424	CQ Champs - Event Awards	\$285.75		54
<hr style="border-top: 1px dashed black;"/>					
CD	10/06/2015	Gladstone Swimming Club			
EFT	1-1114	Suncorp A/C - 601417622		\$105.26	
EFT	6-6424	CQ Champs - Event Awards	\$105.26		54
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CD	10/06/2015	Emu Park Swimming Club			
EFT	1-1114	Suncorp A/C - 601417622		\$105.26	
EFT	6-6424	CQ Champs - Event Awards	\$105.26		54
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CD	12/06/2015	CQ Aquajets			
EFT	1-1116	CQSA Development - 6014176		\$300.00	
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1201	Coach - Travel Assistance	\$150.00		
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CD	19/06/2015	Heidi McMahon			
EFT	1-1116	CQSA Development - 6014176		\$150.00	
EFT	6-1201	Coach - Travel Assistance	\$150.00		55
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CD	19/06/2015	Biloela ASC Inc			

Central Queensland Swimming Association

Cash Disbursements Journal

1/06/2015 To 30/06/2015

23/07/2015
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ID#	Acct#	Account Name	Debit	Credit	Job No.
CD 19/06/2015 Biloela ASC Inc					
EFT	1-1116	CQSA Development - 6014176		\$150.00	
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55

CD 22/06/2015 Emu Park Swimming Club					
EFT	1-1116	CQSA Development - 6014176		\$450.00	
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1201	Coach - Travel Assistance	\$150.00		

CD 23/06/2015 Rocky City Swim Club					
EFT	1-1114	Suncorp A/C - 601417622		\$315.78	
EFT	6-6424	CQ Champs - Event Awards	\$315.78		

CD 25/06/2015 SBU ASC Inc					
EFT	1-1116	CQSA Development - 6014176		\$300.00	
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55
EFT	6-1201	Coach - Travel Assistance	\$150.00		

CD 30/06/2015 Gladstone Swimming Club					
EFT	1-1116	CQSA Development - 6014176		\$450.00	
EFT	6-1101	Swimmer - Travel Subsidy	\$300.00		55
EFT	6-1101	Swimmer - Travel Subsidy	\$150.00		55

CD 30/06/2015 Transaction Fees					
SC300615	1-1116	CQSA Development - 6014176		\$10.00	
SC300615	6-6602	Bank Charges	\$10.00		

Grand Total:			\$6,559.33	\$6,559.33	