



**CENTRAL QUEENSLAND SWIMMING ASSOCIATION**  
**MINUTES OF MANAGEMENT COMMITTEE MEETING**  
**15 February 2018**

<i>AGENDA ITEM</i>		<i>NOTES ON DISCUSSION</i>	<i>RESOLUTION</i>	<i>OUTCOME</i>
<b>1.</b>	<b>OPENING</b>	6.40pm		
<b>1.1</b>	<b>Attendance</b>	Michael Borg, Jenny Smith, Stephen Thefs, Sarah Emery, Jodie Shanks,		
<b>1.2</b>	<b>Apologies</b>	Amanda Noone, Tryphena Biddulph, Val Kalmikovs	That the apologies be accepted.	Moved: Jenny Smith Seconded: Michael Borg <b>CARRIED</b>
<b>2.0</b>	<b>PREVIOUS MINUTES</b>	Minutes presented from Management Committee meeting on 18 January 2018.	That the minutes of the previous meeting be accepted as true and correct.	Moved: Jenny Smith Seconded: Stephen Thefts <b>CARRIED</b>
<b>2.1</b>	<b>Business arising – previous minutes</b>	Nil		
<b>3.0</b>	<b>CORRESPONDENCE</b>	Attached summaries.	That the inwards correspondence is received and the outwards endorsed.	Moved: Michael Borg Seconded: Sarah Emery <b>CARRIED</b>
<b>3.1</b>	<b>Business arising from correspondence</b>	Michael referred to items of note: <ol style="list-style-type: none"> <li>1. RRC responded to queries about readiness of 2WWMAC for CQ Champs</li> <li>2. SQ – Michael Cox is attending CQ Champs</li> <li>3. L4 will monitor water temps for CQ Champs &amp; Masters State Champs</li> <li>4. Stage &amp; Audio to provide PA System for CQ Champs</li> <li>5. Letter from RCity regarding “girls togs complaints”</li> </ol>		

<b>4.0</b>	<b>TREASURER'S REPORT</b>	Balances as at 31 January 2018 <ul style="list-style-type: none"> <li>• General Account - \$10,869</li> <li>• Railway Account - \$1,903</li> <li>• Development Account - \$9,754</li> <li>• Investment Account - \$30,611</li> <li>• Sinking Account - \$3,432</li> <li>• Technical Officials Account - \$2,682</li> </ul>	That the Treasurer's report be accepted.	Moved: Michael Borg Seconded: Jenny Smith <b>CARRIED</b>
<b>4.1</b>	<b>Invoices &amp; Reimbursements</b>	NIL		
<b>4.2</b>	<b>Funds Transfers</b>	Amanda noted that as at today the general account balance is down to \$1,903 & that the \$2,000 sponsorship from AQUALIFICATION has not yet been transferred to Tech Officials Account. CQSA has had to reimburse travel claims, pay SQ for CCDO, pool hire, etc. Some funds to arrive for Sprints Noms.  It is requested that \$5,000 be transferred from Investment to General to provide sufficient funds to cover running of the Association noting Champs a/c's will be due.	That \$5,000 is transferred from the Investment Account to the General Account.	Moved: Michael Borg Seconded: Jenny Smith <b>CARRIED</b>
<b>4.3</b>	<b>Aged Receivables</b>	Amanda noted that there are 2 aged receivables that are some years old with no details surrounding the amounts.	That the aged receivables for Emu Pk (\$48) & Kate Hudson (\$24) be written off.	Moved: Michael Borg Seconded: Jenny Smith <b>CARRIED</b>
<b>5.0</b>	<b>REGISTRAR'S REPORT</b>	As per attached report.	That the Registrar's report be accepted.	Moved: Stephen Thefs Seconded: Sarah Emery <b>CARRIED</b>
<b>6.0</b>	<b>RECORD STEWARD'S REPORT</b>	Nil Report – ensure records are updated prior to CQ Champs.		
<b>7.0</b>	<b>COACH SUB – COMMITTEE REPORT</b>	NIL		
<b>8.0</b>	<b>TECHNICAL OFFICIALS SUB – COMMITTEE</b>	1. T/O's roster being developed for CQ's 2. Sarah will draft a response to all clubs regarding togs and the rules, will be opportune time for CQ's. 3.		Moved: Sarah Emery Seconded: Michael Borg <b>CARRIED</b>

<b>10.0</b>	<b>GENERAL BUSINESS</b>			
<b>10.1</b>	<b>CQ Champs</b>	<ul style="list-style-type: none"> <li>• Medals in stock</li> <li>• Age awards – sufficient items in-stock to cover both events</li> <li>• 7&amp;U's – allow \$10 &amp; maybe lunch pack and Junior Dolphin Cap</li> <li>• Program to be changed to make easier to manage throughout carnival, dropping heats and finals in lieu of more straight finals, record announcements etc. will be delayed to allow confirmation</li> <li>• Planning well in hand for the event</li> </ul>		
<b>10.2</b>	<b>Development Clinics</b>	Amanda & Michael will finalise grant applications docs and send out, close March 15.		
<b>10.3</b>	<b>Club Affiliations</b>	Capella are showing as not affiliated & Clermont has swimmers not registered. Michael will make contact with both clubs to ascertain circumstances.		
<b>10.4</b>	<b>Life Member Nominations</b>	The nomination of life members will be in accordance with the Constitution, where a club or member can nominate a person to the Management Committee for recommendation to the AGM. Notice periods will have to be observed.		
<b>11.0</b>	<b>Next Meeting</b>	6.30pm 22 March 2018		
<b>12.0</b>	<b>Meeting Closed</b>	7.35pm		

## Email Inwards Correspondence from 17<sup>th</sup> January 2018

### For General Meeting 15<sup>th</sup> February 2018

Date	From	Re:	Action
17/1/2018	Tom Fronек	Travel expense form re CQ Sprints	
17/1/2018	M Borg	Expense Claim CQ Sprint Tech Officials appreciation gifts	
17/1/2018	Drew McGregor SQ	Appointment of Kyle Samuelson as Female Head Coach of QLD team	
18/1/2018	Telstra	Notice that credit after account closure will take a couple of billing cycles to come through	
18/1/2018	Julie Majer SQ	General Information resulting from President / Secretaries meeting at States	
19/1/2018	Sophia Czarkowski RRC	Response to queries re Southside pool	
19/1/2018	Rhonda Hill Blackwater club	Query re CQ Sprint results	
19/1/2018	Kevin Hasemann SQ	Michael Cox will attend CQ Champs	
20/1/2018	Jason Somerville-Kimlin Lane 4	Lane 4 will monitor water temps at Southside pool closely with regard CQ Champs and Masters meets	
22/1/2018	Swimming QLD	SQ Club News	
22/1/2018	Michael Borg	Expense Claim – Service of timing laptops	
23/1/2018	Calvin Lynch NPSR	Re Get Started vouchers	
23/1/2018	Sarah Emery	Harbour City meet results files	
23/1/2018	Jade Edmiston SQ	Re Aquatic Body Alignment clinic	
24/1/2018	Emerald Seals	File for Emerald Meet for website	
28/1/2018	Dysart Club via M Borg	Results files from Swim meet	

29/1/2018	Phil Mitchell	Travel Claim for CQ Sprints	
30/1/2018	Nicole Heumiller Blackall	Barracuda Blitz Flyer for website	
30/1/2018	Calvin Lynch NPSR	Young Athlete Travel Subsidy	
30/1/2018	Gladstone Club	Query re difficulty importing Tieri meet results	
2/2/2018	Calvin Lynch NPSR	Sports Officiating forums	
2/2/2018	Biloela Club	Invoice for catering for officials at CQ Sprints	
2/2/2018	Biloela Club	Invoice for Hosting CQ Sprints	
3/2/2018	Biloela Club	Results files from Short course swim meet	
4/2/2018	Barcaldine Club	Results files from Outback Oasis meet	
5/2/2018	Michael Anderson SQ	McDonalds VIK gear or 2018/2019 season	
5/2/2018	Biloela Club	Bank Payment confirmations for Development & Tech Officials Levies	
6/2/2018	Emu Park Swim Club	Re CQ Champs – volunteer for check starting and marshalling	
7/2/2018	Aarin Williams Gladstone	Volunteer to Chief Time Keep at CQ Champs	
7/2/2018	Scott Hartwell Rocky City	Rocky City volunteer for marshalling at CQ Champs	
7/2/2018	Amanda Noble SQ	Statement from SQ re CCDO fee	
7/2/2018	Stage & Audio	Re sound equipment hire for CQ Champs & Masters meets	
9/2/2018	Wendy Ryan	Travel Claim re CQ Sprints	
11/2/2018	Emerald Seals	Swim Meets results files	
	Barcaldine Club, Caribee Club x 2 Biloela Club x2	2018/2019 Meet Applications	
11/2/2018	Biloela Club	Bank details for payments	
12/2/2018	Moranbah Highlanders	Query re when CQ Champs file will be on website	

12/2/2018	Caribeae	Volunteering For CQ's – Announcer & medals, Friday Chief Time Keeper, Catering for officials & time keepers, provide 2 for gate for Saturday	
12/2/2018	Heather Belshaw SQ	Updated on line meet approval request	
13/2/2018	Sarah Rose	Comments on new CQ Champs program	
14/2/2018	President RSASC	Letter re RC girls swim togs complaints	
15/2/2018	Laura Fox	Promoting swim safety	

## Outwards Email Correspondence from 17<sup>th</sup> January 2018

### For Meeting 15<sup>th</sup> February 2018

Date	To	Re:
19/1/2018	Rhonda Hill Blackwater	Re CQ Sprint results on Website
19/1/2018	Sophia Czarkowski & RRC	Re surveying of Southside Pool prior to CQ Champs and Masters meet
19/1/2018	Vicki Patten SQ	Barcaldine 2018 Swim Meet approval
19/1/2018	Springsure Club	Re Meet results file
23/1/2018	All Clubs	Request for Meet Applications by 19 <sup>th</sup> Feb
24/1/2018	Vicki Patten SQ	Barcaldine 2018 Swim Meet approval
30/1/2018	All Clubs	Forward – Young Athlete Travel Subsidy
1/2/2018	Biloela Club	Request to transfer CQ Sprint Gate takings
2/1/2018	Biloela Club	Re invoices for CQ Sprint catering and hosting
4/2/2018	Barcaldine Club	Re Meet results files
4/2/2018	Moranbah Club	Request for full meet backup
5/2/2018	Tieri Club	Invoices for Development & Technical Officials Levy
5/2/2018	Gladstone Club	Invoices for Development & Technical Officials Levies
5/2/2018	Dysart Club	Invoices for Development & Technical Officials Levies
5/2/2018	Biloela Club	Invoices for Development & Technical Officials Levies
5/2/2018	Blackall Club	RE Tech Officials Levy
6/2/2018	Western Suburbs Club	Re Tieri meet files
6/2/2018	All Clubs	Re Preparation for CQ Champs & clubs volunteering to fill positions
7/2/2018	Stage & Audio	Re Sound Equipment hire for CQ Champs & Masters Meet

8/2/2018	Barcaldine Club	Invoice for Development Levy
8/2/2018	Biloela Club	Used incorrect number for Development levy payment
8/2/2018	Clermont Club	Reminder re overdue levy invoices
11/2/2018	All Clubs	Reminder that 2018/2019 Meet Applications due by 19 <sup>th</sup> Feb



# Central Queensland Swimming Association

PO Box 3108  
North Rockhampton QLD 4701

## Reconciliation Report

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ID#	Date	Memo/Payee	Deposit	Withdrawal
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Cheque Account: 1-1114 Suncorp A/C  
Date of Bank Statement: 31/01/2018  
Last Reconciled: 31/12/2017  
Last Reconciled Balance: \$6,212.72

### Cleared Cheques

EFT	1/01/2018	LJ Hooker Rockhampton		\$330.00
TR000125	9/01/2018	Equipment Maintenance		\$100.00
EFT	15/01/2018	Southern Cross Brands		\$419.25
EFT	15/01/2018	Almost Anything		\$90.00
EFT	15/01/2018	Sue Murphy		\$45.50
EFT	29/01/2018	Kerr Solutions		\$182.00
Total:			\$0.00	\$1,166.75

### Cleared Deposits

CR000584	5/01/2018	Swimming QLD	\$1,438.50	
CR000585	23/01/2018	Swimming QLD	\$3,121.32	
CR000586	23/01/2018	Swimming Queensland	\$1,264.00	
Total:			\$5,823.82	\$0.00

### Reconciliation

AccountRight Plus Balance on 31/01/2018:	\$10,869.79
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$10,869.79
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$10,869.79

# Central Queensland Swimming Association

## Registrar's Report - 15 February 2018

As of the 8<sup>th</sup> February 2018, the status of clubs and "Active" members in ClubLANE was:

38 Clubs:

- 30 Active (2 of which are Unfinancial for 2017-18 season)
- 8 Inactive or Folded

Ref	Club Name	Abbrev	Financial	Paid to	Members 08/02/18	*Members 15/01/18	Change
2636	Alpha ASC Inc	ALPHA	Yes	2017	34	34	0
2638	Barcaldine ASC Inc	BARCA	Yes	2018	152	146	6
2640	Biloela ASC Inc	BILOE	Yes	2018	161	160	1
2641	Blackall ASA Inc	BLKAL	Yes	2018	88	84	4
2642	Blackwater ASC Inc	BLKWA	Yes	2018	138	126	12
2643	Boyne Tannum SC Inc	BOYNE	Yes	2018	234	225	9
2648	CQ Aquajets SC Inc	CQAQU	Yes	2018	54	54	0
20450	Capella Crocs Amateur Swimming Assoc	CAPCR	No	2017	45	45	0
2646	Caribee ASC Inc	CARIB	Yes	2018	364	391	-27
2647	Clermont Dolphins ASC Inc	CLERM	Yes	2018	94	94	0
2649	Crescent Lagoon SS ASC	CRESC	Yes	2018	18	18	0
2650	Dysart SC Inc	DYSAR	Yes	2018	72	72	0
2651	Emerald Amateur Swimming Club Inc	EMERA	Yes	2018	163	149	14
2652	Emu Park SC Inc	EMUPK	Yes	2018	105	102	3
2653	Gladstone Gladiators SC Inc	GLAD	Yes	2018	142	141	1
21104	Gladstone South SC Inc	GLASO	Yes	2019	172	163	9
2655	Gracemere SC Inc	GRMER	Yes	2018	96	96	0
2656	Longreach ASC Inc	LONGR	Yes	2018	47	47	0
9613	Middlemount Community Sports Assoc	MIDDL	Yes	2018	71	65	6
2659	Monto ASC Inc	MONTO	Yes	2018	24	24	0
2660	Moranbah Highlanders SC Inc	MORAN	Yes	2018	115	101	14
2661	Moura ASC Inc	MOURA	Yes	2018	127	128	-1
2665	Rocky City ASC Inc	ROCKC	Yes	2018	185	180	5
2666	Rolleston SC Inc	ROLLE	Yes	2018	57	57	0
2667	Springsure ASC Inc	SPRSU	Yes	2018	85	84	1
2669	Theodore SS ASC	THEOD	No	2017	46	46	0
2670	Tieri ASC Inc	TIERI	Yes	2018	57	82	-25
2671	Western Suburbs (Gladstone) SC Inc	WESTS	Yes	2018	248	248	0
2672	Winton Pelican SC Inc	WINTN	Yes	2018	0	0	0
2673	Yeppoon SC Inc	YEPPO	Yes	2018	151	150	1
2668	ZFOLDED SBU Saints Swim Club	SBUSA					
2527	ZINACTIVE Baralaba Swimming Club	BARAL					
2644	ZINACTIVE Calliope Catfish SC						
2645	ZINACTIVE Capricorn ASC Inc	CAPRI					
2654	ZINACTIVE Gladstone South ASC Inc	GLADS					
2662	ZINACTIVE Mount Morgan ASC Inc	MTMOR					
6281	ZINACTIVE Mt Larcom Swimming Club	MTLAR					
2663	ZINACTIVE Muttaborra ASC Inc	MUTTA					
				<b>Total:</b>	<b>3345</b>	<b>3312</b>	<b>33</b>

\* Members reported at the previous CQSA Committee Meeting.

## Breakdown by Membership Category in ClubLANE

Category	08/02/2018	15/01/2018 <sup>*</sup>	Change	% of Total Membership
8YO Rec Swimmer †	2	2	0	0.1%
8YO Optus Junior Dolphin †	238	241	-3	7.1%
Coach	27	27	0	0.8%
Dolphin †	719	700	19	21.5%
Life member	35	35	0	1.0%
Non-Swimmer	10	10	0	0.3%
Official	45	46	-1	1.3%
Parent	1104	1094	10	33.0%
Recreational Swimmer †	217	223	-6	6.5%
Swimmer †	948	934	14	28.3%
<b>Total</b>	<b>3345</b>	<b>3312</b>	<b>33</b>	<b>100.0%</b>
†All Swimmer Categories	2124	2100	24	63.5%

\* Numbers reported at the previous CQSA Committee Meeting.

### Notes

1. The 91 members still marked as Active from “*Capella*” and “*Theodore*” have been included in the membership totals, but these clubs and their members are unfinancial.