



CENTRAL QUEENSLAND SWIMMING ASSOCIATION
MINUTES OF GENERAL MEETING
3 June 2018
Rockhampton Leagues Club

<i>AGENDA ITEM</i>		<i>NOTES ON DISCUSSION</i>	<i>RESOLUTON</i>	<i>OUTCOME</i>
1.	OPENING	11.20am		
1.1	Attendance	As recorded for the AGM		
1.2	Apologies	As recorded for the AGM		
2.0	PREVIOUS MINUTES	Minutes of the Management Committee meeting held on 3 May 2018 presented.	That the minutes of the Management Committee held on 3 May 2018 be received.	Moved: Michael Borg Seconded: Jodie Shanks CARRIED
2.1	Business arising – previous minutes	Nil		
3.0	CORRESPONDENCE	Refer attached summaries.	That the inwards correspondence is received & outwards correspondence is endorsed.	Moved: Jodie Shanks Seconded: Stephen Thefs CARRIED
3.1	Business arising from correspondence	1. Gary asked about the query on qualifying times eligibility for CQ Champs. Michael explained query was about accepting other times (may be not meet times) for CQ Champs. Some swimmers may not have access to the events to get times. Michael noted that Sarah is working on a set of guidelines to facilitate attainment of qualifying times either through time trails at meets or other. Main point is to ask in advance of a meet and start the discussion early as there are many parties to consider.		
4.0	TREASURERS REPORT	Michael noted the following account balances as at 31 May 2018: 1. Asset Sinking Fund \$3,851 2. General A/C \$4,416 3. Railway A/C \$1,690 4. Development A/C \$12,742 5. Investment A/C \$30,762	That the Treasurer’s report prepared by Amanda Noone & presented by Michael Borg be received.	Moved: Michael Borg Seconded: Scott Hartwell CARRIED

4.1	Reimbursements	NIL		
5.0	REGISTRARS REPORT	NIL		
6.0	RECORDS STEWARD REPORT	NIL		
7.0	COACH SUB – COMMITTEE REPORT	NIL		
8.0	TECHNICAL OFFICIALS SUB – COMMITTEE	NIL		

9.0	GENERAL BUSINESS			
9.1	CQSA Nationals Coach & Swimmer Travel Subsidy	<p>CQSA supports CQ registered swimmers who compete at Swimming Australia meets (pool or OWS) when it has the capacity to do so. The payment of the travel subsidy should be reviewed each year at the General Meeting following the AGM; no payments should be made unless this review is undertaken. When CQSA has resolved to pay a subsidy, it shall be paid by way of a claim by the club supported by evidence (Meet Manager Results or similar) of the swimmer competing, nominations are not a basis for payment.</p>	<p>That CQSA:</p> <ol style="list-style-type: none"> 1. Pay a travel subsidy for CQ registered Swimmers who have competed at a Swimming Australia “Nationals” for either Open, Age & MC, or Open Water Swims in the amount of \$150 each per swimmer. Only one claim per swimmer from 1st July 2018 to 30th June 2019. 2. Pay a travel subsidy for CQ registered Coaches who attended Swimming Australia “Nationals” for either Open, Age & MC, or Open Water Swims with competing swimmers in the amount of \$150 each per Coach per club. Only one claim per Coach for from 1st July 2018 to 30th June 2019 3. Payment is by way of a claim submitted by each club supported by Meet Manager Results (or equivalent). Each claim must be submitted within one month of the close of competition to be a valid claim. 4. CQSA will make payment to the respective club by way of an EFT transfer, upon which the Club will be responsible for distributing the subsidy to the relevant swimmer and coach. 	<p>Moved: Gary Knight Seconded: Scott Hartwell CARRIED</p>

9.2	CQSA Coach ASCTA Conference Registration Subsidy	CQSA supports CQ registered Coaches in their professional development by encouraging attendance at the annual ASCTA Convention.	That for the 2019 ASCTA Convention/Conference, CQSA will pay a subsidy in the amount of \$500 for CQ ASCTA registered coaches to assist with registration costs only, one coach per club. Each claim is to be submitted by their respective club on the approved claim form with evidence of payment of registration fees. Payment will be by way of EFT to the nominated bank account.	Moved: Scott Hartwell Seconded: David Milburn CARRIED
9.3	CQSA Technical Officials Levy	Supporting our Officials is paramount to ensuring that meets are run in accordance with SQ rules and regulations. Creating a system of payment which is standard for all meets is part of that support. Clubs may elect not to opt into the Technical Officials payment system but by doing so they acknowledge that they have a responsibility to recognise the contribution of the Technical Officials officiating at their meet in some other appropriate manner.	That for all meets, clubs will be required to pay a levy of \$1.50 per nominated swimmer into the CQSA Technical Official bank account. This money is to be pooled at the end of the season and distributed on a pro-rata basis to any officials appointed by the Chief Referee in the role of Referee, Judge of Stroke, Inspector of Turns or Starter (where a starter is specifically requested by the host club), and that official has been appointed to and attended at least three meets throughout the season.	Moved: Jodie Shanks Seconded: David Milburn CARRIED
9.4	CQSA Development Levy & Grants Pool	CQSA applies a \$0.50 levy per nomination at all CQSA sanctioned meets to provide a pool of funds to undertake development activities for swimmers and coaches in the region. This also extends to travel subsidies for National level swimmers and coaches attending ASCTA conferences/training. CQSA also offers development grants to clubs to undertake development activities. By offering clusters of clubs grants to run Level 1 or 2 category clinics CQSA is promoting the development of all levels of swimmers in the region For 2018/19 CQSA would like to make available another round of grants for Clusters of Clubs to undertake development clinics in the Level 1-2 categories.	That: 1. For CQSA sanctioned meets the \$0.50/nomination development levy continues to apply for the 2018/19 season. 2. For the 2018 / 2019 season CQSA offers Development Grants to clubs to assist in running Level 1-2 category clinics. Grant applications are to be submitted by two or more clubs working together for the benefit of their members and swimmers in the region. The total grant pool is \$6000 which is to be allocated to successful applicants to a maximum of \$2000 per grant	Moved: Michael Borg Seconded: David Milburn CARRIED

9.5	CQ Championships – All-comers Records Prize Pool	CQSA allocates a prize pool of \$2000 at CQ Championships for new CQ All-comers records. The \$2000 prize pool is distributed on the basis of each record broken is an equal share of the prize pool and such share is a total allocation to the swimmer, coach and club. All of the prize pool is awarded. E.g. If twenty records are broken each record is worth \$100. If an individual swimmer broke six records (of the twenty broken) the entitlement is \$600 shared between swimmer, coach and club.	That CQSA allocate a \$2,000 prize pool to All Comers records broken at CQ Championships in 2019. That the prize pool be evenly distributed with each record broken receiving an equal share and this share is the total allocation to the swimmer, coach and club. That the prize money be paid by EFT to clubs who are then responsible for distribution.	Moved: Scott Hartwell Seconded: Gary Knight CARRIED
9.6	2018/19 Swim Meet Calendar	Various meet applications have been received by CQSA for the 2018/19 season. A summary of dates is presented for discussion. There are a few w/e's where a clash of meets will affect the attendances at those meets. CQSA does not wish to dictate dates for carnivals as it is not fully aware of reasons why dates are submitted, however CQSA will continue to work with affected clubs to resolve clashes. Michael also noted Development dates for both CQSA & SQ.	That the calendar be received.	Moved: Michael Borg Seconded: David Milburn CARRIED
9.7	New Meet - CQSA Short Course Championships	Michael raised the topic of conducting a CQ SC Championships. Meeting felt that the calendar as it stood did not facilitate such a meet and that it may take away from the already planned meets.		
9.8	CQ Championships CQ Sprints	Meeting discussed the locations and hosting arrangements as well as nomination fee amounts.	That CQ Championships are held at 2WWMAC, Rockhampton & that CQ Sprints are held at the Blackwater Aquatic Centre, Blackwater. Nomination Fees for individual events \$6.50 Nomination Fees for relay events \$16	Moved: Michael Borg Seconded: Krissy Kelly CARRIED

9.9	Use of SC times for CQ Championships	David Milburn explained that many more swimmers could be eligible to nominate in CQ Champ events if SC times (converted) could be used. It is currently in place at State Championships. This move also boosts noms which will improve income.	That SC times (converted) are able to be used to qualify for CQ Championships.	Moved: David Milburn Seconded: Karen Doherty CARRIED
9.10	Use of CLUBLANE Online Noms System	John Tumbers asked if "online noms" is a working system. Michael noted that although SQ/SAL are working on replacing CLUBLANE by May 2019, yes it is still working and would encourage all to use it for their meets. There is a large amount of time saving for noms secretaries, treasurers and admin by using the system. Online Noms will be part of any new system so better to get parents used to the process. Michael noted that every attempt will be made to use for CQ Meets.		
10.0	CLOSE MEETING	Meeting closed at 12.10pm		

	Position	Name	Signature	Date
Signed	President:	Michael Borg		
	Vice President:	Jodie Shanks		

Central Queensland Swimming Association

PO Box 3108
North Rockhampton QLD 4701

Reconciliation Report

Page 1

ID#	Date	Memo/Payee	Deposit	Withdrawal
-----	------	------------	---------	------------

Cheque Account: 1-1114 Suncorp A/C
Date of Bank Statement: 30/04/2018

Reconciled Cheques

EFT	1/04/2018	LJ Hooker Rockhampton		\$330.00
EFT	9/04/2018	Rocky City Swim Club		\$1,500.00
TR000133	9/04/2018	Equipment Maintenance		\$100.00
TR000134	25/04/2018	Moranbah Development Levy 2		\$370.50
EFT	26/04/2018	Emu Park Swim Club		\$250.00
EFT	26/04/2018	Caribee Swim Club		\$250.00
EFT	26/04/2018	Michael Borg		\$215.00
EFT	26/04/2018	Lane 4 Pty Ltd		\$1,596.38
Total:			\$0.00	\$4,611.88

Reconciled Deposits

CR000637	13/04/2018	Swimming Australia Membersh	\$54.00	
CR000638	23/04/2018	Swimming QLD Memberships	\$363.00	
TR000135	25/04/2018	Transfer for Tech Officials Pay	\$4,940.65	
CR000636	26/04/2018	Swimming QLD Memberships	\$48.00	
Total:			\$5,405.65	\$0.00

Reconciliation

AccountRight Plus Balance on 30/04/2018:	\$10,006.25
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$10,006.25
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$10,006.25

Cheque Account: 1-1115 Railway Account
Date of Bank Statement: 30/04/2018

Reconciled Deposits

IE300418	30/04/2018	Bank Interest	\$2.08	
Total:			\$2.08	\$0.00

Reconciliation

AccountRight Plus Balance on 30/04/2018:	\$1,688.40
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$1,688.40
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$1,688.40

Central Queensland Swimming Association

Reconciliation Report

Page 2

ID#	Date	Memo/Payee	Deposit	Withdrawal
-----	------	------------	---------	------------

Cheque Account: 1-1116 CQSA Development
Date of Bank Statement: 30/04/2018

Reconciled Deposits

TR000134	25/04/2018	Moranbah Development Levy 2	\$370.50	
TR000136	25/04/2018	Transfer Development Levy 20	\$394.00	
IE300418	30/04/2018	Bank Interest	\$17.62	
Total:			\$782.12	\$0.00

Reconciliation

AccountRight Plus Balance on 30/04/2018:	\$14,920.40
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$14,920.40
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$14,920.40

Cheque Account: 1-1117 CQSA Investment
Date of Bank Statement: 30/04/2018

Reconciled Deposits

IE300418	30/04/2018	Bank Interest	\$37.83	
Total:			\$37.83	\$0.00

Reconciliation

AccountRight Plus Balance on 30/04/2018:	\$30,723.60
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$30,723.60
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$30,723.60

Cheque Account: 1-1119 CQSA Asset Sinking
Date of Bank Statement: 30/04/2018

Reconciled Deposits

TR000133	9/04/2018	Equipment Maintenance	\$100.00	
IE300418	30/04/2018	Bank Interest	\$4.58	
Total:			\$104.58	\$0.00

Central Queensland Swimming Association

Reconciliation Report

Page 3

ID#	Date	Memo/Payee	Deposit	Withdrawal
-----	------	------------	---------	------------

Cheque Account: 1-1119 CQSA Asset Sinking
Date of Bank Statement: 30/04/2018

Reconciled Deposits

Reconciliation

AccountRight Plus Balance on 30/04/2018:	\$3,746.14	
Add: Outstanding Cheques:	\$0.00	
Subtotal:	\$3,746.14	
Deduct: Outstanding Deposits:	\$0.00	
Expected Balance on Statement:	\$3,746.14	

Cheque Account: 1-1121 Technical Officials
Date of Bank Statement: 30/04/2018

Reconciled Cheques

TR000135	25/04/2018	Transfer for Tech Officials Pay		\$4,940.65
TR000136	25/04/2018	Transfer Development Levy 20		\$394.00
		Total:	\$0.00	\$5,334.65

Reconciled Deposits

CR000639	3/04/2018	Dysart Swimming Club	\$181.50	
IE300418	30/04/2018	Bank Interest	\$8.74	
		Total:	\$190.24	\$0.00

Reconciliation

AccountRight Plus Balance on 30/04/2018:	\$2,018.74	
Add: Outstanding Cheques:	\$0.00	
Subtotal:	\$2,018.74	
Deduct: Outstanding Deposits:	\$0.00	
Expected Balance on Statement:	\$2,018.74	

Central Queensland Swimming Association

PO Box 3108

North Rockhampton QLD 4701

General Ledger [Summary]

1/04/2018 To 30/04/2018

29/05/2018

Page 1

9:31:21 AM

Acct#	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
1-1114	Suncorp A/C	\$9,212.48	\$5,405.65	\$4,611.88	\$793.77	\$10,006.25
1-1115	Railway Account	\$1,686.32	\$2.08	\$0.00	\$2.08	\$1,688.40
1-1116	CQSA Developme	\$14,138.28	\$782.12	\$0.00	\$782.12	\$14,920.40
1-1117	CQSA Investment	\$30,685.77	\$37.83	\$0.00	\$37.83	\$30,723.60
1-1119	CQSA Asset Sinki	\$3,641.56	\$104.58	\$0.00	\$104.58	\$3,746.14
1-1121	Technical Officials	\$7,163.15	\$190.24	\$5,334.65	\$5,144.41cr	\$2,018.74
	Total:		<u>\$6,522.50</u>	<u>\$9,946.53</u>		

Email Inwards Correspondence from 4th May 2018

For General Meeting 3rd June 2018

Date	From	Re:	Action
4/5/2018	QLD Gov't	Incorporation renewal	
5/5/2018	RCASC – Scott Hartwell	Supporting info re Age Nationals claim	
6/5/2018	Emu Park – Renee Stewart	Re supporting info for Age Nationals claim	
7/5/2018	SQ – Barry Prime	Re Development Grants	
8/5/2018	Gladstone South Swimming	Age Nationals travel claim	
8/5/2018	Emerald Seals – Julia Barnes	Bank details re Development Grant	
9/5/2018	Tom Fronck	Re Gladstone Development Grant	
11/5/2018	SQ	SQ Club News	
14/5/2018	Emu Park Swimming	RSVP re AGM	
14/5/2018	Gladstone Swimming	RSVP re AGM	
14/5/2018	SQ Heather Belshaw	Request for Region Fees by 21 st May	
15/5/2018	Emu Park – Renee Stewart	Info re Age National Claim	
16/5/2018	Yeppoon Sharks swimming	RSVP re AGM	
16/5/2018	LJ Hooker	June rent invoice	
16/5/2018	SQ Heather Belshaw	RE Region Fees – request to send through on 4/6/2018	
16/5/2018	Gladstone Swimming – Aarin William	Bank details re Development Grant	
17/5/2018	Stan Rossett - Bundaberg (via team Unify)	Request for next season meet calendar	
17/5/2018	Office of Fair Trading	On line annual return	

Outwards Email Correspondence from 4th May 2018

For Meeting 3rd June 2018

Date	To	Re:
4/5/2018	Blackall Swimming – Kathy Scholes	Re Development levy payment
5/5/2018	RCASC – Scott Hartwell	Re Age Nationals claim
5/5/2018	Emu Park -	Re Age Nationals Claim
5/5/2018	All Clubs	Reminder re AGM & RSVP
7/5/2018	Blackall Swimming Club	Notification of successful development Grant application
7/5/2018	Gladstone Gladiators Swimming Club	Notification of successful development Grant application
7/5/2018	Emerald Seals Swimming Club	Notification of successful development Grant application
7/5/2018	SQ Barry Prime	Re Development Grant successful applicants
7/5/2018	RSASC	Notification of unsuccessful development Grant application
7/5/2018	Moura Marlins swimming Club	Notification of unsuccessful development Grant application
14/5/2018	All Clubs	AGM reminder
15/5/2018	CQ – Heather Belshaw	Re fees for coming season
15/5/2018	Rockhampton Leagues Club	Re AGM booking
17/5/2018	Stan Rossetter Bundaberg	RE publication of CQ meet calendar
18/5/2018	SQ Jade Edmestone	Re proposed Aquatic Body alignment clinics
24/5/2018	Rockhampton Leagues Club	Re AGM booking
25/5/2018	Rockhampton Leagues Club	Re AGM booking