



CENTRAL QUEENSLAND SWIMMING ASSOCIATION
MINUTES OF GENERAL MEETING
14th May 2017
Rockhampton Leagues Club

		<i>NOTES ON DISCUSSION</i>	<i>RESOLUTION</i>	<i>OUTCOME</i>
1.	OPENING	Meeting opened at 11.14am		
1.1	Attendance	As per AGM		
1.2	Apologies	As per AGM		
2.0	PREVIOUS MINUTES		That the minutes of the Management Committee meeting on 16 th March be confirmed	Moved: Jenny Smith Seconded: Val Kalmikovs CARRIED
2.1	Business arising – previous minutes	<ul style="list-style-type: none"> • Blocks at Southside pool. Michael had approached council about joint grant application to convert blocks at southside pool. Aquatic Elements confirmed that timing system can be integrated. Ongoing discussions with council • Touchpads at southside pool – council still looking at fixing • Dave Milburn noted that discussion with council had been that CQSA have a home at the pool. Query whether this is still feasible. No progress on this. 		
3.0	CORRESPONDENCE	As per attached summary for period 16 th March to 13 th May 2017.	That the correspondence summary as attached be accepted.	Moved: Amanda Noone Seconded: Scott Hartwell CARRIED
3.1	Business arising from correspondence	<ul style="list-style-type: none"> • New competition framework from SQ – to be discussed in General business 		

4.0	TREASURERS REPORT	Bank balances as per AGM Audit Report: Reconciliation Report for April 30th Balances are: General A/C \$14959.35 Railway A/C \$1881.15 Development A/C \$1547.78 Investment A/C \$30236.67 Asset Sinking A/C \$2686.49		Moved: Jenny Smith Seconded: Scott Matthews CARRIED
4.1	Reimbursements		That	Moved: Seconded:
5.0	REGISTRARS REPORT	As per AGM		Moved: Seconded:
6.0	RECORDS STEWARD REPORT	As per AGM		Moved: Seconded:
7.0	COACH SUB – COMMITTEE REPORT	No report		Moved: Seconded:
8.0	TECHNICAL OFFICIALS SUB – COMMITTEE	As per AGM		Moved: Seconded:

10.0	GENERAL BUSINESS			
10.1	2017/2018 Swim Meet Calendar		That the calendar be adopted	Moved: MB Seconded: Scott Hartwell CARRIED
10.2	Coach & Swimmer Nationals Travel Subsidy	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	That CQSA: 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 1 st July 2017 to 30 th June 2018.	Moved: MB Seconded: Scott Matthews CARRIED

			<ol style="list-style-type: none">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 2017 to 30th June 20183. 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	
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10.3	Coach ASCTA Convention Subsidy	CQSA supports CQ registered Coaches in their professional development by encouraging attendance at the annual ASCTA Convention.	For the 2018 ASCTA Convention/Conference – CQSA will pay a subsidy up to the amount of \$500 to assist with Registration Costs for CQ ASCTA registered coaches to assist with registration costs only, one coach per club for either the State or National conference 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: Michael Borg Seconded: Gary Knight CARRIED
10.4	Technical Officials Levy	CQSA applies a \$1.50 levy per swimmer at all CQSA sanctioned meets to provide a pool of funds to pay Technical Officials appointed by the Chief Referee at the meet. Remote Clubs may opt out, instead working directly individually with their local officials if they prefer. This levy needs annual confirmation for its application.	That for CQSA sanctioned meets the \$1.50 per swimmer Technical Official Levy continues to apply for the 2017/18 season.	Moved: Sarah Emery Seconded: Jodie Shanks CARRIED
10.5	CQ Championships 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.	<ol style="list-style-type: none"> 1. That CQSA allocate \$2000 prize pool to All Comers records broken at CQ Championships in 2018. 2. 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. 3. That the prize money be paid by EFT to clubs who are then responsible for distribution 	Moved Michael Borg Seconded Sarah Emery CARRIED

10.6	2017/2018 Development Programs			
a.	Development Levy	CQSA applies a \$0.50 levy per nomination at all CQSA sanctioned meets to provide a pool of funds to undertake development activities. This levy needs annual confirmation for its application.	That for CQSA sanctioned meets the \$0.50/nomination development levy continues to apply for the 2017/18 season.	Moved: Michael Borg Seconded: David Milburn CARRIED
b.	Development Clinics	Barcaldine having a clinic by October RC Level 4 clinic in Sept Holidays SQ having clinic in June CQ Clinics – after CQ Sprints on Sunday and the post Caribee also well received. Possibly after Liquid Energy. Rachel suggested it moved around the region after one day meets.		
c.	Clusters of Clubs Development Grants	CQSA offers development grants to clubs to undertake development activities in clusters of clubs which is funded by the Development Levy. For 2017/18 CQSA would like to make available another round of grants for <i>Clusters of Clubs</i> to undertake development clinics in the Level 1-2 categories.	That CQSA offer development grants for Level 1-2 clinics for the 2017/18 season to a maximum amount of \$6,000.	Moved: Michael Borg Seconded: Jenny Smith CARRIED

10.7	CQ Championships & CQ Sprints Hosting & Location		That CQ Championships be held at Southside pool Rockhampton first weekend in March 2018 and that expressions of interest from club in the region be sought to host CQ Sprints in January.	Moved Michael Borg Second Jodie Shanks CARRIED
10.8	Swimming Queensland New Competition Policy	Michael Borg spoke to the new policy. Clubs to be emailed and requested to resubmit meet applications on line. Also will include on line meet nominations Recommend clubs and meet directors to look at in relation to meet programs.		
10.9	Development of Inter Club Relations	Rachel Sampson addressed the meeting. Interclub activities – kids enjoy interclub activities. Target when there is not many activities eg joint club nights. Also creates opportunity for officials to develop officials. Matthew discussed that Aquajets and crescent Lagoon have a thing going.		
		Gary asked why Winton has one inactive. Lot of the issues are around coaching.		

NEXT MEETING			
Closure	Meeting Closed at 12.45pm		

	Title	Name	Signature	Date
Signed	President :	Michael Borg		
	Secretary:	Amanda Noone		

Inwards Correspondence from 22nd April 2016

For Meeting 22nd May 2016

Date	From	Re:	Action
12/4/2016	Scott Hartwell RCSC	Rocky City RSVP to AGM	
13/4/2016	Michael Borg	Completed nomination form for 2016/2017 President	
13/4/2015	Michael Borg	Completed nomination forms Treasurer & Record Steward	
18/4/2016	Emu Park SC	Query re National Open Water Travel Claim	Emailed 27/4/2016 response
19/4/2016	David Milburn	Recommendations for Life membership – Geoff Rafter, Graham Simpson, Phil Mitchell & Jenny Smith	
20/4/2016	Amanda Noone	Nomination Form- secretary	
20/4/2016	Gladstone Swimming Club	AGM RSVP	
21/4/2016	Karla Dillon – Swimming QLD	Request for 2016/2017 Fees	Responded with recommendation and AGM date
26/4/2016	Scott Hartwell	Looking for way of pulling file of CQ records into MM	
20/4/2016	Gladstone Swimming Club	Travel Claims for Age & Open Nationals	
27/4/2016	Emu Park SC	Travel Claim for Open Water Nationals	
29/4/2016	Karla Dillon SQ	Reminder Regional reports to SQ due by 30 th May	
29/4/2016	Sport & Rec	Building Active Communities survey & workshop	
2/5/2016	Beth Bell	Rent Invoice	
2/5/2016	Simon Williams – Engine	Goggles special	
3/5/2016	Chelsee Clarke Lane 4	Statement with outstanding amount	Query sent – not CQSA
3/5/2016	Gladstone Swimming Club	Confirmation Coach did not travel to Nationals	

Outwards Email Correspondence from 22nd April to 17th May 2016

For Meeting 22nd May 2016

Date	To	Re:	Action
26/4/2016	Gladstone Swimming Club	Query whether coach attended National meets re travel subsidy	
26/4/2016	Emu Park SC	Acceptance of Open Water Nationals travel claim	
6/5/2016	All Clubs	Reminder re AGM RSVP's	
8/5/2016	Clare Osborne	Reminder of criteria for travel subsidy claim	
9/5/2016	All Clubs	AMP Tomorrow Fund information	
12/5/2016	Karla Dillon SQ	Spreadsheet of proposed fees for 2016 / 2017	
13/5/2016	Julie Majer SQ	Proposed Affiliation Fee	
14/5/2016	All Clubs	Reminder re Agenda items for meeting 22 nd May	
16/5/2016	John Tumbers Gladstone	Response re Carnival date issue	
16/5/2016	Scott Hartwell	Query re resolution for awarding Brian Thomas Trophy at CQ Champs	

Central Queensland Swimming Association

PO Box 3108
North Rockhampton QLD 4701

Reconciliation Report

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ID#	Date	Memo/Payee	Deposit	Withdrawal	Memo
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Cheque Account: 1-1114 Suncorp A/C - 601417622
Date of Bank Statement: 30/04/2016

Reconciled Cheques

189	30/03/2016	Tieri Amateur Swimmng Club		\$2,100.00	Tieri Amateur Swimmng Club
EFT	1/04/2016	BC BELL & DJ THOMASSO		\$300.00	BC BELL & DJ THOMASSON
BPAY	8/04/2016	Telstra		\$69.99	Telstra phone and data
EFT	8/04/2016	Rockhampton Leagues Club		\$200.00	Rockhampton Leagues Club Lt
TR000085	9/04/2016	Equipment Maintenance		\$100.00	Equipment Maintenance
EFT	11/04/2016	Caribeeae Swimming Club		\$167.00	CQ Champs prize pool
EFT	19/04/2016	NG Engraving		\$74.40	Payment; NG Engraving
Total:			\$0.00	\$3,011.39	

Reconciled Deposits

CR000430	4/04/2016	Swimmer Registration	\$24.00		Swimmer Registration
CR000431	5/04/2016	Swimmer Registrations	\$8.00		Swimmer Registrations
CR000432	20/04/2016	Payment; Tieri Amateur Swim	\$306.00		Payment; Tieri Amateur Swim
CR000433	22/04/2016	Swimming Australia Registrat	\$12.00		Swimming Australia Registrati
Total:			\$350.00	\$0.00	

Reconciliation

AccountRight Plus Balance on 30/04/2016:	\$18,237.14
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$18,237.14
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$18,237.14

Central Queensland Swimming Association

Reconciliation Report

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ID#	Date	Memo/Payee	Deposit	Withdrawal	Memo
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Cheque Account: 1-1115 Railway Account 601417630
Date of Bank Statement: 30/04/2016

Reconciled Deposits

IE300416	30/04/2016	Interest	\$3.27		Interest
Total:			<u>\$3.27</u>	<u>\$0.00</u>	

Reconciliation

AccountRight Plus Balance on 30/04/2016:	\$1,849.10
Add: Outstanding Cheques:	\$0.00
Subtotal:	<u>\$1,849.10</u>
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	<u>\$1,849.10</u>

Central Queensland Swimming Association

Reconciliation Report

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ID#	Date	Memo/Payee	Deposit	Withdrawal	Memo
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Cheque Account: 1-1116 CQSA Development - 601417649
Date of Bank Statement: 30/04/2016

Reconciled Cheques

EFT	7/04/2016	Rocky City Swim Club		\$1,050.00	Rocky City Swim Club Travel
SC300416	30/04/2016			\$2.00	
Total:			\$0.00	\$1,052.00	

Reconciled Deposits

IE300416	30/04/2016	Interest	\$14.29		Interest
Total:			\$14.29	\$0.00	

Reconciliation

AccountRight Plus Balance on 30/04/2016:	\$7,884.18
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$7,884.18
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$7,884.18

Central Queensland Swimming Association

Reconciliation Report

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ID#	Date	Memo/Payee	Deposit	Withdrawal	Memo
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Cheque Account: 1-1117 CQSA Investment - 601417657
Date of Bank Statement: 30/04/2016

Reconciled Deposits

IE300416	30/04/2016	Interest	\$52.43		Interest
Total:			<u>\$52.43</u>	<u>\$0.00</u>	

Reconciliation

AccountRight Plus Balance on 30/04/2016:	\$29,721.65
Add: Outstanding Cheques:	\$0.00
Subtotal:	<u>\$29,721.65</u>
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	<u>\$29,721.65</u>

Central Queensland Swimming Association

Reconciliation Report

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ID#	Date	Memo/Payee	Deposit	Withdrawal	Memo
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Cheque Account: 1-1119 CQSA Asset Sinking - 203464296
Date of Bank Statement: 30/04/2016

Reconciled Deposits

TR000085	9/04/2016	Equipment Maintenance	\$100.00		Equipment Maintenance
IE300416	30/04/2016	Interest	\$3.11		Interest
		Total:	<u>\$103.11</u>	<u>\$0.00</u>	

Reconciliation

AccountRight Plus Balance on 30/04/2016:	\$1,790.23
Add: Outstanding Cheques:	<u>\$0.00</u>
Subtotal:	\$1,790.23
Deduct: Outstanding Deposits:	<u>\$0.00</u>
Expected Balance on Statement:	<u>\$1,790.23</u>

Central Queensland Swimming Association

PO Box 3108
North Rockhampton QLD 4701

Cash Disbursements Journal

1/04/2016 To 30/04/2016

21/05/2016
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ID#	Acct#	Account Name	Debit	Credit	Job No.
CD	1/04/2016	BC BELL & DJ THOMASSON			
EFT	1-1114	Suncorp A/C - 601417622		\$300.00	
EFT	6-6613	Rent	\$300.00		
<hr style="border-top: 1px dashed black;"/>					
CD	7/04/2016	Rocky City Swim Club			
EFT	1-1116	CQSA Development - 6014176		\$1,050.00	
EFT	6-1101	Swimmer - Travel Subsidy	\$900.00		
EFT	6-1201	Coach - Travel Assistance	\$150.00		
<hr style="border-top: 1px dashed black;"/>					
CD	8/04/2016	Telstra			
BPAY	1-1114	Suncorp A/C - 601417622		\$69.99	
BPAY	6-6625	Telstra - Telephone	\$69.99		
BPAY	6-6626	Telstra - Internet	\$0.00		
<hr style="border-top: 1px dashed black;"/>					
CD	8/04/2016	Rockhampton Leagues Club Ltd			
EFT	1-1114	Suncorp A/C - 601417622		\$200.00	
EFT	6-6812	AGM	\$200.00		
<hr style="border-top: 1px dashed black;"/>					
CD	9/04/2016	Equipment Maintenance			
TR000085	1-1114	Suncorp A/C - 601417622		\$100.00	
TR000085	1-1119	CQSA Asset Sinking - 203464	\$100.00		
<hr style="border-top: 1px dashed black;"/>					
CD	11/04/2016	Caribae Swimming Club			
EFT	1-1114	Suncorp A/C - 601417622		\$167.00	
EFT	6-6424	CQ Champs - Event Awards	\$167.00		
<hr style="border-top: 1px dashed black;"/>					
CD	19/04/2016	NG Engraving			
EFT	1-1114	Suncorp A/C - 601417622		\$74.40	
EFT	2-1200	Trade Creditors	\$74.40		
<hr style="border-top: 1px dashed black;"/>					
CD	30/04/2016				
SC300416	1-1116	CQSA Development - 6014176		\$2.00	
SC300416	6-6602	Bank Charges	\$2.00		
<hr style="border-top: 1px dashed black;"/>					
Grand Total:			\$1,963.39	\$1,963.39	

CQSA Meet Calendar 2016_2017

	July 2016	August 2016	September 2016		October 2016	November 2016	December 2016
Friday	1st -	5th	2nd	Friday		4th BILOELA OPEN AUST SHORT	2nd
Saturday	2nd -	6th	3rd	Saturday	1st	5th BILOELA OPEN COURSE (1ST-5TH NOV)	3rd TIERI
Sunday	3rd	7th	4th	Sunday	2nd	6th	4th
Friday	8th EMU PARK WINTER SC	12th	9th	Friday	7th	11th	9th
Saturday	9th EMU PARK WINTER SC	13th ROCKY CITY WINTER SC	10th	Saturday	8th WESTERN SUBURBS SPRING MEET	12th TROPIC OF CAPRICORN / ALPHA	10th QLD
Sunday	10th	14th ROCKY CITY WINTER SC	11th	Sunday	9th	13th TROPIC OF CAPRICORN	SWIMMING CHAMPIONSHIPS
Friday	15th	19th	16th	Friday	14th CARIBEAEE BEEF CITY	18th	16th (10TH - 16TH DEC)
Saturday	16th Speedo Qld Short Course Qual Meet	20th	17th ROCKY CITY SPRING MEET	Saturday	15th CARIBEAEE BEEF CITY	19th BLACKALL / MORANBAH - CARIB DUAL tba	17th
Sunday	17th Speedo Qld Short Course Qual Meet	21st	18th	Sunday	16th CQSA JX Development Clinic	20th	18th
Friday	22nd	26th QLD	23rd	Friday	21st	25th	23rd
Saturday	23rd	27th SHORT COURSE	24th	Saturday	22nd LIQUID ENERGY / QLD OPEN WATER	26th SPRINGSURE / EMU PARK NOV	24th
Sunday	24th	28th CHAMPIONSHIPS	25th	Sunday	23RD	27th	25th
Friday	29th		30th	Friday	28th		30th
Saturday	30th SQ Regnal Devlpmt Activity - R'ton tba			Saturday	29TH ROCKY CITY NOVICE MEET		31st
Sunday	31st SQ Regnal Devlpmt Activity - R'ton tba			Sunday	30th		
	January 2017	February 2017	March 2017		April 2017	MAY 2017	June 2017
Friday			3rd CQ CHAMPS	Friday			
Saturday		4th BARCALDINE / BILOELA SC	4th CQ CHAMPS	Saturday	1st CQ AQUAJETS RELAY		
Sunday	1st	5th	5th CQ CHAMPS	Sunday	2nd		
Friday	6th	10th NATIONAL	10th	Friday	7th		
Saturday	7th	11th EMERALD / OPEN	11th CAPELLA	Saturday	9th		
Sunday	8th	12th WATER	12th YEPPPOON	Sunday	9th		
Friday	13th	17th	17th	Friday	14th AGE		
Saturday	14th CQ SPRINTS	18th QLD SPRINT Longreach Meet	18th	Saturday	15th CHAMPIONSHIPS		
Sunday	15th CQSA JX Development Clinic	19th CHAMPIONSHIPS	19th	Sunday	16th (10TH TO 17TH APRIL)		
Friday	20th HARBOUR CITY	24th	24th	Friday	21st		
Saturday	21st HARBOUR CITY	25th CARIBEAEE 13 & UNDER SC	25th AUSTRALIAN	Saturday	22nd		
Sunday	22nd HARBOUR CITY	26th	26th SWIMMING CHAMPIONSHIPS	Sunday	23rd		
Friday	27th		31st (25TH - 31ST MARCH)	Friday	28th		
Saturday	28th DYSART			Saturday	29th		
Sunday	29th			Sunday	30th		

Decision Criteria Applied

1. If club has submitted alternate dates, then alternate dates used to resolve conflicts.
2. If clash still exists and 1 club has other unaffected date(s), then that club will have date declined.
3. If clash still exists and Note 1 does not resolve, club with only 1 application may get preference.