



**CENTRAL QUEENSLAND SWIMMING ASSOCIATION
MINUTES OF ANNUAL GENERAL MEETING
25 May 2014
Duaringa Golf Club**

| AGENDA ITEM | | TOPICS / POINTS OF DISCUSSION | OUTCOME /ACTION REQUIRED |
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| 1. | Opening | Meeting opened by Joy Symons (President CQSA) at 10:30 am | |
| | Attendance Delegates and committee | As per AGM attendance sheets | |
| 1.2 | Others in attendance | As per AGM Guest & Life Members attendance Sheets | |
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| 1.3 | Apologies | Terry Phelan, Kent Ward, Heidi McMahon, Shari Hancox, Michelle McPhee, Gary Knight | |
| 2.0 | Previous Minutes Confirmation of Previous Minutes | President read the minutes – minutes issued to members | Moved: Joy Symons Seconded: Paul Connolly |
| 2.1 | Business arising - previous minutes | | |
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| 3.0 | Reports | As per read and included in Central Queensland 2013/2014 Reports Folio | As per distributed booklet of Reports |
| 3.1 | Presidents Report | As included in CQSA Annual Report to members – read by Joy Symons | Moved: Joy Symons Seconded: Scott Hartwell |
| 3.2 | Registrars Report | As included in CQSA Annual Report to members – Taken as read | Moved: Rachel Sampson Seconded: Scot Hartwell |

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| 3.3 | Records Stewart's Report | As included in CQSA Annual Report to members – Taken as read | Moved: Scott Hartwell Seconded: Rachel Sampson |
| 3.4 | Coach Sub – Committee Report | As included in CQSA Annual Report to members – Taken as read | Moved: Paul Connolly Seconded: Cathy Robson |
| | Technical Official's report | As included in CQSA Annual Report to members – Taken as read | Moved: Dean Rodgers Seconded: Scott Hartwell |
| | Auditors Report | Amendment Page 4, 2013, Telecommunications should read \$1304.51 As included in CQSA Annual Report to members. | Moved: Jenny Smith Seconded: Scott Hartwell |
| 5.0 | Office Bearers | Joy Symons stood down and Nev Hamilton took over the meeting. | |
| | | All positions noted below will be deemed voting members of the Committee. The following Nominations for Management positions have been received:- | |
| 5.11 | President | Rachel Sampson Nominated: Scott Hartwell Seconded: Melanie Hartwell Rachel Sampson took the Chair | Carried |
| 5.12 | Vice President | Nominated: Seconded: | No Nominations |
| 5.13 | Jnr Vice President | Nominated: Seconded: | No Nominations |

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| 5.14 | Secretary | Amanda Noone (temporary) Nominated: Scott Hartwell Seconded: Jenny Smith | Carried |
| 5.15 | Treasurer | Jenny Smith Nominated: Joy Symons Seconded: Val Kalmikovs | Carried |
| 5.16 | Registrar | Heidi McMahon Nominated: Joy Symons Seconded: Val Kalmikovs | Carried |
| 5.17 | Record Steward | Scott Hartwell Nominated: Rachel Sampson Seconded: Jacalean Wines | Carried |
| 5.18 | Publicity Officer | Nominated: Seconded: | No Nominations |
| 5.19 | Central highlands Rep | Nominated: Seconded: Barry Plate from Clermont will consider taking the position | No Nominations |
| 5.20 | Far West Rep | Nominated: Seconded: | No Nominations |
| | Auditor | Jenny has sourced other quotes but the current auditor is still the best value. | |
| 6.0 | Appointment of Auditor | Don Martin Moved: Scott Hartwell Seconded: Shane Kingston | Carried |
| | Patron | | |
| 7.0 | Appointment of Patron | Nev Hamilton | Moved: Joy Symons Seconded: Dean Rodgers Carried |
| | Capitation Fees | | |
| 8.0 | Capitation Fees for the 2014/2015 swimming season | As per the recommendations of the last General Meeting fees are to be kept the same: Motion: That the Capitation Fees for the 2014 / 2015 swimming season remain unchanged from 2013/2014 season | Moved: Jenny Smith Seconded: Joy Symons Carried |

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| | General Business | <p>* Scott Hartwell proposed that there be 4 meetings per year that are "Delegate "meetings.</p> <ul style="list-style-type: none"> - Every Club in the Region must have delegates attending at least 3 meetings whether physically or on line so that there is more club involvement in CQSA - Call for agenda items 4 weeks prior to meeting - Agenda distributed 2 weeks prior to meeting so that delegates can discuss relevant issues with their club. - Executive to still meet at least every two months. The executive are to be given power by the Delegates to deal with overall regional matters - The new Executive Committee to set meeting calendar <p>Motion: That CQSA have 4 delegate meetings per year that are organised by the Secretary. Each Club in the Region must have delegates attend at least 3 meetings either physically or on line. There will be a call for agenda items 4 weeks prior to meeting and the agenda will be distributed 2 weeks prior to meeting date.</p> <p>* Scott Hartwell proposed that the position of Secretary become a paid nonvoting position on the committee. This is to alleviate the workload on the volunteer committee and also to ensure that CQSA business is done in a timely and effective manner. Compensation will be a fixed amount per year as determined by the executive. A job description is to be prepared by the Executive and applications sought by advertising the position through clubs in the region</p> <p>Motion: That the position of Secretary of CQSA will become a paid nonvoting position on the committee</p> | | <p>Moved: Scott Hartwell Seconded: Joy Symons Carried</p> <p>Moved: Scott Hartwell Seconded Joy Symons Carried</p> |
| 10.0 | Meeting Closed | Meeting closed at 11.38am | | |
| | Title | Name | Signature | Date |
| Signed | President : | Rachel Sampson | | |
| | Minute Secretary | Amanda Noone | | |

