



**CENTRAL QUEENSLAND SWIMMING ASSOCIATION
MINUTES OF EXECUTIVE MEETING
25 March 2015
CQSA Office, Rockhampton**

AGENDA ITEM		TOPICS / POINTS OF DISCUSSION	OUTCOME /ACTION REQUIRED
1.	Opening	Meeting opened @ 7.15pm	
1.1	Attendance	Jenny Smith, Heidi McMahon, Michael Borg	
1.2	Apologies		
2.0	Previous Minutes	Previous minutes read but not confirmed due to insufficient committee members present to confirm.	Moved: Seconded:
2.1	Business arising - previous minutes		
3.0	Correspondence	Resignations from Rachel Sampson, Scott & Melanie Hartwell	Moved: Jenny Smith Seconded: Heidi McMahon CARRIED
3.1	Business arising from correspondence		
4.0	Treasurers Report	No Report	Moved: Seconded:
5.0	Registrars Report	No Report	Moved: Seconded:

6.0	Records Stewart's Report	No report	Moved: Seconded:
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	As per summary	Moved: Seconded:
10.0	General Business Arising		
10.1	Committee Resignations	The management committee has received the resignations of Rachel Sampson (President), Scott Hartwell (Records Steward) & Melanie Hartwell (Administrative Assistant) and CQSA notes its thanks for their service to CQSA. Under S20 of the Constitution no resolution is necessary.	
10.2	Committee Vacancies	<p>The management committee acted to fill the casual vacancies on the management committee due to recent resignations by inviting a delegate (Michael Borg) to fill a vacancy until the next AGM as per S21 of the Constitution. This is being undertaken to ensure sufficient committee members exist to continue the management of CQSA.</p> <p>Michael Borg will also assume the role of President to facilitate auditing of accounts for the AGM and any other actions required of the President. This action will also include the changing of signatories on bank accounts.</p>	Moved: Jenny Smith Seconded: Heidi McMahon CARRIED
10.3	CQ Champs Record Prize Pool	The payment of records prize pool was discussed and due to the complexity of the issue it was decided to postpone the payment of 2014/15 awards until it can be discussed at the general meeting after	Moved: Jenny Smith Seconded: Michael Borg

		the AGM where more information may be available.	CARRIED
10.4	2015/16 Swim Meet Calendar	<p>Michael Borg to create draft calendar of swim meets for 2015/16 season for discussion at AGM based on received meet applications.</p> <p>It is noted that not all clubs have submitted meet applications, but a reminder shall be sent when Call for Nominations is distributed.</p>	
10.5	AGM Date & Location	<p>After researching acceptable dates that may ensure maximum availability of delegates it was decided that 31 May 2015 would be the set.</p> <p>Michael Borg will contact The Frenchville Sports Club, Rockhampton Leagues Club and Athelstane House (?) as venue options and report back to management committee to decide on a location for the distribution of Notice of AGM.</p> <p>Reminders will be sent for reports as follows:</p> <ul style="list-style-type: none"> • Presidents (?) • Registrar (Heidi McMahon) • Technical (Dean Rodgers?) • Treasurer – Audit (Jenny Smith) 	<p>Moved: Jenny Smith Seconded: Michael Borg</p> <p>CARRIED</p>
11.0	Next Meeting	Not scheduled until AGM.	
11.1	Closure	Meeting Closed at 8.15PM	
	Title	Name	Signature
Signed	President :		Michael Borg
	Secretary:		
	Committee Member:		Jenny Smith
			25/3/15
			25/3/15