

# CQSA



**CENTRAL QUEENSLAND SWIMMING ASSOCIATION**  
**MINUTES OF GENERAL MEETING**  
November 28, 2013  
Rockhampton

| <b>AGENDA ITEM</b> |   | <b>TOPICS / POINTS OF DISCUSSION</b>   | <b>OUTCOME /ACTION REQUIRED</b>                |
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| <b>1.</b>          | <b>Opening</b>                              | Meeting opened 7:19pm  |  |
| <b>1.1</b>         | <b>Attendance</b>                           | Jenny Smith, Dean Rodgers, Joy Symons, Rachel Sampson, Yvonne Franke, Heidi McMahon, Gary Knight, Amanda Noone   |  |
| <b>1.2</b>         |   |  |  |
| <b>1.2</b>         | <b>Apologies</b>                            |  |  |
| <b>2.0</b>         | <b>Previous Minutes</b>                     | Minutes were approved as posted online.  | Moved: Rachel Sampson<br>Seconded: Gary Knight |
| <b>2.1</b>         | <b>Business arising - previous minutes</b>  | <p>Telstra Phone Line: Phone has been changed over. Current people to access are Joy, Gary and Jenny. Awaiting on SMS which will come through 24 hours before the changeover. \$54 charge for conversion over to the new plan.</p> <p>Carnival Applications coming in. Joy has purchased a planner and as applications come in they are getting put into the book.</p> <p>MOU sent back to Kevin Haseman – hasn't been done yet.</p> <p>Emerald Report: Amanda Noone hasn't received the survey for the Emerald Pool as yet.</p> |  |
| <b>2.1.1</b>       |   |  |  |
| <b>3.0</b>         | <b>Correspondence</b>                       | As per summary to be endorsed  | Moved: Joy Symons<br>Seconded: Jenny Smith     |
| <b>3.1</b>         | <b>Business arising from correspondence</b> | Life Membership query – There needs to be an outline as to what has been done for CQ Swimming in the past. SQ has criteria for clubs online. Club criteria would stand but at the regional level instead of club level. Email link with criteria for Life Membership   |  |

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|            |  | <p>from SQ Website to be forwarded.</p> <p>Technical Mentor Training Program - Email forwarded to Dean Rodgers. Rachael Sampson and Sarah Emery have been nominated and accepted to attend.</p> <p>Colorado training night – No dates have been agreed on as yet.</p>  |  |
| <b>4.0</b> | <b>Treasurers Report</b>                   | <p>As per summary</p> <p>Gary suggested that \$100 per month to be transferred to the sinking fund to cover maintenance of equipment.<br/>Hire fees should be charged to schools etc don't charge clubs.<br/>Equipment needs to be returned to office after each borrow period and checked for wear and tear on return. All equipment should be signed out and in when borrowed.</p>   | <p>Moved: Jenny Smith<br/>Seconded: Joy Symons</p>       |
| <b>5.0</b> | <b>Registrars Report</b>                   | <p>81 Dolphin Swimmers and 28 Affiliated clubs<br/>Report on \$1000 Membership Competition to include Competitive swimmers and Dolphins. Not every club has access to the Dolphin program. If a club does not have access, they need to be taken out of the count. Gary has requested that Heidi pull a report on Competitive and Dolphins separate so that it can be looked at.<br/>Jenny would like to thank Heidi for her work.</p> | <p>Moved: Heidi McMahon<br/>Seconded: Joy Symons</p>     |
| <b>6.0</b> | <b>Records Stewart's Report</b>            | <p>18 CQ Records Broken up to November 2013</p>  | <p>Moved: Rachael Sampson<br/>Seconded: Gary Knight</p>  |
| <b>7.0</b> | <b>Coach Sub – Committee Report</b>        | <p>No report</p>   | <p>Moved:<br/>Seconded:</p>                              |
| <b>8.0</b> | <b>Finance Sub – Committee</b>             |  |  |
| <b>9.0</b> | <b>Technical Officials Sub – Committee</b> | <p>As per summary<br/>Email received from John Keppie, Backstroke must finish with some part of the body out of the water. Breaststroke and Butterfly, in the turns and finishes the word separated has been added to touch and turn. Some words have also been added into the turning motion.<br/>Notice to be emailed to all Clubs and Coaches.<br/>Sarah Emery to be congratulated for stepping up and working at</p>               | <p>Moved: Dean Rodgers<br/>Seconded: Rachael Sampson</p> |

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|                    |  | <p>City of Charm Carnival.<br/>Rachel Sampson expressed concern over the small number of officials in the region. Rachel requesting CQSA to push for Technical Official Development through clubs.</p>   |   |
| <p><b>10.0</b></p> | <p><b>General Business Arising</b></p> | <p>1. Wendy Ryan was approved as CQ Life Membership, to date she has not received anything. Jenny and Gary to arrange for a Framed Certificate and Badge.</p> <p>2. Regional Relays – Joy wanted to thank everyone for their support. New swimming caps need to be ordered. Gary suggested that a new design needs to be looked at. Need to find a company that supplies silicone Training caps not Racing Caps</p> <p>3. CQ Sprints – Venue is booked and Joy has spoken to Ronan regarding 3<sup>rd</sup> party Insurance. Catering can be outsourced to a 3<sup>rd</sup> Party, eg Rotary, Rotaract, Lions etc. Rachael to ask Rotaract if they would be interested (18 January 2014).<br/>Who is doing up Team Manager file? See if Susan to create Team Manager File.<br/>Age Champion/Runner-Up – Trophy or something else<br/>Amart vouchers to be purchased as prizes, Aged Champion \$30.00, Runner-Up \$15.00. Need to sign CQSA up with AMart as a not for profit organization.<br/>Jobs List to be compiled.<br/>Clubs to be asked if they could bring along Tents.</p> <p>4. 2 Computers need to be set up with a program (Meet Manager) to work with the Dolphin Timing System to record swim times as existing computers were damaged in flood. CQ needs to have a system that is used each time. 2 new laptops to be purchased to go with the Dolphin Timing System. Jenny to purchase computers. Need to check if Meet Manager will run on Windows 8.<br/>Computers to be purchased with insurance payout.</p> <p>5. Development – Swimming Queensland Development to be held in Emerald 11<sup>th</sup> and Rockhampton 12<sup>th</sup> January 2014</p> | <p>4. Moved Joy Symons<br/>Seconded Jenny Smith</p> <p>5. Moved Joy Symons<br/>Seconded Gary Knight</p> |

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|      |              | <p>Development Meeting 30/11 and 1/12/13 with Wendy Ross at Frenchville Sports Club needs copy of Development Plan for next season. Val and Rachael will be attending. No word from Shane at this stage. Heidi asked if it is possible to dial in.</p> <p>6. Regional Meeting at State Titles – Joy to arrange flight and Cab Charge Vouchers.</p> <p>7. FNQ model of running CQ Meets - Proposal of running each year CQ Sprints and CQ Champs and allocating jobs out to other clubs. Officials to take the lead to proactively increase the number of officials. Joy to put an email out to clubs that Officials (Starter, Check Starter, Marshaller and Chief Timekeeper) need to increase to ensure that meets continue.</p> <p>9. Keys for Office – Register needs to be compiled of who has Keys to office.</p> <p>10. Complaint against Coach: A response was received from the Coach re the allegations. The Committee determined that the complaint should be referred to ASCTA to deal with the matter objectively. All relevant paperwork will be forwarded.<br/>Votes In Favour - 6<br/>Letters to be sent to all involved (coach and his club, complainants) as to what CQSA has decided to do.</p> <p>11. CQ Championships – Gary and Susan made executive decision to not change qualifying times. If programme is going to be the same can Susan change dates etc and get the flyers out. Medals need to be organized. Emerald and Tieri use a Sydney firm. Jenny to count the medals that are in the office and advise Gary by Wednesday 4/12.</p> | <p>10. Moved: Amanda Noone<br/>Seconded: Jenny Smith</p> |
| 11.0 | Next Meeting | 9 January 2014   |  |
| 11.1 | Closure      | Meeting Closed at 9:53pm   |  |
|      | <b>Title</b> | <b>Name</b>  | <b>Signature</b>   |
|      |              |  | <b>Date</b>  |

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| <b>Signed</b> | President : | Joy<br>Symons    |  | 28/11/13 |
|               | Secretary:  | Yvonne<br>Franke |  | 28/11/13 |