



**Swimming Metropolitan North East  
Minutes - Management Committee Meeting  
14<sup>th</sup> September 2016  
Start 19.30pm at Belrose Bowling Club**

<b>Subject</b>	<b>Details</b>
Chair	Meeting opened at 19:30 pm with Judy Tier as the chair.
Apologies	Graeme Field, Adrian Roestorf, David Beck, Molly Schafer, Lilian Washer, Dennis Gorrick , Sunny Bidner, Suzanne Brown
In Attendance	<ul style="list-style-type: none"> <li>• Judy Tier, Bronwyn Hewish, Ben Ramsden, John Bladon, Peter Shell</li> </ul>
Minutes  Matters arising	<ul style="list-style-type: none"> <li>• Approved Minutes from previous meeting. Moved by Peter Shell; seconded by John Bladon. Carried</li> <li>• No response had been received to an email to Adrian requesting a financial report for this meeting and for it to be sent to the secretary should Adrian be unable to make the meeting. The Committee was made aware (through information received from Dennis) that Adrian may have experienced some pressing personal matters and Judy noted the auditor Ian England was on leave. The committee agreed action needed to be taken to secure the financial report and the following motion was carried (proposed by Bronwyn Hewish and second by Ben Ramsden):</li> <li>• That Judy send an email by Friday 16 September requesting a financial report be provided within 14 days. The email is to note that should Adrian feel he is unable to prepare the report he is to advise Judy within 3 days.</li> <li>• Following the last meeting the committee carried a proposal from John Bladon that as part of the coaching development programme, coaches who volunteered to work at the development squads were offered monetary assistance of \$200 each to go towards the cost of the ASCTA coaches conference or bronze licence course. This was well received. The numbers and the details will be confirmed at the next meeting. John Bladon abstained from voting on the proposal as he noted his interest in employing coaches who may benefit from the assistance.</li> <li>• Following the last meeting the payment of \$2,200 plus GST for the purchase and development of the online training module for technical officials check starter and marshall has been approved by the committee and is currently live. Ben Ramsden did not participate in the</li> </ul>

	decision making and approval process given his interest in developing the programme.
Treasurer – Adrian Roestorf	Audit, management and reporting discussed and attended to in General Business.
Development Committee Report – John Bladon	<p>The following information was provided by David Beck by email to Bronwyn Hewish on 13 September 2016 (a copy having been sent to Adrian by email by BH on the same day):</p> <ol style="list-style-type: none"> <li>1. Establishment and State Squads: <ol style="list-style-type: none"> <li>a. Complete</li> <li>b. No injuries or mishaps</li> <li>c. PB rate very high for state squads</li> <li>d. No complaints from parents</li> <li>e. Will get feedback from the SNSW survey of parents later in the year</li> <li>f. Venue excellent</li> <li>g. Very well supported by coaches, especially Knox staff but also Head Coach, Seahorses and Lane Cove</li> </ol> </li> <li>2. Achievers Squad <ol style="list-style-type: none"> <li>a. Training day complete</li> <li>b. No injuries or mishaps</li> <li>c. No complaints</li> <li>d. Mini meet at Knox this Sunday – venue and support staff donated by Knox</li> <li>e. SOPAC meet on 8<sup>th</sup> October</li> </ol> </li> <li>3. National A Squad <ol style="list-style-type: none"> <li>a. 8 members</li> <li>b. Coach appointed (Cameron Gledhill)</li> <li>c. Meet to follow</li> </ol> </li> <li>4. Payments <ol style="list-style-type: none"> <li>a. Paypal payments including by credit card all rejected</li> <li>b. Failure rate will be around 90% or more. ie: &gt;\$5,000 outstanding</li> <li>c. Parents advised to repay when they get a notice of rejections. No idea what % has done this – confirm with treasurer.</li> <li>d. A reconciliation is required to determine who has and hasn't paid. This should be done soon. Expect a few stragglers.</li> <li>e. Delegation of the reconciliation task is needed: <ol style="list-style-type: none"> <li>i. I would require a copy of the bank statements if I am to do it. Naturally, I don't have these right now but it would be no problem for me to do it later in the month.</li> <li>ii. I can supply an up to date list of participants if someone else is to do the reconciliation (NOTE: the online database is incorrect and can't be used for this purpose as I'm not authorised to make updates to the online database. I have a second 'official' offline database that is the only correct record.)</li> </ol> </li> </ol> </li> </ol>

	<p>Moved by Judy Tier; seconded by Bronwyn Hewish. Carried</p> <p>A motion was proposed by Bronwyn Hewish for David to be taken up on his offer to reconcile the accounts and he be provided with copies of accounts by Ben Ramsden. He will report to Judy and request any further assistance from Judy. Seconded by Peter Shell and passed.</p> <p>The Committee unanimously agreed to acknowledge David's outstanding work as the Development Co-ordinator.</p>
Competitions– Dennis Gorrick	Deferred to next meeting.
Technical – Ben Ramsden	<ul style="list-style-type: none"> <li>• Ben mentioned the sad passing of Margaret Kniha, which will be a great loss to the area as she was a wonderful mentor to many of the swimming community.</li> <li>• SMNE will be expressing their condolences.</li> <li>• A number of clubs have been approaching SMNE for officials. Ben would like to sort out easy access to officials for clubs.</li> <li>• Distance meet presented some difficulties for securing officials.</li> <li>• Congratulations to Peter for passing his level 2 referees' exam.</li> <li>• Good to see quite a few SMNE technical officials at State.</li> <li>• Upcoming meets will be an opportunity for development of officials.</li> <li>• Lining up some trainee starters.</li> <li>• Judy will be there to mentor at mini meet this Sunday.</li> <li>• Marshall check starter online course about 2 to 3 weeks away so planning on getting it online in preparation for the need for officials.</li> <li>• Need for assessors in our area.</li> <li>• Idea floated: to encourage younger members of the swimming community to officiate SMNE might like to consider payment.</li> <li>• Peter mentioned that there were quite a few younger officials in swimming so it was something that was possible.</li> <li>• Committee agreed it was one way to encourage kids to undertake the qualifications. Idea worth pursuing.</li> <li>• SAL marshall and check starter also under development. Ben was asked to check it recently so it is in the pipeline.</li> <li>• Committee was reminded that the Committee has previously decided to offer a ballot for officials that had volunteered for each meet. Peter agreed to start that in the 13 and under meet.</li> <li>• PLC pool reported on by Peter. He thought radios would be necessary for any meet as the control room is up-stairs.</li> <li>• He noted there was a safety hazard at the start end with cables. A mat will be needed.</li> <li>• Not a lot of room at starting platform.</li> <li>• Finding an area to marshall was an issue.</li> </ul>

	<ul style="list-style-type: none"> <li>• No marks on lane ropes at 15 metres.</li> <li>• AOE and timing equipment is very good.</li> <li>• David Beck and Ariel Darly were trainee meet directors at PLC distance meet.</li> <li>• Peter to draft a summary and provide it to Dennis to finalise and send to the school as feedback to assist with future events.</li> <li>• Peter Shell and John Bladon noted that could consider next time to rope off two lanes for warm up or use learn to swim pool.</li> </ul> <p>Report moved by John Bladon; seconded by Judy Tier. Carried</p> <ul style="list-style-type: none"> <li>• An additional matter that was discussed was the possibility of SMNE purchasing radios for meets. The committee unanimously agreed this was a very worthwhile idea and should be pursued.</li> <li>• Ben Ramsden agreed to explore the cost and types of radios and to provide a summary and recommendation to committee.</li> </ul>
General Business	<ul style="list-style-type: none"> <li>• Judy said Sunny was very grateful for the flowers sent to her from SMNE following her surgery and is recovering well.</li> <li>• John Bladon handed out a draft coach development plan. A copy is attached to these minutes.</li> <li>• John suggested maintaining the monetary commitment to support the development of coaches.</li> <li>• The second part of his proposal would include invitations for expressions of interest after the end of the development programmes and closing at the end of the calendar year, for sponsorship programmes.</li> <li>• Develop a formal mentoring programme.</li> <li>• John Bladon will prepare a proposal for the second phase of the coach development for the committee to consider and pass if agreed.</li> <li>• Bronwyn advised the committee that Manly have now affiliated with SMNE.</li> <li>• The Committee unanimously agreed to put into place the following arrangements to ensure the ongoing management of SMNE finances: <ul style="list-style-type: none"> <li>○ A financial report be provided and available prior to and for each committee meeting</li> <li>○ The president have access and monitor the area's finances including the bank accounts</li> <li>○ Judy report back to the committee within 3 weeks of the meeting to advise of the progress of the audit process and communications with Adrian concerning the need for any assistance.</li> </ul> </li> </ul>
Next Meeting	16 November 2016 (subsequently changed to 23 November)
Meeting closed	Meeting closed at 21:30 pm.

President Approval	
-----------------------	--