



**Swimming Metropolitan North East
Minutes - Management Committee Meeting
11 October 2017
Start 19.30pm at Belrose Bowling Club**

Subject	Details
Chair	Meeting opened at 19:30 pm with Judy Tier as the chair.
Apologies	Graeme Field, Lilian Washer, Dennis Gorrick, Amanda Vance, Carrol Quadrio
In Attendance	Judy Tier, Bronwyn Hewish, Peter Shell, Cameron Gledhill, Ariel Darley, Ben Ramsden
Minutes Matters arising	<p>Approved Minutes from previous meeting. Moved by Peter Shell; seconded by Ariel Darley. Carried</p> <ul style="list-style-type: none"> • Judy confirmed she has emailed SNSW the feedback from the last meeting following review and discussion of the SNSW competitions discussion paper.
Treasurer – Ariel Darley	<p>Ariel presented the attached financial reports – profit and loss and balance sheet. Ariel invited questions of and discussions concerning the accounts.</p> <p>No questions on the report. See subsequent discussion on development expenditure approval.</p> <p>Audit</p> <p>The Auditor has asked for some extra records. Reconciliation for specific meets. Ariel proposed to send in as much information as she could in consultation with Dennis, however Ben noted this process had already been undertaken and a forensic analysis determined the accounts would not be able to be reconciled.</p> <p>The Committee agreed that Ariel will advise the auditor that SMNE are aware of the discrepancies and unauthorised loans and that given the auditor will be unable to reconcile or sign off on the accounts could he focus on other areas where there are no discrepancies and make recommendations.</p> <p>Given the Committee has fully investigated the actions of the prior Treasurer and satisfied themselves that they have done what they can to recover all relevant monies, this would be the practical way and relevant way to deal with the accounts.</p> <p>Banking has been transferred to Westpac and Term deposits are now in place.</p>

	Moved by Cameron Gledhill, seconded by Peter Shell.
Development Committee Report – Cameron Gledhill	Cameron and David are waiting on SNSW to finalise their programme for next year.
Competitions– Dennis Gorrick	<p>Report attached.</p> <p>Discussions had concerning how to manage the influx of swimmers from Carlile Swim Team and the increase in the time lines for SMNE meets.</p> <p>Committee agreed that during the upcoming 13 and under meet those attending would focus on looking at how we can save time without penalising the swimmers.</p> <p>The Committee will need to consider changes including possibly to programmes or event types or approach to accommodate the increase in swimmers without limiting access to meets and ensuring equity to all swimmers.</p> <p>Ariel mentioned that a significant amount of time as meet director was taken up after the close date accommodating late requests for entries and changes.</p> <p>The Committee supported Ariel in closing the meet to all changes other than withdrawals at the close date in an effort to reduce the significant workload.</p>
Technical – Ben Ramsden	<p>The big focus is getting officials for the 22 October meet and then Summer Championships.</p> <p>Ben suggested the need for another ATSC committee member to focus on development.</p> <p>Online training course for recorder under development and hopefully up and running by Christmas.</p> <p>Peter mentioned he was looking for quality marshals.</p> <p>Various officials are continuing to be encouraged to progress to exams and to obtain relevant practical experience.</p> <p>Referees reports continue to be a useful source of information and the radios have proven to be a very helpful tool.</p> <p>Ariel Darley moved Cameron Gledhill seconded: carried</p>
General Business	<p>Investment options:</p> <p>Discussion was undertaken on how SMNE could spend its assets in the interests of swimming development.</p>

The Committee agreed there was a need for asset expenditure.

Ben raised the possibility of discussing the investment of funds in combination with other Areas for the benefit of SNSW.

Bronwyn noted such a proposed was likely to be contrary to the objectives of SMNE's constitution that included as the objectives of SMNE to be "conduct, encourage, promote, advance and administer relevant swimming activities within the Area". She noted the constitution did provide SMNE with power to control its own finances.


Bronwyn proposed the establishment of a Grants Committee comprising up to 5 Members. Each member to be a member of a different club. She proposed the Grants Committee be provided with authority to approve applications for a \$5,000 grant in accordance with the attached draft application document.

The Grants Committee would be delegated specific tasks and not have authority to approve general grant applications, only once off application processes agreed to by the Management Committee in advance.

Bronwyn proposed SMNE agree to offer all currently affiliated club members (whose swimming members participated in SMNE competitive events in 2016 or 2017) the opportunity to apply for a once off grant of up to \$5,000.

The Conditions of the grant would be as follows:

- Applicant Club to be a current financial affiliated member of SMNE and whose competitive members participated at SMNE competitive events held in either 2016 or 2017.
- Grants limited to one per Member Club
- Signed Applications to be sent by email to secretary@smne.org.au on or before 4pm 1 December 2017.
- To secure approval an application must demonstrate the proposed expenditure is in the interests of all swimming members of the Applicant Club.
- Following expenditure by the Member Club a copy of invoices and receipts to be provided to secretary@smne.org.au
- On behalf of the Club, the signatories to the application to undertake to spend any approved grant in accordance with the proposal and application with any changes to be approved by SMNE Grants Committee.
- The SMNE Grants Committee will comprise of members appointed by the Management Committee. Approval will be subject to agreement of at least 3 members. A Grants Committee Member cannot

	<p>consider or determine any application concerning a Club of which they or members of their family are a member.</p> <ul style="list-style-type: none"> • Any determination by the Grants Committee not to approve an application will be accompanied by written reasons and any unsuccessful Applicant provided with a further 14 days to re-apply for a grant. • Quotation(s) or documentation evidencing anticipated cost and proposed supplier must be attached to the Application <p>The Committee agreed to proceed with the proposal and made relevant amendments to the Application form.</p> <p>Committee voted to include on the Committee: Judy Tier, Bronwyn Hewish, David Beck and Amanda Vance.</p> <p>Bronwyn reported back that she, Amanda and Dennis had attended the clubs forum. The majority of attendees were looking for and were focused on equal opportunities for all swimmers, reduced pressure and focus for the younger swimmers to achieve state and national times and for fun to return to swimming to encourage longevity in the sport.</p> <p>Ariel mentioned the possibility of the need for assistance in the lead up to SMNE's bigger events. This may be addressed to some extent by the event being closed to all changes other than withdrawals, however, consideration will be given to the need for administrative assistance should the work load remain unmanageable.</p>
Next Meeting	6 December 2017
Meeting closed	9.30am
President Approval (signed by secretary)	

Profit and Loss

Swimming Metro North East Incorporated For the 6 months ended 30 September 2017

APR-SEP 2017

Trading Income

Affiliation Fees received	476.00
Carnival Income - Program sales, gate, raffle	28.00
Carnival Income - Race Entries	34,840.00
Development Income - Entries	9,153.16
Interest Income	820.38
Total Trading Income	45,317.54

Cost of Sales

Carnival Expenses - Catering & Supplies	904.90
Carnival Expenses - Merchandise, stock	1,010.00
Carnival Expenses - Pool Hire	15,094.30
Dev Squad Expenses - Coaches & Speakers	3,480.00
Dev Squad Expenses - Entry fees, venue hire	5,717.80
Total Cost of Sales	26,207.00

Gross Profit

19,110.54

Operating Expenses

Affiliation Fees	205.00
Telephone & Internet	1,172.66
Total Operating Expenses	1,377.66

Net Profit

17,732.88

Balance Sheet

Swimming Metro North East Incorporated As at 30 September 2017

30 SEP 2017

Assets

Bank

SMNE Incorporated W	6,224.90
SMNE PayPal	8,734.42
Swimming Metro North East IncB	112,072.55
Term Deposit 1	13,697.23
Term Deposit 3	17,320.92
Total Bank	158,050.02

Current Assets

Inventory	6,422.00
Total Current Assets	6,422.00

Total Assets

164,472.02

Net Assets

164,472.02

Equity

Current Year Earnings	17,732.88
Retained Earnings	146,739.14
Total Equity	164,472.02

Management Committee Meeting – 11 October 2017

Competitions Convenor Report

Belrose Bowling Club

- SMNE LC Distance Summer Championship Events – 17th September 2017
 - Held at PLC Pymble
 - 175 swimmers with 281 entries
 - Meet ran on schedule for 4 hours
- SMNE 13-U Summer Sprint Meet – 22nd October 2017
 - Entries closed 8th October
 - Approx. 450 more entries than in 2016 (+23%)
 - Anticipated run time 9.00am – 5.00pm
- SMNE Summer Championships – 11th/12th November 2017
 - Entries to close 24th October
 - Anticipated run time: Sat. 12.00pm – 5.30pm
Sun. 9.00am – 2.30pm
- SMNE Speedo Heats – 11th February 2018
 - To be held at PLC Pymble
 - Entries to close 29th January 2018
 - Marshalling to be outside
 - To purchase cost effective shelters for marshalling
- NSW Speedo Finals
 - To be held at SOPAC



**Swimming Metropolitan North East
Application for Club Grant – up to \$5,000 for the
benefit of swimming development**

Name of Applicant Club	
Names of 2 people authorised by Club's Committee to apply on behalf of Applicant Club	<ul style="list-style-type: none"> • •
Position held by above persons on Club Committee	<ul style="list-style-type: none"> • •
Contact details (phone/email)	
Proposed Expenditure (Provide detail and attach quotation(s) and/or documentation evidencing anticipated cost and proposed supplier)	
Applicant Club Bank Account Details Account Name Account Number BSB	
Written reasons in support of application: Application must demonstrate the proposed expenditure is in the interests of all Applicant Club swimming members Attach additional pages if necessary.	

<p>Conditions</p>	<ul style="list-style-type: none"> • Applicant Club to be a current financial affiliated member of SMNE and whose competitive members participated at SMNE competitive events held in either 2016 or 2017. • Grants limited to one per Member Club • Signed Applications to be sent by email to secretary@smne.org.au on or before 4pm 1 December 2017. • To secure approval an application must demonstrate the proposed expenditure is in the interests of all swimming members of the Applicant Club. • Following expenditure by the Member Club a copy of invoices and receipts to be provided to secretary@smne.org.au • On behalf of the Club, the signatories to this application undertake to spend any approved grant in accordance with this proposal and application with any changes to be approved by SMNE Grants Committee. • The SMNE Grants Committee will comprise of members appointed by the Management Committee. Approval will be subject to agreement of at least 3 members. A Grants Committee Member cannot consider or determine any application concerning a Club of which they or members of their family are a member. • Any determination by the Grants Committee not to approve an application will be accompanied by written reasons and any unsuccessful Applicant provided with a further 14 days to re-apply for a grant. • Quotation(s) or documentation evidencing anticipated cost and proposed supplier must be attached to the Application
<p>Signatures and agreement to be bound by the conditions of this Application</p>	<p>_____</p> <p>_____</p>
<p>Print names</p>	
<p>Date</p>	