



MSWA BOARD MEETING

Minutes of Meeting – Wednesday 2nd May 2018

SWA Boardroom, Beatty Park Leisure Centre, 220 Vincent Street, NORTH PERTH WA 6006, Meeting Start 5.30pm

Agenda Item	Notes	Outcome/Actions/Timeline
Attendees	Fiona Wilkins (President & Chair), Sandra Mutch, Lynne Duncan, Julie O'Connor, Graham Senders	Quorum present
By Invitation	Sophie Row (Executive Officer – Minutes)	
Apologies	Martin Lodge, Andy Muller	
1. Welcome	FW welcomed all in attendance	
2. Conflicts of Interest	Sandra Mutch – Secretary Swan Hills Julie O'Connor – President & Club Captain, Bunbury Masters Graham Senders – Vice President Claremont Masters Lynne Duncan – Secretary & Registrar Maida Vale Masters Sophie Row – Board member Volleyball WA (Marketing & Sponsorship)	
3. Consent Agenda	<p>3.1 Minutes from previous meeting</p> <p>3.1.1 Minutes from previous meeting 14th March were discussed and a motion was put to accept them as a true and accurate record of the meeting.</p> <p>Moved: FW Seconded: LD Carried: Unanimous</p> <p>Matters arising from above minutes:</p> <p>4.1 Board Portfolios, vacant portfolios Motion was put for Matt Brehany to be invited to join the Board as casual Director of Finance. Moved: GS Seconded: LD Carried: Unanimous</p> <p>4.4 JO advised the work on revising the MSWA Constitution remains a work in progress. The final draft should be tabled at the next Board Meeting.</p> <p>4.5 Strategic Plan Review. SR has contacted Andrew Watt from Creating Communities who facilitated the Nationals Meeting and is awaiting a proposal.</p> <p>4.6 A business credit card will be put on hold until a review of the bank account following the appointment of the Director of Finance.</p>	<p>Action: FW to contact Matt Brehany to invite to the Board</p> <p>Action: JO to provide draft Constitution for tabling at the next Board Meeting</p>

	<p>4.7 Reorganising of the office. Clarification will be sought on how SWA will be reconfiguring the ground floor office space to provide office space to Sports Medicine Australia. Once understood, reorganisation of the office can be reviewed.</p> <p>Board Reports received in advance were circulated with Agenda and taken as read.</p> <p>4.2 Marketing – Focus on new demographic needs to come out of the Strategic Plan review.</p> <p>4.3 Demographic Project – More details provided by GS. Follow up for next meeting.</p> <p>4.4 Volunteer acknowledgement function. Invitations will go out as soon as possible to include the following invitees:</p> <ul style="list-style-type: none"> • All Nationals Volunteers • All Board members • Other MSWA volunteers • Life Members • Winners of OWS and Pool Awards <p>SR has arrangements in hand.</p> <p>Awards will be handed out at the function as follows:</p> <p>Pool State winners</p> <ul style="list-style-type: none"> • Male & Female overall swimmer of meet receive Vorgee pack • Age group winners for male and female – certificate plus something swimming related (previously received a drawstring bag and water bottle – perhaps replace with chamois) • Top club • Handicap award • Top country club • Clubs receive glass shield <p>OWSeries</p> <ul style="list-style-type: none"> • Age categories for male and female – (certificate same as pool swimmers above) • Overall male & female swimmer – Vorgee pack, • Top club – glass trophy • Handicap – glass trophy <p>Nationals/states – Kerensa Allanson – closest to nominated time, male and female</p> <p>4.5 Press contacts and press release information – Graham to speak to SR separately</p> <p>4.7 Seniors Expo – discussion was had as to whether we should have a presence at Seniors Expos. It is noted that presence can be expensive and may not be good value</p>	<p>Action: SR to meet with SWA's Geoff Reid regarding office reconfiguration and impact.</p>
<p>4. Items for discussion</p>		<p>Action: SR to follow up on all volunteers to be invited.</p> <p>Action: SM to supply details of awards. NG to arrange awards.</p> <p>Action: GS and SR to meet regarding Press contacts</p> <p>Action: SR to visit the Seniors Expo to see whether they're appropriate to get involved</p>

	<p>4.8 Open Water Swimming SWA – JO attended a planning session organized by SWA</p> <p>4.9 Open Water Swimming MSWA – Forward planning is required for the OWS season.</p> <p>4.10 Pool events</p> <p>4.11 Year of the Coach – MSA have announced April 2018 – April 2019 as the Year of the Coach Also should identify which coaches require reaccreditation.</p> <p>4.13 Policies for approval</p> <ul style="list-style-type: none"> • Conflict of Interest Policy • Conflict of Interest Declaration • Board Member Code of Conduct <p>A motion was put to approve the above policies and documents.</p> <p>Motion: GS Seconded: SM Carried: Unanimous</p> <p>4.14 'Every Club' Regional funding opportunity</p> <ul style="list-style-type: none"> • Consider Year of the Coach – potential coaching and technical courses in the regions. 2 coaches, Albany, Busselton/Bunbury, Geraldton, SR to put a framework together for review. <p>4.15 OWS Planning session – FW advised there is a possibility of Vorgee separately sponsoring WA. JO discussed some ideas in relation to the forthcoming season. An Open Water planning meeting will be held 26th May 12.30pm – will include clubs. A sub-committee meeting will be held prior to this date.</p>	<p>Actions: SR to contact MSA to clarify the funding available for country coaches travel expenses to metro area for coach courses. SR to meet with AM to put together the coaching clinic calendar. SR to follow up with MSA on coaches requiring reaccreditation.</p> <p>Action: JO to organize a sub-committee meeting prior to the Club Planning session on 26th May.</p>
<p>5. Items for information</p>		
<p>6. Other reports</p>		
<p>7. Other business</p>	<p>None</p> <p>Dual Sanction Request – a policy is required regarding dual sanctioning. FW advised that MSA has a recommendation regarding dual sanctioning which will be distributed by FW for review by the Board</p> <p>Country correspondence carnival – JO proposes the months will be July, August, September.</p> <p>LD is in the process of setting up the appropriate facility to pay superannuation. LD will nominate herself as administrator.</p>	<p>Action: FW distribute Dual Sanction document developed by MSA</p> <p>Action: SM to set up Country Correspondence Carnival and advise SR once completed for distribution to clubs</p>

	<p>GS queried whether Life Members would be involved in the Life Member selection process</p>	<p>Actions: . GS to speak to Dave Cummins in regards to an appropriate process. SR to check whether nominations for Life Members gives enough time for return of nominations. (should be sent by September).</p>
<p>8. Next Meetings</p>	<p>Council of Clubs/ 2018 Wednesday 16th May 6.30pm Clubroom, Beatty Park Board: Wednesday 20th June 2018 5.30pm, Venue: TBA</p>	

Meeting closed at 7.40pm

President: Fiona Wilkins _____

