

# MSWA BOARD MEETING

Minutes of Meeting – Wednesday, 21<sup>st</sup> June 2017

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

Agenda Item	Notes	Outcome/Actions/Timeline
<b>Attendees</b>	Damien Eyre (President), Graham Senders (Vice President), Lynne Duncan, Nick Wyatt, Martin Lodge, Fiona Wilkins	Quorum present
<b>By Invitation</b>		
<b>Apologies</b>	Andy Muller, Kirsten Cadle, Sandra Mutch	
<b>1. Previous Minutes</b>	Minutes of last meeting (15 March) previously circulated were accepted with no changes.	
<b>2. Conflicts of interest</b>	NW advised a draft Register was currently with Kirsten Cadle for review. No changes to previous notifications were noted.	
<b>3. Consent Agenda</b>	<p>Board Reports received in advance were circulated with Agenda and taken as read. Other points raised in discussion:</p> <p><b>3.2 President's Report (DE)</b> Attended SWA Swimmer of the Year Awards which were excellent and a good opportunity to promote MSWA to a younger swimming audience. MSWA invitees (Helen &amp; Sari) enjoyed the night and appreciated the recognition. Good for SWA guests to see that swimming can continue beyond the SWA club pathway.</p> <p><b>3.12 Executive Officer's Report (SN)</b> Sponsorship deal with ASB mentioned in EO's report was briefly discussed. Full open and transparent tender process undertaken and completed. Proposals cover both MSWA and N18OC requirements, with a commercial arrangement agreed for a 3-year period. Proposal from KC Sports &amp; ASB Marketing were obtained by NW &amp; Elena Nesci, and summarised for N18OC meeting where a recommendation to select ASB Marketing was made. Information provided to EO for feedback and input. Reference made to all relevant key particulars included in NW's email to Board Members dated 13 June 2017. All agreed that, based on this information, a very significant commercial benefit will be delivered to MSWA (through direct support and benefits to N18OC bottom line) and the decision to engage ASB Marketing as Official Apparel &amp; Branded Merchandise Partner for MSWA for a 3-year term was endorsed.</p> <p>It was also noted that the Official Partnership was expected to deliver significant opportunities and benefits to affiliated clubs, ASB Marketing's preferred supplier status will be recognised on grant applications and a logo on all MSWA communications as Official Partner. The appointment will be promoted to clubs and all clubs encouraged to contact ASB to discuss and obtain quotes for apparel and all other branded merchandise items.</p>	<p><b>RESOLVED</b> to endorse the appointment of ASB Marketing and implement the proposed actions outlined in NW's email of 13 June <b>(Action: Sam &amp; Nick)</b></p> <p>Article to be drafted for announcement to clubs through future eAlert <b>(Action Sam &amp; Nick)</b></p>

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	<p><b>3.13 Special Projects Funding (SN)</b>  Application from Bunbury was discussed and several clarifications agreed as being required.  It was agreed more information be requested from Bunbury – what version of Meet Manager was being purchased, is this a first-time purchase or an upgrade?  Pending receipt of information, application approved to lower of amount applied for \$500 or upgrade cost only.</p>	<p>Funding approved but restricted to the value of an upgrade unless the need for a one-time purchase is proven. <b>(Action: Sam)</b></p>
<p><b>4. Items for discussion</b></p>	<p><b>4.1 Special Projects Funding (GS)</b>  Existing criteria contains elements that present issues for MSWA and need to be reviewed with a view to amending/replacing.</p> <p>Suggested this be approached in two steps:  a) Balance of 2017  b) 2018 onwards</p> <p><u>General comments</u></p> <ul style="list-style-type: none"> <li>• \$500 maximum to each club</li> <li>• Funded from 50% of investment account interest only</li> <li>• 50% of interest this year is approx \$1,800</li> <li>• This is not sufficient for a viable scheme</li> <li>• Historic average is approx \$5,000-\$6,000 pa (10-12 clubs)</li> <li>• Currently approx 38 clubs “eligible”</li> </ul> <p><u>Balance of 2017</u></p> <ul style="list-style-type: none"> <li>• 3 applications approved so far YTD.</li> <li>• Updated forecast to Dec 2017 allows max of \$5,000 for further applications</li> <li>• Cannot spend more than this amount allocated</li> </ul> <p>Discussed ways of restricting the spend while keeping clubs advised.  All agreed to vary the scheme for the balance of 2017, consider introducing a new/updated scheme in 2018 and keep all clubs fully informed.</p> <p><u>2018 Scheme</u>  Further work to be done in possible parameters for a new scheme to be introduced in 2018.  Objective is a new, better, fairer and more sustainability scheme.</p> <p><b>4.2 Insurance (ML)</b>  Acknowledged the Mandurah risk review presented at CoC, and provided feedback on existing MSWA &amp; MSA</p>	<p><b>RESOLVED</b> to accept the Recommendations set out as Item 1 in the Finance Report:  a) A single round of applications in remainder of 2017 only  b) Deadline 30 Sep 2017  c) Max of \$5,000 available  d) If applications &gt; \$5,000, all successful applications will be scaled back</p> <p>Produce an article for eAlert to update clubs <b>(Action: Nick &amp; Sam)</b></p> <p>Draft a proposal for circulation prior to next meeting <b>(Action: Graham &amp; Nick)</b></p>

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	<p>policies recently reviewed by the O&amp;A Sub Committee.</p> <p><u>D&amp;O Coverage</u>  Confirmed that MSA policy does not extend cover to clubs for Directors &amp; Officers Insurance (D&amp;O)  MSWA could consider purchase of separate D&amp;O top up cover for clubs but this was considered unnecessary given the nature of club activities.  Clubs are covered for activities associated with sanctioned events.  Any MSWA-arranged cover would require disproportionate compliance &amp; admin work – with extensive burden on both MSWA &amp; clubs.</p> <p><u>Mandurah Review</u>  Report concluded that further club review work was to be undertaken.  Regarding excesses – MSA (Noeleen Dix email) has confirmed that MSA generally covers payment of excess when claims made under MSA policies.  The MSWA OWS policy was discussed and all agreed that MSWA should adopt a similar position to reassure Host Clubs that MSWA would cover the local excess in the event of an incident/claim.  All agreed the Mandurah review was useful and thanked Mandurah for their paper, presented at recent CoC.  With D&amp;O and excesses covered above, there were no further actions required.</p> <p><b>4.3 MSWA 10km Swim (FW)</b>  Board considered a proposal to hold a new 10km event as part of MSWA OWS Calendar.  Will be known as the MSWA Open 10km and held at Coogee Beach.  Swimmers will be able to participate with paddlers for entire course (only fully accompanied 10km swim in WA).  Event idea developed in conjunction with Rotto Squad principals looking for a pre-Xmas qualifying swim for RCS &amp; P2P.  Proposed date is Sunday 17 December 2017.  Noted there was a SWA event (Leighton) the day before but all agreed that the 10KM event generally caters for a different market and both events were seen as being compatible.  Minimum aged (13) will be consistent with RCS, P2P &amp; SWA age rules.</p> <p><i>Before the proposed organisational structure &amp; resources were discussed, NW confirmed his standing interest in Yellow Event Services (YES) and excluded himself from further discussions.</i></p> <p>Event is proposed to be hosted by MSWA, with Sam as Event Coordinator.  Proposal is based on YES providing infrastructure, registration and other support services (similar to SWA events) with MSWA coordinating the event and drawing on a small number of local club volunteers as needed.</p> <p>Initial feedback very positive from various stakeholders included Coogee Beach SLSC and Rotto Squads.  All agreed the proposal was well presented and should be supported.</p> <p><b>4.4 MSWA State OWS Championships (FW)</b>  Board considered a proposal to move the State Championships away from Fremantle in December and include</p>	<p><b>RESOLVED</b> that no local MSWA top up D&amp;O cover is required.</p> <p><b>RESOLVED</b> to adopt a policy where MSWA funds the insurance excess under the Local OWS Policy.</p> <p>Letter to be sent to Mandurah on behalf of MSWA (<b>Action: Martin</b>)</p> <p><b>RESOLVED</b> to proceed with this new event as an addition to the MSWA OWS calendar (<b>Action: Sam</b>)</p>

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	<p>in a new stand-alone event in March 2018.  OWS Committee had received feedback that the State OWS was too early in the calendar.  New event proposed for Saturday 3 March 2018 at Rockingham (Town Beach).  Event would offer 1km, 2km (State Event) &amp; 4km distances.  MSWA has also submitted a proposal to MSA to incorporate National OWS event (through an application process to MSA, decision is pending).  Rockingham Masters is interested in assisting and has made initial contact with City of Rockingham and Naval Base.</p> <p><i>Before the proposed organisational structure &amp; resources were discussed, NW confirmed his standing interest in Yellow Event Services (YES) and excluded himself from further discussions.</i></p> <p>Event is proposed to be hosted by MSWA, with Sam as Event Coordinator.  Proposal is based on YES providing infrastructure, registration and other support services (similar to SWA events) with MSWA coordinating the event and drawing on a small number of local club volunteers as needed.</p> <p>Initial feedback very positive from various stakeholders included City of Rockingham, indicating event partner support of up to \$8K may be available.  All agreed the proposal was well presented and should be supported.</p> <p><u>Contractual Services through YES</u>  In response to a question from ML, NW provided some background about YES, including contractual work currently undertaken for SWA.  All agreed that, particularly in the start-up years for new events, using experienced contractors such as YES would assist with risk management and be an invaluable support for Sam/MSWA in getting these new events established.  ML suggested that an agreed scope of works be formalised into an agreement over a 2 or 3-year period and NW offered to provide an example based on SWA current agreement in place.</p> <p><i>NW referred to his standing interest and excluded himself from taking part in the resolution.</i></p> <p><b>4.5 LLCC Changes (FW)</b>  Noted that several event dates had changed, generally for reasons outside of a club's control, eg. Beatty Park cancelled due to grandstand works.  Many clubs also still not using the correct sanctioning documents.  Sanctioning of events in a proper manner was very important to meet ongoing insurance requirements.  Mandurah LLC closed entries at 180 which raises the issue of the open events, caps on swimmer numbers and communications/updated to clubs – all agreed that regular updates were now an essential part of all LLC pre-event promotions &amp; communications to clubs.  In light of all of this FW sought approval to form a Pool Events Sub-Committee (which would act in a similar way to the OWS Sub-Committee with representatives from a variety of roles &amp; clubs).  All agreed this would be a good step and it was also agreed that:</p>	<p><b>RESOLVED</b> to proceed with this new event as an addition to the MSWA OWS calendar  <b>(Action: Sam)</b></p> <p><b>RESOLVED</b> to engage YES as contractor to provide services for the 2 new events (10K &amp; States) and enter an arm's length commercial agreement with YES <b>(Action: Sam &amp; Martin)</b></p>

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	<p>a) FW form a Sub-Committee using existing relevant volunteer positions (eg Pool Meet Sanctions Officer etc.)</p> <p>b) DE &amp; GS volunteered to be on the Sub-Committee; and</p> <p>c) Richard Hughes be approached to take part.</p> <p><b>4.6 OWS – Proposed Fees for 2017/18 (NW)</b>  Referring to the information tabled in the Finance Report, it was noted that:  The OWS costs MSWA \$5,500 annually, mainly because of unrecovered insurance costs and the cost of replenishing/maintaining the equipment pool.  Unsustainable for MSWA to continue doing this so corrective measures were required.  The following proposals recommended by the OWS Sub-Committee and explained to the Board were endorsed:</p> <p>a) OWS Sanction Fee to increase from \$136.36+GST (\$150) to \$350+GST (\$385) per event.</p> <p>b) OWS Insurance Recovery to increase from \$1.82+GST (\$2) to \$3+GST (\$3.30) per starting swimmer.</p> <p>c) OWS Equipment Bond unchanged at \$500 per event, refundable if all equipment is returned in same condition.</p> <p>d) OWS External Hire – introduce a new fee to 3<sup>rd</sup> parties (eg. Swim Thru Rottnest) for hire of trailer, buoys, and equipment on request.</p> <p>Based on 16/17 swimmer numbers and 2 new events, these changes should produce a break-even position for MSWA in 17/18.  Also noted that still require more funds (ie. A small surplus from OWS Series) to insure the trailer and contents so this is the next objective for the OWS Sub-Committee.</p> <p><b>4.7 Accounting Treatment (Cash vs Accruals) (NW)</b>  In his report, NW highlight some inconsistency of accounting treatment between various items, mainly income. For example, Membership Fees are received in December and held over until following year. But, Club Affiliation Fees also received in December are not held over to the following year.  After a brief discussion, all agreed to adopt the recommendations so as to try and ensure a better matching of income and expenses to the correct accounting period to which they relate. No further action needed, NW will implement in accounts preparation.</p> <p><b>4.8 Monthly Accounts – (May 2017) (NW)</b>  The first of the new Monthly Financial updates was included within the Board Papers.  Includes information on:</p> <p>a) Actuals YTD (5m to 31 May);</p> <p>b) A forecast for the rest of the year (7M);</p> <p>c) A full year FY17 Updated Forecast (5M+7M); and</p> <p>d) A comparison of that Updated Forecast to the Re-Budget approved at the CoC Meeting.</p> <p>The Re-Budget for FY17 included a loss of approx. \$7,000, the Updated Forecast now includes a loss of around \$2,800.  All Activity Centres are tracking well, with positive steps taken to improve the performance in:</p> <ul style="list-style-type: none"> <li>Coaching &amp; Technical – all course templates reviewed with Andy and fees set so that all courses at</li> </ul>	<p><b>RESOLVED</b> to form a Pool Events Sub-committee with scope &amp; resourcing to be developed (<b>Action: Fiona</b>)</p> <p><b>RESOLVED</b> to approve all of the proposed changes for implementation by MSWA for the 2017/18 OWS Series (<b>Action: Nick</b>)</p>

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	<p>least break-even and any course "profit" can be ploughed back into C&amp;T activities such as C&amp;T sundowners and new coaching shirts (neither budgeted).</p> <ul style="list-style-type: none"> <li>• Events – the combined effect of the proposed fee changes &amp; hosting of 2 new OWS events by MSWA could add approx \$5,000-\$6,000 to the bottom line.</li> <li>• Club Development – some minor trimming of general allowances to save cash in balance of 2017.</li> </ul> <p>Overall Activity Centre reporting is going well, the information is better and Board Members are playing a more active role in managing the finances associated with their portfolios.</p> <p><b>4.9 MSWA One Year Plan (2018) &amp; 3-5 Year Strategic Plan (NW)</b>  With significant progress already made in redefining MSWA's operations into Activity Centres and positive steps taken to improve financial performance, NW suggested that the Board look at setting some time aside to begin evaluating and adopting a new Strategic Plan.  All agreed this would be a useful and necessary next step in the "refresh" and "stay relevant" process which has been introduced since the AGM and should leverage off any past work done in this area if it is available.</p>	<p>Locate current Strategic Plan working documents &amp; circulate to Board Members  <b>(Action: Sam)</b></p>
<p><b>5. Items for Information</b></p>	<p>Nil</p>	
<p><b>6. Other Reports</b></p>	<p>Nil</p>	
<p><b>7. Other Business</b></p>	<p><b>Lake Leschenaultia Swim (LD)</b>  LD advised that she is concerned about the impact on safety of swimmers if SWA becomes involved and there are more swimmers.  It was noted that the OWS Sub-Committee was looking for further growth in the event, SWA had asked for the Lake to be one of their 3 bonus rounds and the local Shire had indicated it was also looking for a larger, better promoted event to attract more visitors to the lake.  LD outlined some of the limitations but agreed to go back and consult with Maida Vale organisers and explore ways of accommodating an expanded swim.</p> <p><b>Officials (LD)</b>  LD noted recent postponement of Bunbury due to unavailability of required number of technical officials (TO), which led to a more general discussion on current TO resources and pathways available for new TO's.  Noted there are presently only 4 fully qualified TO's in MSWA.  MSWA is hosting a planned TO Course on 8 July but only 1 person has registered so far, may also look at hosting a course in Bunbury after September.  Could also look at working with SWA officials, particularly in regional areas.  The qualification process itself, taking in excess of 18 months, was briefly discussed and all agreed this was unacceptably long and alternate solutions were required as a high priority.  Although it was noted that current accreditation of TO's is governed by MSA rules and guidelines, it was unanimously agreed that MSA be approached to explain how apparent shortfalls in the current system and having a significant impact on new TO-accreditations and ultimately on the sustainability of MSWA being able to</p>	<p>Maida Vale feedback on options for an expanded event with more swimmers to be obtained and fed back to OWS Sub-Committee  <b>(Action: Sam)</b></p>

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	<p>host LLC's and other sanctioned meets in the medium term.  It was further agreed that:</p> <ul style="list-style-type: none"> <li>a) SN raise this as a priority matter for discussion at the MSA Admin Workshop in August;</li> <li>b) Director – C&amp;T convene meeting(s) of the Technical Panel ASAP to workshop alternate solutions and suggestions for further consideration; and</li> <li>c) Director – C&amp;T liaise with Lynne (Technical Panel) with a view to restructuring the panel and consider new personnel who might bring some fresh thinking.</li> </ul> <p>All agreed that, with competition relying on sanctioning and officials, this matter be treated as a high priority matter.</p>	<p>MSWA to develop options for discussion at MSA level with a view to gaining an influx on new TO's in the short term. <b>(Action: Andy &amp; Lynne)</b></p>
<p><b>8. Next Meetings</b></p>	<p>Board: Wednesday 2<sup>nd</sup> August 2017  SWA Boardroom 5.30pm  Council of Clubs: Wednesday 16<sup>th</sup> August 2017  Department of Sport &amp; Recreation 6.30pm</p>	

Meeting closed at 7.35pm



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President - Damien Eyre

2<sup>nd</sup> August 2017  
Date