

V#2 includes:
Original draft issued by SN
Amendments from NW
Amendments from GS



Minutes of Masters Swimming WA Board Meeting held Wednesday 3 May 2017 at 5.30pm.

1.0 WELCOME:

- 1.1 Attendance:**
- | | |
|------------------------|---|
| Damien Eyre (Chairman) | President |
| Graham Senders | Vice President & Director of Club Development |
| Lynne Duncan | Director of Marketing |
| Sandra Mutch | Director of Recording |
| Nick Wyatt | Director of Finance |
| Martin Lodge | Director of Administration & Communication |
| Kirsten Cadle | Director of Governance |
| Samantha Noall | Executive Officer |
- 1.2 Apologies:**
- | | |
|---------------|--|
| Andy Muller | Director of Coaching |
| Fiona Wilkins | Director of Events & National Delegate |
- 1.3 Quorum**
Chairman confirmed a quorum was present.

2.0 DISCLOSURE OF CONFLICT OF INTEREST:

- 2.1 Conflict of Interest Register**
There were no changes to previously-advised register entries advised or noted at the meeting.

3.0 CONSENT AGENDA:

- 3.1 Minutes of the meeting on 15th March 2017**
It was unanimously agreed to accept the minutes as a true and accurate record of the last meeting.
- 3.2 President's Report** **DE**
- Thanks to everyone for their help with the State Championships, especially Sandra Mutch and Sam Noall.
 - Good energy with 233 swimmers.
 - Presentation function worked well on pool deck.
 - PA system possibly not loud enough for some.
 - Need to make area bigger in future.
 - Good to see Clubs providing more timekeepers.
 - Officials did a great job.
- 3.3 Vice President & Director of Development** **GS**
- Kerensa Allason Bequest***
- Following a proposal from GS, it was unanimously resolved that that a Sub Committee be formed to review ideas and report back to the Board at the next meeting.

- After a brief discussion, it was further unanimously resolved that the Sub Committee comprise Lynne Duncan, Graham Senders and a representative of Beatty Park (WOP).
- GS will meet up with Beatty Park Masters to discuss ideas.

Clubs at Risk

- GS asked if MSWA had any form of “clubs at Risk” policy. SN advised we did not. GS will assist to identify and assist clubs. GS & Viki Shelver to create policy document.

Special Projects Funding

- SN advised that we had received applications from Geraldton for travel to States & Riverton for new signage.
- NW and GS suggested the Geraldton travel assistance be accounted for as part of the Regional Club Funding package currently being developed. All agreed.
- Both applications were approved.

Regional Club Development Funding

- DE requested that MSWA consider providing regional club support to Bunbury for the upcoming Skins meet.
- SN suggested a luxury coach be offered to those wanting to attend. It could provide 2 pick-up locations such as Beatty Park and Cockburn Central.
- All agreed this idea could be pursued subject to approval of costs when quotes were obtained in due course.

3.4 Director of Marketing

LD

- Curtin Radio – MSWA can have a Community Service Announcement on this station. LD has drafted script to be used.
- NW advised that 101.7 Capital Radio was another community radio station that MSWA could contact.

3.5 Director of Events

FW (Absent)

- OWS Sub Committee meeting on 21st May for season debrief.
- Annual OWS Workshop planned for June, all actual and possible new host clubs to attend.
- OWS Sub Committee will consider a proposal received for a possible new 10km event at Coogee for 2017/18 season. Can be used to qualify for Rottnest Channel swim and Port to Pub. Looking at December 17th – 1 week prior to Christmas. All agreed this proposal seemed to have merit.

3.6 Director of Coaching & Technical

AM (Absent)

Remuneration of Presenters

- Through his written report, AM asked if there was a remuneration policy of Presenters for Coaching Courses and for a review of hourly rates paid.
- LD advised that Technical Official Presenters don't get paid.
- GS advised that he understood external presenters do get paid for coaching courses.
- NW confirmed he understood some external presenter payments (at a rate of \$50 per hour) had been made in the past based on accounting information.
- NW advised that he didn't see a problem with this as long as the service provided was a “cost replacement service” that MSWA would otherwise need to pay for, and that any costs paid by MSWA are covered through adequate course attendance fees.

Coaching Course Financials

- NW recommended that some further work be done on course financials with AM so that all costs are considered fully and there is clarity on who gets paid and how many hours they get paid for.

Volunteers vs Contractors

- NW advised that MSWA needs to be mindful of justifying who is being paid and who isn't as there are many unpaid volunteers currently providing good service to MSWA.
- NW recommended that ultimately MSWA should have a policy on who is paid for their services and a proper rationale for those payments. This would require a full "independent" review of all current volunteer roles, courses held and services provided.
- LD advised that some clubs pay their own member-coaches for attendance on pool deck.
- ML advised that he was generally opposed to this as MSWA is a volunteer organisation (as with the TO's) though recognised no issue with clubs paying external coaches.

MSA Course Feedback

- AM attended ASCTA course – AM to provide feedback to Kim Tyler.

Coaching & Technical Sub Committee Matters

- LD advised that she had attended the Coaching Panel Sub Committee meeting and that AM would be attending the Officials Sub Committee meetings.
- LD advised TO meeting to be held following week. Will be discussing re-accreditation of TO's. No current process, just attend workshop to be re-accredited.
- Looking to adopt MSNSW process.

State Championships

- GS asked if there were any issues arising from the recent State Champs.
- LD replied that they were short on TO numbers. There are only 8 referees and not all are suitable for State Champs.
- LD was happy with those that assisted. Saturday went over schedule as swimmers entered incorrect times.
- Over top starts worked well. Some swimmers not aware of the correct process when in the water waiting.
- SM advised that TO's do not need to wait for swimmers in water to finish when starting 50m events. This will expedite process.

Uniforms for TO's

- LD referred to a draft paper previously circulated to Board Members earlier in the day.
- LD briefly set out the requirement for new shirts for TO's. Need to supply short sleeve and long sleeve options as well as winter jacket.
- NW advised there was nothing in the 2017 Budget for this expenditure.
- After a brief discussion, it was agreed that this presented an opportunity for MSWA to look at an "apparel sponsor" to cover these items as well as Board Member/Staff shirts and potentially leverage from other apparel & merchandise requirements for the Nationals 2018.
- It was agreed that SN and NW progress this ASAP in conjunction with N18 Organising Committee.

3.7 Director of Recording

SM

- SM advised that there are currently 7 Bayview Saints registered on Sports TG. SN to ask VS to contact and see if they will join Sandgroppers or another club.
- GS asked SM to send him member numbers at end of each month, with a copy also to NW to evidence the membership income in the accounts.

- 3.8 Director of Administration and Communication ML**
- NW referred to the most recent media release prepared by the N18 Organising Committee which was circulated to MSA's membership database.
 - While not done this time, it was agreed that all such communications should be going to ML for final approval on behalf of MSWA before circulation.
- 3.9 Director of Governance KC**
- Met with Jacqui Jashari at Department of Sport and Recreation with EO.
 - JJ provided KC with documents on what is required for DSR.
 - Constitution needs to be reviewed.
 - LD advised that the current constitution affects LD & FW in 2018 as they reach the end of their terms. MSA constitution states that term is 2 years and can't be held for more than 3 terms. MSWA should review this and perhaps change to reflect MSA's constitution.
 - KC advised that the Associations Act requires the new constitution to be in place prior to 2019. Have had a few queries from Clubs seeking assistance.
- 3.10 Executive Officer SN**
- Advised that SWA had agreed to present 2 MSWA awards again as part of the Swimmer of the Year Awards.
 - SN recommended that Sari Galsworthy – MSA Coach of the Year and Helen Bird – Beatty Park who broke 2 world records be invited. All agreed.
 - SN advised that, following receipt of votes from Board Members, the winner of the Perc Edwards Award was David Laws and the Service to MSWA Award winner is Richard Johnson. Both will be presented at Council of Clubs.

4.0 ITEMS FOR DISCUSSION/DECISION:

- 4.1 Department of Sport and Recreation Update Jacqui Jashari**
- Unfortunately, JJ was unavailable to attend and will arrange to attend another Board meeting.
- 4.2 Director of Finance Update NW**
- 4.2.1 Proposal for New N18OC Bank Account**
- NW advised that the N18 Organising Committee requires a minute extract to be provided to ANZ so that a new bank account can be set up for Nationals.
 - A separate draft minute extract was circulated with the Agenda.
 - ANZ was chosen because they can accommodate the merchant facility needed to receipt online meet entries through Club Assistant.
 - Club Assistant uses the *authorize.net* merchant gateway (operated by Cybersource) which will make periodic remittances to the new N18OC bank account. CBA does not support this.
 - Once the new N18OC bank account is active Merchant ID and Category Code (MCC) will need to be provided to Club Assistant to complete the set-up of the OME Software.
 - All agreed to the resolutions as tabled in the draft minute extract and DE & NW were authorised to sign off the extract so NW can forward it to ANZ.
- 4.2.2 Proposal to Adopt Activity Centre Reporting**
- NW advised that his priority over the past few months was to gain an understanding of the detail of MSWA finances and underlying transactions.
 - Board Members also needs to gain an appreciation MSWA's finances generally.

- Each Director to be responsible for own budgets – ideally through Activity Centre's that align with Board positions.
- Appendix 1 from NW's Report was presented and the basis for the 4 proposed Activity Centres explained.
- NW also provided financial data for each Activity Centre which included 2016 actuals, the original 2017 budget and proposed changes to the budget.
- Draft Budget presented at AGM has been reviewed – there were lots of issues.
- Need to agree on Activity Centres to improve accountability and responsibility.
- NW advised the Director of Finance should not be responsible for the whole budget, but instead the role should be to assist and provide guidance to Activity Centre Managers and other Board Members and get involved in anything that has financial implications for MSWA.
- NW advised that he had updated the Org Chart and list of volunteers and slotted everyone into one of the 4 Activity Centres.
- LD advised that all Directors were equal and there should be no secondary responsibility.
- NW agreed all Board members are equal but that, for financial monitoring and reporting, it is better than one person be fully responsible for an Activity Centre.
- NW will update wording on the draft Org Chart to better reflect this.
- ML advised that his Activity Centre was the largest due to salaries.
- NW advised that currently DSR, Healthway and member fees support the office.
- Longer term, there is a need to source new streams of income through sponsorship and grants.
- NW asked if all Directors were happy to accept his recommendations regarding the establishment of the 4 Activity Centres – all agreed.
- The following recommendations from the Finance Report were tabled:
 - 1) Accept the attached Structure review as set out in Appendix 1;
 - 2) Adopt the proposed Activity Centres (Pages 5 of Appendix 1) for financial reporting as set out in Appendix 1; and
 - 3) Allocate resources within MSWA to each of the four Activity Centres as set out on pages 6-9.
 All of these recommendations were unanimously approved.

4.2.3 2016 Accounts & 2017 ReBudget – Financial Review

- NW presented a summary of Appendix 2 to his Report.
- The crux of this was to develop a simple P&L Report in the new Activity Centres format which all Board Members would find useful and would give us some idea of how things were tracking.
- The Appendix 2 information also provided a better explanation of why a Re-Budget was required for 2017 and included the line item detail of the proposed Re-Budget.
- As previously discussed, there were issues found with the 2017 "AGM" Budget.
- After a full review by NW & SN, a more realistic and representative budget for 2017 had been produced (known as the Re-Budget) and NW suggested that, if adopted by the Board, this updated version should be presented at Council of Clubs as Special AGM.
- NW advised that some of the errors (mainly timing differences) cast doubt over the integrity of the end of year accounting & audit process. This may be an opportunity to clean it up, add some better processes and potentially also change auditors.
- ML thanked NW for all his efforts.
- NW tabled the following recommendations from the Finance Report:
 - 1) Accept the attached Financial Review as set out in Appendix 2;
 - 2) Adopt the proposed P&L Board Format for future reporting by Activity Centre; and
 - 3) Adopt the 2017 Re-Budget figures tabled in Appendix 2 and seek endorsement of this Re-Budget at the forthcoming Council of Clubs meeting.
 All of these recommendations were unanimously approved.

4.2.4 Bequest

- NW proposed that the K Allason funds received (approx. \$24K) be transferred to the CBA Investment Account until future use had been decided. All agreed.

4.2.5 Other Matters

Special Projects Funding

- NW suggested it might be time for the Special Projects Funding scheme to be reviewed, revamped or even replaced.
- All agreed that, now this fell under club funding within the “Club Development” Activity Centre, GS was authorised to conduct a review of the scheme and report back with recommendations.

Operational & Strategic Plans

- The next natural extension of adopting Activity Centres and a more robust Budget is to put a better framework around the future planning of MSWA and its activities.
- NW suggested that this become a focus later in the year so that, when a 2018 Budget is produced, it is accompanied by a one-year Operational Plan. And this in turn should form part of an overall 3-5 year Strategic Plan for MSWA.

Cash Flow Reporting

- NW advised that, although the overall Re-Budget was reasonable, he was concerned about when cash funds (eg DSR) were due to be received.
- MSWA’s cash flows are quite irregular and it would be useful to do some further work on cash flows so we can all understand the annual profile of our cash balances – affected not just by the P&L Account but by funding and timing differences (eg. collection of membership fees in December in advance).
- NW will report back to a future meeting on this.

5.0 STANDING ITEMS:

5.1 Workforce Development Plan

- Deferred to a future meeting, pending further information.

6.0 ITEMS FOR DISCUSSION/DECISION:

- Nil

7.0 ITEMS FOR INFORMATION

- Nil

8.0 OTHER REPORTS:

- Nil

9.0 OTHER BUSINESS:

- Nil

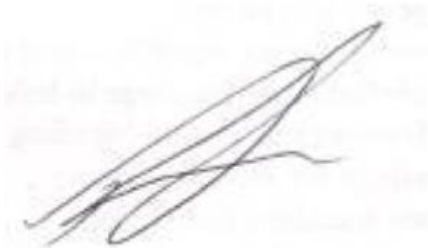
10.0 NEXT MEETINGS:

10.1 Board Meeting

WEDNESDAY 21st June 2017 at 5.30pm – SWA Boardroom, Beatty Park

10.2 Council of Clubs
WEDNESDAY 17th May 2017 at 7.00 pm – DSR, Vincent St Leederville

There being no further business, the meeting closed at 8.10pm



Damien Eyre - President

21 June 2017

Date