



Minutes of the Council of Clubs Meeting for Masters Swimming Western Australia Inc held at the Department of Sport & Recreation, Leederville, on Wednesday 17th May 2017.

1. INTRODUCTION

The meeting opened at 7.00 pm. Chairperson – Graham Senders welcomed everyone and thanked them for their time in attending the meeting.

1.1 Accreditation of Delegates/Apologies

President	Damien Eyre
Vice President/Director of Development (Chair)	Graham Senders
Director of Marketing	Lynne Duncan
Director of Swimming	Fiona Wilkins
Director of Recording	Sandra Mutch
Director of Finance	Nick Wyatt
National Delegate	Fiona Wilkins
Executive Officer	Samantha Noall
State Recorder	Sandra Mutch

Beatty Park	Delise Griffiths
Belmont	Andrea Chase
Bold Park	Colin Plant
Carine	David Davies
Claremont	Sue Bird
Cockburn	Sharon Croad
Fremantle	Lucy Henry
Inglewood	Will Suffell
Leeming	Greg Bowalin
Maida Vale	Lynne Duncan
Mandurah	Steve Crake
Melville	Pam Walker
Perth City	Alison Hass
Riverton	Graeme Pow
Rockingham	Erica Thomas
Somerset	Mike Millard
Stadium	Barry Green
Superfins	Jan Saunders
Westcoast	Graem O'Loughlin

Visitors:

Elena Nesci	Claremont Masters
Steve Ferguson	Mandurah
Margaret Roffman	Carine
Lois Fleming	Carine
David Laws	Carine
Jane Laws	Carine

Apologies:

Director of Governance	Kirsten Cadle
Director of Administration & Communication	Martin Lodge
Director of Recording	Sandra Mutch

Clubs: Albany, Busselton, Swan Hills

1.2 New Member kits and State Record Certificates – distributed to Clubs in attendance

1.2.2 Presentations were made to David Laws from Carine who received the 2016 Perc Edwards Volunteer of the Year Award. Richard Johnson from Claremont received the 2016 Service to MSWA Award.

**1.3 Confirmation of Minutes – Council of Clubs Meeting 16 November 2016
Accepted**

Moved by David Davies, Carine, seconded by Sharon Coad, Cockburn

**Confirmation of Minutes from 15th February 2017 Meeting
Accepted**

Moved by Elena Nesci, seconded by Pamela Walter, Melville.

1.4 Business Arising from 16th November 2016 Minutes

Nil

1.5 Outstanding matters from AGM (15th February 2017)

1.5.1 NW advised that nothing had changed from the 2016 Annual Report. He advised that the interest amount that was queried by Ron Gray was correct, however the larger interest amount from the Investment Account was not shown as it appears in a different account. This doesn't change the report.

Resolution to approve Annual Report

Moved by Will Suffell, Inglewood & seconded by Erica Thomas, Rockingham.

1.5.2 Budget Update

Nick Wyatt

- NW advised that the one page 2017 Draft Budget presented at the AGM showed a \$5,000 profit.
- NW advised that he was elected to the Board as Director of Finance following the AGM and since then has done a full line item review in conjunction with the EO. NW has now recommended changes as the current method uses Income and Expenses in a Statutory way which doesn't show much detail. NW advised that he has now split the budget into Activity Centres to match the Board Portfolios.
- NW advised that a new P&L was circulated with the Council of Clubs Agenda following the full review. NW has also concluded that a loss of \$7,800 is now forecast for 2017.
- NW showed a table to the Council of Clubs that highlighted items that had amounts corrected. Some were not properly shown at the AGM.

GS then opened the floor for general questions.

- Barry Green from Stadium mentioned that in the Balance Sheet there was a draw-down of funds from the Investment account. NW advised that 50% is used for Special Projects Grants and the other for admin purposes. In the last two years MSWA has been forced to draw down funds for operational purposes. Will most likely need to do the same in 2017. NW advised that each Board member will be responsible for ensuring their activity centres don't make a loss. NW advised that Director of Coaching for example had discussions regarding course fees as previous courses have been run at a loss. Need to set fees at the correct level to ensure ALL costs are covered.

- Steve Crake from Mandurah advised that in the OWS actuals in 2016 there was \$545 and \$400 in 2017. NW advised that this is because there are only a few swims from Nov – March and some clubs paid in advance. NW also advised that the sanction fee charged for the past few years was not correct the amount should be \$150 plus GST. It has previously been charged at \$136 plus GST.
- NW advised that MSWA are looking at 1-2 new events to peg back deficit.
- Steve also asked what PC meant in the Club Development Line – NW advised it stood for Project Coordinator.
- There being no further questions GS called for a motion to accept the 2017 Budget. Accepted
- Moved by Will Suffell, Inglewood and seconded by Sue Bird, Claremont.

1.6 Board Matters Update

DE

- DE provided an update from the new Board since the AGM. Advised of the new activity centres. Office & Admin – Healthway sponsorship secured for another year. Department of Sport & Recreation – due to receive new 3-year agreement.
- Office now has new photocopier. Coaching & Technical running a coaching course on 18th June – encourage clubs to send delegates.
- Coaching & development will be a big focus for MSWA to provide more service to clubs. Coaching committee consist of Andy Muller, Kim Tyler & Elena Nesci. MSWA secured Regional Grant from DSR to support regional clubs.
- Purchased laptop for Project Coordinator to administer grant and assist regional clubs. Regional initiative includes Bunbury Skins support. MSWA offering bus from Perth to Bunbury to take participants to Bunbury. SN advised that we need a minimum of 20.
- GS reviewing membership numbers which are slightly down. Provided a good insight into our membership how that moves from year to year. Events have been great particularly the State Champs which were a great weekend. Great to see Helen Bird break 2 new world records in the 100 & 200m backstroke. Helen Bird & Sari Galsworthy attending SWA Swimmer of the Year Awards to be acknowledged for their fantastic achievements. This had come about through our partnership with SWA which continues to grow.
- The Board wants to be open and transparent in communications with its members and Council of Clubs. DE commended NW for his great work on the budget and in creating the Activity Centres.
- The new Director of Governance role has been excellent in assisting in the decision-making process. DE that individual Bboard Members would report at meetings when they had items for discussion.

GS asked if there were any questions – no questions were raised.

2018 Nationals Update

FW

- FW advised that the committee went through a review in March.
- This was circulated to clubs then taken to the National Board meeting in April and agreed upon.
- FW then signed the contract and the committee was endorsed.
- One meeting held so far, next meeting on 31st May
- HBF stadium has been booked and costs are being reviewed.
- 2 Pools in use for the 800/400m events.
- Day 3 will be a later twilight finish so a function can be held.

- Committee looking for event sponsors promoting “Best in the West”.
- Marketing & Promotions team working hard.
- Committee priority is athlete experience.
- Looking at accommodation packages to be offered using discount code.
- Presentation dinner for around 200 people. Trying to find location that isn’t too expensive. Either coastal or CBD.
- Will be calling for officials and volunteers.
- Will have massage/physio team on pool deck.

GS then asked if anyone had any questions?

- Steve Crake from Mandurah asked if there were any ramifications from City of Mandurah. FW advised there were not and that they had been sent an official letter advising of the decision well before the 3 weeks prior to event deadline. SC advised that this was due to Mandurah Manna’s doing a lot of work to smooth things over with the City as they work very closely with them at the venue.

Organisational Structure Review

NW

- NW advised that as 7 out of the 9 Board members are new so a review was conducted to allocate roles to provide a clear structure. This was a good opportunity to refresh the portfolios.
- The Department of Sport and Recreation has highlighted this as an important part of MSWA’s governance. Board wanted to improve information and lines of communication with members to ensure transparency.
- New activity centre – 4 main areas. One person responsible for each centre.
- Finance and EO to provide support to the Board.
- Board can make more informed decisions.
- NW then showed the new Activity Centre diagram to the room.
- Finance and EO will be involved in key decisions.
- Priority focus – Keep costs under control.
- Generate income from sponsorship and funding.
- Develop and Operational Plan for 2018 – Board to be involved.
- Develop 3-5 year Strategic Plan. Previous versions have not been followed through.

1.7 Club Reports

GS

- GS advised that few were received. Encouraged clubs to submit report.

2. ITEMS FOR DISCUSSION

2.1 Lane Hire

Cockburn

- Line hire becoming an issue. Cockburn ARC gazetted rate of \$25 per hour way above any other venue in Perth.
- The wider concern is, are they setting a bench mark. Important that clubs negotiate with their venues.
- SN advised that Aquatic Strategic Steering Group had discussed and will assist when required.
- Elena Nesci from Claremont asked if MSA would assist? Powerpoints in Victoria use MSAC free of charge and this is not uncommon in the Eastern States.
- Steve Crake asked if MSWA would assist. NW advised that Clubs need to go armed with as much info as possible. SN to email clubs to get lane hire costs.

- Mike from Somerset advised that the venue wants to introduce Club room hire fee.
- Barry Green advised that Venues West tried to introduce higher fees and Stadium advised that they could not afford increased rates and that the venue benefitted from members purchasing coffee and food from café.

At this point, GS requested that Clubs provide a description of items for discussion in future.

2.2 Nationals and decision making

Steve Crane, Mandurah

- Thanked the past and present Board for all their work.
- Mandurah were gutted when Nationals was taken away from Mandurah.
- SC advised he has been President for 2 year and is concerned at processes at Board level.
- 2 years ago, MSWA started working with SWA on OWS calendar. The first I knew of it was a call to ask if we wanted to be included as part of the 3 events chosen by SWA for points. We didn't want to change our date so we were not included.
- In regard to the Nationals Comparison of the two venues should have invited people from the 2 venues to be involved. I feel like a mushroom when a decision directly affects my club.
- I refer to point 19.1 of the MSWA Constitution – take into account stakeholder involvement. Who is being impacted and are they being included? If people are included they will feel more involved.
- MSWA to encourage and support Fitness, Fun & Friendship. Mandurah has good swimmers but most are not – I am suggesting the Board remember the Fitness, Fun & Friendship moto as I am not sure decisions are being made with this in mind.
- DE advised that the Board would take on board these two points. DE also advised that the OWS decision was before his time so he could not comment. He did advise that the Nationals decision had to be made quickly to meet a tight timeline. Agree that we do need to have more stakeholder involvement.
- DE advised that the Fitness Fun & Friendship philosophy is Australia wide and has always been about fun. Board will work on this area and improve in future.

2.3 Time of Council of Clubs meetings

Damien Eyre

- DE asked if the 7pm start still suits everyone.
- Most suggested that parking may be an issue if too early.
- DE asked Clubs to advise Sn.

2.5 Other Business

- Barry Green from Stadium asked if MSWA were looking to conduct a Meet Manager course. Lynne Duncan advised that she would look into it and advise a date.
- BG also advised that updated laws advise that there is no need for organisations with a budget less than \$250,000 did not need to conduct an audit. NW advised that it is best practice and will continue to audit accounts.

Meeting closed at 8.20pm

3. NEXT MEETING

3.1 Council of Clubs Meeting

WEDNESDAY 16th August 2017

Time: 6.30pm

Venue: Dept of Sport & Recreation, Vincent St Leederville

Meeting closed at 8.40 pm.

These minutes are confirmed as a true record of the meeting held on Wednesday 16th August 2017.



Signed:

Date: 21/08/2017

Damien Eyre – President