



MSWA BOARD MEETING

Minutes of Meeting – Wednesday 20th June 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), Lynne Duncan, Julie O'Connor, Martin Lodge, Sandra Mutch (Part by phone)	Quorum present during Consent Agenda
By Invitation	Sophie Row (Executive Officer – Minutes)	
Apologies	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 Lynne Duncan – Secretary & Registrar Maida Vale Masters Sophie Row – Board member Volleyball WA (Marketing & Sponsorship)	
3. Consent Agenda	<p>Board Reports received in advance were circulated with Agenda and taken as read.</p> <p>3.1 Minutes from previous meeting 3.1.1 Minutes from previous meeting 2nd May 2018 were discussed and a motion was put to accept them as a true and accurate record of the meeting. Moved: FW Seconded: LD Carried: Unanimous</p> <p>Matters arising from above minutes:</p> <ul style="list-style-type: none"> Matthew Brehany has not taken up the Finance Director role due to taking on a new job. The vacancy will be advertised again. The Strategic Planning Workshop with Andrew Watt from Creating Communities will be held on 14th July 9.30am – 12.30pm. Invitations have been sent to the Board and selected representatives. <p>4.1 Constitution An exception report was tabled with the most recent draft of the Constitution outlining the outstanding decisions/issues and errors made in this draft. The Board approved items as per the attached document.</p>	<p>Action: ML to liaise with Hopgood Ganim for a re-draft incorporating updates and errors highlighted.</p>

	<p>4.2 The OWS Series new brand and marketing programme scope had been developed by the OWS Sub-committee and sought quotes from Sally Bell Communications & Hunter Communications. The OWS Sub-committee recommended to proceed with the quote from Sally Bell Communications. Due to the enormous benefits that can potentially be derived from developing a MSWA Open Water Swim brand, it was moved that we proceed with the quote from Sally Bell Communications in its entirety and utilise funds from the N18 surplus to cover this unbudgeted item.</p> <p>4.3 The Board now have 2 official casual vacancies and additionally, ML is seeking to step down once a suitable replacement is found. Due to the lack of interest from within the membership, it was moved that vacancies for directors should now be advertised externally. New directors who are not current members will be joined as Sandgroppers.</p> <p>4.4 The Strategic Planning Workshop to be held on 14th July and facilitated by Andrew Watt from Creating Communities will exceed the budget for this line item by \$700. It was moved to accept the full quote from Creating Communities and utilise funds from other areas.</p> <p>4.5 EOI received from Cockburn Masters Club to host and manage the Coogee Open 10km swim event.</p> <p>The Board accepted the EOI including the proposed changed of date with the following amendments:</p> <ul style="list-style-type: none"> ○ The entry fee discount provision will be paid retrospectively and only on entrants from last year that compete in this year's event. ○ The removal of the clause "Hold the sanction fee and insurance level unchanged throughout the initial term". The Board agreed that the Sanction Fee and Insurance level must align with other MSWA Open Water Swims and is the decision of the OWS Sub-Committee <p>4.6 The Board has agreed to pay the Convention entry, airfares and accommodation costs (to a maxm \$2000) for the EO to attend the National Sports Convention in Melbourne on 17th & 18th July and meet with the members of staff at the MSA office on Monday 16th July.</p> <p>The above items were tabled for approval: Moved: LD Seconded: FW Carried</p>	<p>Action: SR & JO to meet with Sally Bell soonest to commence the work.</p> <p>Action: SR to approach external parties to advertise board vacancies.</p> <p>Action: SR to respond to Cockburn Masters EOI per the Minutes</p>
--	--	---

<p>4. Items for discussion</p>	<p>5.1 The Board endorsed new OWS Sanctions Coordinator – David Tydeman from Fremantle Fins</p> <p>5.2 OWS – ROC Organising committee – this item will be carried over to the next meeting.</p> <p>5.3 OWS – Equipment budget increase required. It was moved to accept the list of required new equipment items provided by Nick Wyatt and to advise same to proceed with purchase. Moved: LD Seconded: FW Carried</p> <p>5.4 Pool events successor to Erica Thomas. LD identified a possible successor as Sue Pow.</p>	<p>Action: LD to approach Sue Pow in regards to succeeding Erica Thomas in 2019.</p>
<p>5. Items for information</p>	<p>FW tabled a wishlist of expenditure items that could potentially utilise the N18 surplus. It was agreed that Board members should review the N18 Wishlist and determine a final list of projects utilising the surplus from N18. Each project should define the KPIs and benefits to the organisation. The wishlist will be presented at the Council of Clubs.</p>	<p>Actions: All Board members to review the N18 Wishlist and add any additional items as they see fit for discussion and agreement by the Board at the next meeting.</p>
<p>6. Other reports</p>	<p>None</p>	
<p>7. Other business</p>	<p>Insurance of the trailer – self-insurance decision by the Board to be held over to the next meeting</p> <p>National Storage – follow up required on possible storage solution for the trailer</p> <p>Board and staff absences: Lynne Duncan - 25th June – 2nd July, 6th – 17th August, 28th August – 2nd October, 12th – 28th October</p> <p>Sophie Row - 5-6th July (time in lieu – closure of office) 16 – 19th July Melbourne</p>	<p>Action: Next meeting</p> <p>Action: SR to follow up</p>
<p>8. Next Meetings</p>	<p>Board: Wednesday 1st August 2018 5.30pm, Venue: SWA Boardroom Council of Clubs/ 2018 Wednesday 15th August 6.30pm Clubroom, Beatty Park</p>	

Meeting closed at 7.23pm

President: Fiona Wilkins

