

Coast & Valley Swimming Association Inc. Minutes-Management Committee Meeting

Edgeworth Sport & Recreation Club Tuesday, 20th November, 2018

Meeting opened at 7.01pm with Norm Roberts presiding.

1. **CONFLICTS OF INTEREST**

Nil declared.

2. **ATTENDANCE**

Norm Roberts	Blinda Francis-Smith	Jenny Schwetz	Michelle Gross	Russell Waugh
Greg Skinner	Jacqui Currey	Michele Burley-Jones	Jacki Mackintosh	

3. **APOLOGIES:** Phillip Hawke, Michael Hyslop (Swimming NSW Development Officer). Moved Michele Burley-Jones 2nd Jackie Mackintosh that apologies be accepted. Carried.

4. **CONFIRMATION** - Minutes of previous meeting: Moved Blinda Francis-Smith 2nd Russell Waugh that the minutes of the previous meeting are a true and correct copy. Carried.

5. **BUSINESS ARISING** from the minutes

5.1. Team Managers reports to be tabled – Phil to chase up.

5.2. Presidents' Meeting-Norm Roberts.

5.2.1. Swimming NSW requested feedback on proposed swimsuit rules

5.2.2. There will be a change to the format of Development – Areas to run: new guidelines to be issued by Swimming NSW

5.2.3. Constitutional changes will be voted on at 2019 SNSW AGM:

5.2.3.1. Presently 3 directors retire each year and Clubs and areas vote for the 3 incoming board members. The proposal will be that 2 directors are voted for by clubs and areas and the 3rd directors will be elected by the board.

6. **CORRESPONDENCE:**

6.1. **INWARDS**

6.1.1. Email-Newcastle Embroidery: Invoice-fwd: Treasurer

6.1.2. Email-Michelle Johnson: e-newsletter

6.1.3. Email-Joanne Walter: Development Squad selection

6.1.4. Email-Waide Devine: club financial status

6.1.5. Email-Sheri Locher-Davis: Championship entries

6.1.6. Email-Carolyn Connelly: Club transfer

6.1.7. Email (Russell Waugh)-Chris Sa'aga: Visitor entry to LC Champs

6.1.8. Email-Valley Aquatic SC: Swim meet applicatop-fwd: Competition Committee

6.1.9. Email-Purnell Trophies: Invoice

6.1.10. Email (Russell Waugh): Tesltra recharge confirmation

6.1.11. Email-Michelle Johnson: e-newsletter

6.1.12. Email-Mark Heathcote: Presidents' Meeting agenda

6.1.13. Email-KPD: Host club application

- 6.1.14. Email-Singleton SC: Officials
- 6.1.15. Email-KPD: List of accredited club officials
- 6.1.16. Email-Shannon Smith: 2019 Speedo Sprint Series-Heats
- 6.1.17. Email-West Wallsend SC: Swim meet application-fwd: Competition Committee
- 6.1.18. Email-KPD: Swim meet applications: fwd: Competition Committee
- 6.1.19. Email-Michelle Johnson: e-newsletter
- 6.1.20. Email- Mark Heathcote: Presidents' Meeting
- 6.1.21. Email-Danielle Potts: Championship entries-fwd: Russell Waugh
- 6.1.22. Email-Central Coast Office of Sport: e-news
- 6.1.23. Email-John Hart: Assessment request'-Jeffrey Smith
- 6.1.24. Email-Ryan Strickland: Availability of Charlestown pool
- 6.1.25. Email-Michelle Johnson: e-newsletter
- 6.1.26. Email-John Hart: Assessment papers for Andrew Rodham
- 6.1.27. Email-Chad McCamley: Availability of Maitland pool-Speedo/Development meet
- 6.1.28. Email-Ryan Strickland: Quote for council donation
- 6.1.29. Email-Trina Andrews: Feedback- fwd: Norm Roberts
- 6.1.30. Email-Michelle Johnson: e-newsletter
- 6.1.31. Email-Hunter SC: Swim meet
- 6.1.32. Email-KPD: Host club enquiry
- 6.1.33. Email-Purnell Trophies: Invoice-fwd Treasurer
- 6.1.34. Email-Michelle Johnson: e-newsletter

6.2. **OUTWARDS**

- 6.2.1. Valley Aquatic SC: TO badges
- 6.2.2. Kincumber Pacific Dolphins SC: To badges
- 6.2.3. David Hinds: Card
- 6.2.4. Email (Phil Hawke)-Viruleo Swim: Championship display
- 6.2.5. Email (Phil Hawke)-Lisa May: Championship display
- 6.2.6. Email-Joanne Walters: Development Squad selection
- 6.2.7. Email-Waide Devine: Financial Status
- 6.2.8. Email-Sheri Locher-Davis: Championship entries
- 6.2.9. Email-Carolyn Connelly: Club transfer
- 6.2.10. Email-KPD: List of accredited club officials
- 6.2.11. Email-CVSA Clubs: Golf Day teams
- 6.2.12. Email-Belinda Woolnough: Complaint
- 6.2.13. Email-John Hart: Recommendation protocols
- 6.2.14. Email-Michelle Boon: ETE hire-Speedo/Development meet
- 6.2.15. Email-Charlestown SC: Host club-Speedo Development Meet
- 6.2.16. Email-Ryan Strickland: Hire of Charlestown pool
- 6.2.17. Email-Chad McCamley: Availability of Maitland pool-Speedo/Development meet
- 6.2.18. Email-CVSA Clubs: Request for feedback-High performance suits/Strategic plan
- 6.2.19. Email (Russell Waugh)-Hunter SC: swim meet
- 6.2.20. Email-Anthony Watson: Meet Director's duties
- 6.2.21. Email-KPD: Host Club

Moved Jackie Mackintosh 2nd Blinda Francis-Smith that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried.

6.3. **Business Arising from Correspondence:**

- 6.3.1. Viruleo Swim & Lisa May-championship displays-Phil Hawke
- 6.3.2. Visitor entries for LC Championships-Russell Waugh advises that there has been one (1) application from Hornsby. Russell to contact.
- 6.3.3. Ratify appointment of KPD as host club for LC Championships – moved Russell Waugh 2nd Michele Burley-Jones. Carried.
- 6.3.4. Speedo :
 - 6.3.4.1. Meet Convenor: Russell Waugh appointed. Noted that Russell may not be available for the Finals in March.
 - 6.3.4.2. Merchandise: Moved Michelle Gross 2nd Blinda Francis-Smith that merchandise not be ordered this year due to slow sales in the past. Carried.
- 6.3.5. Danielle Potts-CVSA entries-Russell Waugh advised that swimmer unable to enter due to age.
- 6.3.6. Charlestown and Maitland pools are now available for the Speedo/Development meet. Moved Russell Waugh 2nd Jackie Mackintosh that meet to be held at Charlestown and Maitland to be venue for 2019
- 6.3.7. Charlestown pool- length of time for 50m meet – 8am-3pm approx
- 6.3.8. Hunter SC meet – noted length of timeline
- 6.3.9. Mobile recharge: data is being excessively used by automatic Windows updates.
- 6.3.10. Approve 2019 winter championship dates: 22/23 June. Moved Russell Waugh 2nd Blinda Francis-Smith. Carried

7. **REPORTS:**

7.1. **Treasurer** – Michelle Gross

Report tabled-copy attached.

- 7.1.1. Moved Michelle Gross that a one-off increase in limit of up to \$10,000 as necessary for online payments be approved. 2nd Russell Waugh. Carried.
- 7.1.2. Debit card to have \$2,000 transferred from General account. Moved Michelle Gross 2nd Michele Burley-Jones. Carried.
- 7.1.3. Accounts approved for Payment

Paid to	Details	\$
Newcastle Embroidery	TO & Management shirts	144.00
Purnell Trophies	Medals – Balance of payment	7660.00
Telstra	Mobile broadband recharge (debit card)	140.00
Glendale Newsagency	Card-David Hinds (debit card)	5.99
Purnell Trophies	Engraving	165.00

Moved Michelle Gross 2nd Blinda Francis-Smith that report be accepted and accounts approved for payment. Carried.

7.2. **Competition Committee Co-ordinator** – Russell Waugh

- 7.2.1. PLC have advised that issues with ALGE timing system have been rectified. SAT will be available for backup if required.

7.2.2. New medals received are not as ordered.

7.2.3. Current timeline for championships is

- Friday 7pm
- Sat 11.30 am/3.00pm
- Sun 11.30am/3.00pm

This may change as entries will close on Tuesday 27/11.

7.2.4. Confirm that SNSW Development Officer is holding a Coaches' meeting on Sunday morning of Championships.

7.2.5. Approve bringing CVSA records into line with Swimming NSW: sorted by age, not event. Moved Russell Waugh 2nd Jackie Mackintosh. Carried.

Moved Russell Waugh 2nd Greg Skinner that report be accepted. Carried

7.3. **Selection & Development Committee** – Phillip Hawke

No report.

7.4. **ATSC Convenor** – Jacqui Currey

7.4.1. Recommendations from recent ATSC Committee meeting:

7.4.1.1. PLC – starter will not wear the headset – referees have radios for communication.

7.4.1.2. Updating of events -current system does not unduly interrupt running of events

7.4.1.3. With ALGE system all events will be reseeded – there will be no amalgamations of events.

7.4.1.4. Lane timesheets to be available for timekeepers instead of programs.

7.4.1.5. Complaints have been received regarding TO's behaviour toward each other. There will be a briefing on Sat morning of Championships for all technical officials where appropriate behaviour and conduct will be reaffirmed.

7.4.1.6. Noted that there is a formal channel for complaints

7.4.1.7. At summer championships only, accredited Starters, Referees and JOS will be appointed into these positions, and no assessments for these positions will be undertaken.

Moved Jacqui Currey 2nd Greg Skinner that recommendations be approved. Carried.

7.4.2. Appointments & Nominations-/Technical Assessment Policy tabled. Moved Jacqui Currey 2nd Greg Skinner that policy be adopted with changes as noted. Carried.

7.4.3.

7.5. **Property Officer-** Jacki Mackintosh

No report.

7.6. Publicity Officer – Michele Burley-Jones

Correspondence to and fro with Mingara Aquatic, Titans and Singleton regarding their Technical Officials for their meets during October and November.

7.7. Web Administrator – Greg Skinner

- 7.7.1. Report tabled-copy attached.
 - 7.7.2. The new Swimming NSW website will be launched on Monday 26/11. New CVSA website will be launched 2 weeks later.
 - 7.7.3. Link to new website to be circulated to committee members for comment.
 - 7.7.4. Recommend back up of all CVSA files and copies to be kept by several committee members.
- Moved Greg Skinner 2nd Jacqui Currey that report be accepted. Carried.

7.8. SNSW Development Officer for CVSA – Michael Hyslop

No report.

8. GENERAL BUSINESS:

- 8.1. Ratify appointment of Anthony Watson as Meet Director for summer championships. Moved Blinda Francis-Smith 2nd Jacqui Currey. Carried.
- 8.2. Bookings for 2019 AGM and monthly meetings have been confirmed.
- 8.3. Gift cards to be purchased.

9. MEETING CLOSED: 8.53pm

10. NEXT MEETING: Tuesday 18 December, 2018-Edgeworth Sport & Recreation Club-7pm

CHAIR: Norm Roberts

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

As At 31 October 2018

Cheque Account			
Forward			\$ 29,109.72
Income			
	Interest	\$ 2.75	
	Memberships - Swimmer	\$ 4,668.00	
	Memberships - Non Swimmer	\$ 56.00	
		\$ 4,726.75	\$ 4,726.75
			\$ 33,836.47
Expenses			
300977	Purnell Trophies - Medals for Summer Championships (Final Payment)	\$ 7,660.00	
	Tfr Sid Fogg - Bus for Development Day	\$ 1,050.00	
300973	IA & CM Saxby - Bus for Development Day	\$ 1,210.00	
	Tfr Newcastle Embroidery - NES TO Shirts	\$ 180.00	
		\$ 10,100.00	\$ 10,100.00
BALANCE AS PER STATEMENT NO 110			\$ 23,736.47
Unpresented Cheques as of 31/10/18			
300931	KPD Swim Club - Champs Food	\$ 526.00	
300968	Ben Booth	\$ 125.00	
		\$ 651.00	
Term Deposits			
	Due 16/07/2018 for 12 months @ 2.350% - Interest Received	\$ 264.24	\$ 11,508.47
	Due 13/07/2018 for 12 months @2.35% - Interest Received	\$ 623.64	\$ 27,161.70
	Due 3/12/2018 for 12 months @ 2.7%		\$ 21,728.78
Cash Reserve			\$ 18,726.41
	Interest as at 31/10/18	\$ 8.46	
Balance as per Statement 94			\$ 18,734.87
Debit Card			
Opening Balance		\$ 968.63	
<i>Money In</i>	Interest	\$ 0.08	
<i>Money Out</i>	Telstra - Netgear Internet	\$ 140.00	
	Officeworks - Stationary	\$ 5.99	
Balance as per statement		\$ 822.72	
Fund Raising Account			
Opening Balance		\$ 1,000.03	
<i>Money In</i>	Golf Day	\$ 1,400.00	
	Interest	\$ 0.15	
<i>Money Out</i>		\$ -	
Balance as per Statement		\$ 2,400.18	
ACCOUNTS TO BE PAID			
	Newcastle Embroidery - 5 x Polo Shirts	\$144.00	
		\$144.00	



Website Administrator Report for CVSA November 2018 meeting

Over the past month I have been building a new CVSA website as the existing one will no longer be supported after April 2019.

This has allowed me the opportunity to review current the format and content and adapt this to the new host platform. My initial impressions of the new host site is that it doesn't have the same functionality as our current one but that may prove incorrect as I learn more about it and become more familiar with website design in general. For example the available colours for foreground and background are the only colours I can change whereas there were about a dozen different things on the old site. The issue is that when hovering over a menu item that has several levels the contrast is lost for the highlighted item with the background. So far the support from SNSW has been good and there's many more questions yet to be answered. I've sent an email asking for assistance on 10 issues relating to format and presentation which I need some guidance on and expect that before the meeting I will have had a chance to resolve most of my issues and have a version ready to demonstrate at the meeting.

I have essentially reconfigured the existing website onto the new platform with a lot of effort going into downloading documents from the existing site and uploading them to the new site so there's a repository for archive information. It leads to a question in terms of maintenance of CVSA documents – is there a designated archive and is it maintained? I've regarded the website as the de facto archive. Noting the history of SNSW changing web providers (this is the 3rd I'm aware of) there is a lot of work to transition across each time and I'd suggest this isn't a good system as it relies on transfer of information between them? Maybe we should look at some cloud hosting service to provide this.

On the current website some information was full and comprehensive such as meeting minutes, AGM minutes and swim meet results and records. Other areas had no destination for menu items eg coach's corner or well outdated information eg technical. I've taken the liberty of updating details where I could identify changes and deleted menu items which hadn't been used and done some grouping so items are in one place. An example is currently there are policy documents under Resources and Technical. I'd like to consolidate into one are and categorise via the menu page.

Rather than try to have everything with a CVSA tag I've taken the approach that if there's information available elsewhere such as on the SNSW website then I've linked to that site rather than replicate. So for the TO on-line training, forms used by officials, rules of swimming I've just linked our site to SNSW. I welcome suggestions of other resources which can be added.

Similarly under the Competition (Get Swimming) heading I've added links to Junior Dolphins and Junior Excellence programs on SNSW website. This strategy will have a transition problem when SNSW also transitions as the links will need to be re-established but that should be able to be

done quickly. I've asked SNSW if they can provide a timetable for their transition and advance warning so I can reconfigure soon after their migration

Once I get the website ready for some user testing I'll send each of the committee members a link to the website for you to explore and critique. I'd love to get feedback on the menu structure, test out the links, see if you think there should be additional or less information, does the menu tree provide a logical path to information, any relevant comments and constructive criticism is most welcome. When I have consensus (say after a week or so later) that it's suitable for becoming our primary site I'll advise SNSW and make it happen. I expect that will have the effect of upsetting anyone who has established links through their favourite list as there will be a new destination site. I'll discuss transition with SNSW so as to understand how best to organise the transition with minimum confusion. Hopefully they have an option to provide a link for a few months or allow the old site to remain so we can set it up with a message and link.

Greg Skinner

CVSA Web site administrator