

**THE NSW ASSOCIATION OF AUSSI MASTERS
SWIMMING CLUBS INC**

trading as Masters Swimming NSW

Annual General Meeting

held on 22 May 2010

at Centenary Rooms, 6B Figtree Drive,
Sydney Olympic Park.

Minutes

The meeting commenced at 9:40 a.m.

1. Welcome to members by President

Jane Noake welcomed and thanked the Member Clubs delegates and Registered Persons for their attendance.

2. Apologies

Registered Persons: Gary Stutsel (Branch Life Member/Technical Director/Manly), Mark Hepple (Branch Meet Recorder/Hills), Nerida Murray (Blue Mountains), Gordon Ferguson (Ettalong) and Kathy Phelan (Warringah).

Clubs: Armidale (Sally Croker), Cook & Phillip (Niall O'Driscoll), Coogee Randwick (Paul Wyatt), Lane Cove (Evelyn Kelly, Ken Cregan), Liverpool (Sean Donovan), Myall Masters (Leon Bobako), Sandern (Paul Vallis), Shoalhaven (Kathy Johnson), Tuggeranong (Annette Britten).

3. Declaration of Postal Votes and Delegates

Two postal votes were received: One from Clarence River Masters with three votes and one from Wett Ones with two votes.

Delegates for the 22 clubs present as follows:

Blacktown – Jon Hawton;	Blue Mountains –Sue Wiles;
Bushrangers –Di Coxon-Ellis (Administrator);	Campbelltown – Owen Sinden;
Caringbah – Beryl Stenhouse (Life Member)	Castle Hill - Todd Bryant;
Cessnock – Phil Murray;	Cronulla Sutherland – Anita Saviane;
Ettalong – Opal Eddy;	Gosford – Neil Keele (Country VP);
Hornsby – Stuart Ellicott (Board Member);	Manly –Lindsay Brice;
Molonglo Water Dragons – Craig Allatt	North Sydney – Christina Echols;
Novocastrian – Jeanne Raper;	Ryde – Helen Rubin (Life Member);
Seaside Pirates – Paul Slater;	Trinity – John Kulhan;
Warringah –Wilson Gamble;	Wests Auburn – Wayne Sampson;
Wollongong – Sue Johnstone (Life Member);	Wyong – Ruth Wall

Other Registered Persons present were:

President: Jane Noake (Seaside Pirates)

Vice President: Remy Reinker (Blacktown)

Treasurer: Stuart Meares (Warringah)

Ordinary Member of the Board: Tony Tooher (Warringah)

Life Members: Already recorded as delegates.

4. Registered Persons: **Jodie Burke (NSW Safety Coordinator/Blacktown); Russell McLeod (Campbelltown); Diane Partridge (NSW Training Coordinator/Cessnock); Noel Partridge, Dennis Moore (Cessnock); Stephen Lamy (Manly); John Wynberg (NSW Coaching Director/North Sydney); Colin Casey (Novocastrian); Jenny Whiteley (NSW Aerobics Recorder/Ryde), Jamie Turner, Vicky Watson (Ryde); Daphne Kulhan (Trinity); Graham Campbell (Warringah); Terry Gainey (West Auburn); Robin Henze (Wollongong) and Bonnie Cook (Wyong).**Confirmation of Minutes of Annual General Meeting of 16 May 2009

As the minutes have been available on the MSNSW website, they were taken as read. No comments.

Matters arising:

Jane Noake had confirmed that World Masters Games entrants were able to change events after they had entered.

5. **Motion: That the Minutes of the Annual General Meeting held on 16 May 2009 be accepted as correct.**

Moved: Helen Rubin, Ryde; seconded: Wayne Sampson Wests Auburn.

Motion carried. Receipt and review of the Reports of the Statement of Income and Expenditure in the Treasurer's Report

Stuart Meares spoke to the financial statements.

Matters noted:

The reports have been on the NSW website for viewing for a fortnight.

Profit is up on previous years – profit of \$10,000 is mainly due to the profit from the World Masters Games (WMG).

Wayne Sampson asked whether MSNSW will make a loss this year.

Advertising and marketing increase due to printing caps for NSW swimmers and advertising brochures for the WMG. This has resulted in new members and to date one new club at Castle Hill.

Cash management account has been changed to an online savings account to attract more interest as the interest is down due to the global financial crisis.

Steve Lamy commented that 'employee entitlements' has appeared on the financial statements for the first time. Stuart explained that accounting practices meant that annual and long service leave for Administrator as an anticipated expense must be included after a certain length of time.

NSW government funding was again \$10,000 again with no guarantee of future funding levels. Funding was given directly to Masters Swimming this year, not through the sport in general. Government is tending to lean towards the latter and Queensland Masters now receives their funding through Swimming Queensland Ltd and share their offices. It has some advantages but is not the direction we wish to take in NSW.

Sponsorship has proven hard to find. Marketing team is thinking about approaching sponsors of other branches to also sponsor NSW.

Motion: That the Treasurer's report be accepted.

Moved: Anita Saviane, Cronulla Sutherland; seconded: Opal Eddy Ettalong.

Motion carried.

6. Appointment of qualified accountant to perform review for the next financial year

In 2008 the Association gave the Board the discretion to present an independent review of accounts by a qualified accountant to the annual general meetings. In 2009 again a review was made of the functions in the branch office by our previous accountancy company, as stated on pages 12 & 13 of the Annual Report. Stuart Meares said that if Member Clubs are happy with the arrangement of conducting a review of accounts by a certified accountant, the Board will adopt the same approach for the coming year.

Motion: So moved.

Moved: Wayne Sampson, Wests Auburn; seconded: Jon Hawton, Blacktown.

Motion carried.

7. Receipt of reports on the activities of the Association during the preceding financial year

It was agreed that a motion accepting all reports would be moved at the conclusion of the presentation of them all rather than after each report.

President — Jane Noake

Jane elected not to speak to her report at this time but noted that the reports are on the website and attendees could read the reports in full.

Vice-President Country — Neil Keele

Neil spoke to his report.

- Requested contact names and email addresses be updated. Di suggested that we should utilise the Clubs Online database to best effect by ensuring that the club contact is up to date. We will investigate how Neil could be given access to those country clubs. Helen Rubin to set Country Vice President access.

National Delegate — Sue Wiles

Sue Wiles spoke to her report.

- Sue took over from Ian Davis who gave her great support in the learning process.
- The national board makes decisions after input from committees
- The national board responds to what committees propose, which is a complicated process, and sometimes allows insufficient time to consult with branches
- The national Technical Committee proposed quite a few changes to the rules in 2009/10.

Administrator — Di Coxon-Ellis

Di spoke to her report.

- Di thanked the Board and all the Board members and project officers for their dedication in 2009 and also the members involved in all aspects of administration of their clubs.
- In May 2009 Di attended a Branch Administrators' workshop in Melbourne which was a great exchange of ideas and resulted in a few additions to our procedures and adoption of some of the other branches' documents.
- Di referred to the Clubs Online database and encourages all members to register online to realise its true potential. Most errors were from manual entries or errors where registrars had not updated subscription types in the database. One error was caused by bank processing problems, not IMG. Club finance people can have complete control over the registration process as reports are readily available. Sarah Roach in the national office is an expert in the database and is always happy to assist. Sincere thanks to Helen Rubin in particular for her IT support and expertise. We urge all club registrars to attend any advanced webinars so we can have all NSW clubs taking advantage of the technology and save a lot of work by club administrators. Please keep in mind that the 6% fee is the only payment that Clubs Online (IMG) receives for their service.
- Beryl Stenhouse stated that Cronulla Sutherland subsidise their members but that the database can't handle a negative fee. Opal Eddy suggested the club get around this by simply paying for members to attend their first two swim meets.
- Di also thanked Jamie Turner, Malcolm Heath and Jan Cameron-Smith for their voluntary assistance in the branch office, the latter two having contributed their time for many years.

Di asked for the final two reports, Meetings and Club Numbers, to be considered as an adjunct to Administrator's report.

Coaching Report – John Wynberg

John spoke to his report:

- John is in a caretaking role in coaching which is what he considers the most important aspect of our sport. John is going overseas for 12 months so he would like to have someone he can mentor in the role prior to leaving in August.
- John congratulated Vicky Watson as the National and NSW Coach of the Year 2009.

Marketing Director's Report

Owen Sinden spoke to his report.

- Owen mentioned a question directed to the Treasurer re marketing costs. The costs for the caps blew out as we asked for more caps for the WMG than Vorgee would supply for free. The caps with a fantastic logo were very successful.
- At the WMG we targeted non-Masters swimmers with the brochures and an Expression of Interest form submitted for a prize of sixteen months free membership. The person who won that and was present representing the new club Castle Hill—Todd Bryant—was welcomed to Masters Swimming.
- Owen congratulated the Board for their initiatives and stated that Vorgee personnel were wonderful to work with when organising the caps. Owen also thanked Di Coxon-Ellis, Jane Noake and Jamie Turner for their assistance.
- Jane Noake explained that the Marketing team will be merged with the Club Development team again and will focus on mentoring new clubs.

Technical Committee and Training Co-ordinator – Gary Stutsel & Diane Partridge

At Gary Stutsel's request, Di Partridge & Neil Keele spoke to his report.

- It was a difficult year with many rule changes.
- The Technical Committee as such was disbanded but the new team continued to work closely together.
- In the past few years the Technical Committee has been concentrating on ensuring enough officials, especially inspectors of turns, for the WMG. Currently there are 57 inspectors of turns but this does not mean they qualify for the next step as a referee. DiP advised all to look on the national website at the new pathways to becoming an official as they differ from 2009.
- Neil pointed out that workshops are held updating the rules but few coaches attend to be aware of new rules.

Diane Partridge spoke to her report:

- Di outlined a great year of officials' courses which lightens the load for all, especially those who wish to swim at meets. The intent is not to put more officials on deck at the

same time but more at a meet so each official only needs to be on deck for one or two events.

- When you attend a course you have 12 months to complete your accreditation but you can get an extension. Also there is now cross accreditation with Swimming Australia Limited (SAL) officials.
- Di thanked course coordinators and presenters and those who did courses and officiated.
- Colin Casey requested that officials who want to swim at meets not be rostered on at those meets. Di responded that MSNSW respects that every club should have right to choose the officials they are comfortable with. It only steps in if a club asks them to choose officials. Di P stated that it likes to see clubs use newer officials to get experience. Sue Johnstone added that MSNSW should also respect the officials who choose to swim as most have joined to swim and it is up to the individual. Di P also pointed out that officiating interferes with swimming, not the other way around.

Aerobics Report – Jenny Whiteley

Jenny Whiteley spoke to her report:

- Campbelltown have again won the three trophies with more points than the previous year.
- Tuggeranong came second in total points and have introduced an encouragement award, combining distances to swim (virtually) along the Murrumbidgee and holding incentive dinners when they achieve a milestone.
- Wests Auburn and Novocastrian are also doing well.
- Note that there are twice as many females doing aerobics as males.
- There is still a problem with development of the new software. Jenny is concerned that this is possibly a reason for some clubs not submitting the aerobics swims. Hopefully the new software will be web based.
- Beryl Stenhouse said that any mention of aerobics on a national level is conspicuous by its absence. Sue Wiles stated that the national body is trying to get it working and there is no question that the program could be dumped.
- Sue Wiles mentioned that the national body is looking for an alternative name for the aerobics program to avoid confusion with water aerobics.

Meet Recorder — Mark Hepple

As Mark Hepple had sent his apologies, Jane Noake presented the report.

It is a long time coming but there is a document being written for meet recorders doing their own recording. Helen Rubin writing the document and Lindsay Brice assisting, Sue Wiles is proofing the document. The manual is close to being released.

Records Recorder – Di Coxon-Ellis

Di spoke to her report.

- Di admits to still being on a steep learning curve.
- New certificates introduced in 2009 – A4 format so now there is no necessity for a dedicated printer for the cardboard certificates. Thanks to Mark Hepple for his assistance in the new certificate format and in preparing the files for printing the certificates.
- Thanks to Gordon Whyte for assistance with the pivot tables and calculation of Swimmer of the Year.
- Di encourages all to use the portal to look up records and their best times. Also the *Swimmer Profiles* on the NSW website is a great tool.

Safety Co-coordinator — Jodie Burke

Jodie Burke spoke to her report.

- Jodie thanked all the Board and Di Coxon-Ellis for their support in 2009.
- The branch purchased the new defibrillator in 2008. Jodie mentioned the cardiac arrest at a meet where St John Ambulance used their defibrillator and the patient was revived. Defibrillators are simple to operate and are used at shopping centres and airports. At any incident of this type a number of people are needed to assist St John and to do CPR.
- Jodie encourages all clubs to conduct/attend first aid and CPR courses and clubs need to think about allocating funds to this.
- There have been some issues with incident reports not being submitted to the branch office within 24 hours of the incident. Jodie asked all clubs to ring her or Di Coxon-Ellis if someone has been taken to hospital. Also send in an incident report form for any incident at training sessions or any club activity.

- Jodie is pleased with work that clubs are doing on warm-up supervision and reminds host clubs to not start their meet until the medical officer is in place. Relying on pool staff to be medical personnel can be an issue and Jodie pointed out at the recent branch championships that Peninsula LC would not allow Jodie to use a defibrillator but no staff members were watching the competition. It is important to know where they are and what they plan to do if there is an incident.
- Jenny Whiteley pointed out that Hills Royal Life Saving Club runs courses and all members should be able to access courses in their local area.

Jodie thanked Jamie Turner for assisting with the annual report.

- Terry Gainey thanked Jodie for her assistance at their meet. Jodie was thanked by all the members present with applause.

Webmaster — Helen Rubin

Helen spoke to her report:

- Recent web work has been mainly maintenance as Peter Gregory has had no time to do development
- Lindsay Brice and Lynette Falconer recently came on board as content managers to assist with uploading files, which is now being done very promptly. One other person has volunteered as development to assist with design in the future.
- Helen reported that the last version of aerobic software didn't work and has been scrapped. Helen is attending a meeting this week with the national recorder, Pauline Samson, and the national IT committee. The new software will be web based. Helen also mentioned the potential name change to something reflecting the endurance aspect.
- Helen pointed out that the Clubs Online national database is a very flexible system so if you put bad data in, you get bad data out. This database is not for Masters Swimming's exclusive use but has been developed for multiple users. Helen also reminded club registrars to never delete a member as it was necessary to have a historical record of all members.

2009 Sydney World Masters Games Report — Jane Noake

Jane spoke to her report:

- Jane commented on the fantastic job done by all. The swimming event ran like clockwork, thanks to everyone who had anything to do with the WMG. There were a large number of people involved in every aspect.
- It was the perfect opportunity to introduce masters swimming to people in the community. Jane commended all to read the full report in the booklet or on the website.
- Terry Gainey thanked Jane for her involvement for several years. He noted that all reports say the conduct of the swimming event was fantastic. Jane's contribution was also recognised with applause.

President's closing remarks

Jane noted that is the second year without Ian Davis at an MSNSW AGM. Ian passed away at a Queensland meet on 15 May, the Saturday before this AGM, and the organisation was still reeling from the loss. As a tribute to Ian, Jane read, with difficulty, a history of Ian's involvement with Masters Swimming.

General remarks

The meeting was asked for further comments on any of the reports. No further comments.

Motion: That all the abovementioned reports be accepted.

Moved: Ruth Wall, Wyong; seconded: Wayne Sampson, Wests Auburn.

Motion carried.

8. Election of Executive

Jane Noake named the nominees and named the incumbents of the Board.

President — One nomination had been received for Jane Noake, who was declared elected.

Vice-President — One nomination had been received for Tony Tooher, who was declared elected. Tony corrected the reference on the agenda to incumbent as he was not the incumbent as VP but was Ordinary Member. Jane Noake thanked Remy Reinker, who stepping down to concentrate on family and work commitments. Jane acknowledged his calm demeanour and contribution to the Board for four years.

Vice-President Country — One nomination had been received for Neil Keele, who was declared elected.

Treasurer — One nomination had been received for Stuart Meares, who was declared elected.

9. Election of three Ordinary Members of the MSNSW Board

Three nominations had been received for the three positions: Stuart Ellicott, Jon Hawton and Sue Wiles were declared elected.

The elected Executive and Ordinary Members will constitute the MSNSW Board from the conclusion of this meeting until the next Annual General Meeting.

Tony

10. General Business

(a) **To consider motions and all agenda items for which due and proper notice has been given.**

No agenda items had been received.

(b) **To consider conferring life membership of Masters Swimming NSW on Jane Noake. Nominated by Member Club Seaside Pirates and seconded by Member Club Wollongong (Sue Johnstone – Life member) as per the Constitution C38 (1) (b).**

Paul Slater spoke to the nomination. Paul was pleased to write the nomination for Jane Noake which was initiated by Sue Johnstone a few years ago and supported by Wests Auburn. Paul doesn't know where Jane gets the energy to devote so much time to her club, the branch, to organising swim meets and to her busy working life.

Terry Gainey stated that Wests Auburn fully supports the nomination as Jane is a fantastic

swimmer and a fantastic member, having taken on many of the roles of the Wests club from the very beginning of her membership.

Wilson Gamble (Warringah) acknowledged the work that Jane has put into the organisation and taking back the presidency from Ian Davis while still having the responsibility of WMG. As previously stated the organisation and all members have benefited from the WMG.

Sue Johnstone stated that 'If something is obvious, you give it.'

Tony Tooher acknowledged the strength Jane showed during the reading of her tribute to Ian Davis.

Jane left the room on the Vice President's request for the vote to be taken by a show of hands. It was passed unanimously. On her return, Jane's Life Membership was announced with a standing ovation.

(c) To consider the discussion item forwarded by Member Club Cessnock Masters on 1) the medical disability rule, 2) the rule where 2 swimmers are in one lane, 3) the way rules are changed at national level:

Cessnock delegate deferred to Dennis Moore to pose his questions.

1) Dennis raised his letter on the topic of medical disabilities (MD), which was published in *Splash* and circulated to other branches (directly but not through the proper channels), and read out a letter from another branch (when asked he said he thought it was from John Pugh from Tasmania). Dennis referred to September and October 2009 MSNSW *Monthly News* which stated that MDs may no longer be issued. In November *Monthly News* it stated that MDs will be recognised for all meets except the national swim. Dennis also read out one letter (source unknown) suggesting that MD holders are too slow and questioned why there were no qualifying times to eliminate slow swimmers regardless of whether they were MD certificate holders.

Jane Noake responded that to her knowledge there is no move to delete MDs. MSNSW cannot change the rule not recognising MDs at the national swim as it is a national rule. Also, as Australia is the only country to have MD certificates and FINA does not have them, it was decided that they would not be accepted at a championship meet with the calibre of a national championships. Dennis responded that this reason, that FINA does not recognise MDs, was invalid, since in Masters Swimming Rules there are rules with an 'M' that apply only to masters.

Beryl Stenhouse pointed out that each branch must submit agenda items 90 days before a national meeting; the agenda is then sent to the branches for their consideration. Jane pointed out that, in this particular case and for a few other items, because of time constraints regarding implementing rule changes a postal vote had become necessary after the national AGM. Sue Johnstone asked Sue Wiles to distribute the rationale behind the proposal. Di Coxon-Ellis commented that Sue would need to ask national board for permission to distribute the minutes.

2) Dennis then raised his concern that the rule change to competing two to a lane in freestyle long-distance events meant that swimmers who crossed over the black line could be disqualified even if they were still 50 m apart.

Tony Tooher read out the rule, which merely says 'SHOULD remain' and not 'MUST remain'. This wording means referees can use their discretion. Dennis nodded, acknowledging this distinction. It was suggested that he refer his questions directly to the national Technical Committee, which had proposed the clarification in the wording.

3) Dennis requested that members be given the opportunity to see proposed rule changes, along with the reasons for the proposals. Jeanne Raper advised that Novocastrian members want an opportunity to give their opinion. Jane replied that this had been a timing issue and we were not given adequate time for response from all clubs, adding that we will do all we can in future to allow clubs to respond.

It was decided that, with quick electronic contact with clubs available, MSNSW should send out agenda items to clubs prior to meetings so clubs can have input into the Board's vote.

Jane Noake advised all members that the current swimwear rules are on the national website. Sue spoke re the proposed changes to the swimwear rule including a 'modesty garment' being on the next national agenda. Jane invited all those present to advise their members to look at the proposed changes on the website and give any comments to Sue Wiles.

(d) Expressions of Interest

The Board has sought expressions of interest in appointment to the following positions prior to the AGM.

- Branch Coaching Director — nil;
- Branch Technical Director — Gary Stutsel;
- Branch Training Coordinator — Diane Partridge;
- *Splash* Newsletter Editor — Sue Wiles;
- Webmasters — Peter Gregory, Helen Rubin, Lynette Falconer and Lindsay Brice;
- Branch Aerobics Recorder — Jenny Whiteley;
- Branch Safety Co-ordinator – Jodie Burke.

These positions will be ratified at the following Board meeting.

An expression of interest form is available for Member Clubs. Project teams - please forward your Expression of Interest form to the branch office.

11. Close

The meeting was closed at 11:50 am.

Action Items:

- Clubs to ensure that club contact on database is up to date at all times.
- Helen Rubin to set up Country VP access.
- Sue Wiles to send Dennis Moore the rationale behind MD changes (with national Board permission).
- Board to send any agenda items for proposed changes to clubs for their input, if time allows.
- Clubs to submit any comments on proposed Swimwear rules changes to Sue Wiles.