

**THE NSW ASSOCIATION OF AUSSI MASTERS
SWIMMING CLUBS INC
trading as Masters Swimming NSW**

**Annual General Meeting
held on 14 June 2008
at Sports House, 6A Figtree Drive,
Sydney Olympic Park.**

Minutes

The meeting commenced at 10:44 am.

1. Welcome to members by President

Ian Davis welcomed and thanked the members for their attendance.

2. Apologies

Cook & Phillip, Penrith AUSSI Masters, SOPAC Swim Team, St George Masters, Wyong Wobbygongs, Gary Stutsel (NSW Life Member, NML & NSW Technical Director), Fran O'Hara (NCM & NSW Training Coordinator); Jodie Moate (NBT & NSW Safety Coordinator), Jenny Whiteley (NRY & NSW Aerobics Recorder), Mark Hepple (NHL & NSW Meet Recorder); Remy Reinker (NBT and Board), Kay Nebauer (NCK), Sue Stirling (NCT), Gordon Ferguson (NET), Colin Casey (NNC) and Tim O'Hara (NSP).

3. Declaration of Postal Votes and Delegates

Four postal votes were declared from Cook & Phillip (1 vote), SOPAC Swim Team (1 vote), St George Masters (1 vote) and Wyong Wobbygongs (1 vote).

Delegates for the 24 clubs present were:

Blacktown – Bob Dorrington;
Bushrangers – Di Coxon-Ellis;
Cessnock – Phil Murray;
Cronulla Sutherland – Carol Dawson;
Ettalong – Opal Eddy;
Hills – Tony Pollard;
Lane Cove – Ken Cregan;
North Sydney – David Lovelace;
Picton – Annie Cooke;
Seaside Pirates – Rob McLellan;
Warringah – Wilson Gamble;
Wett Ones – Ian Davis (President);

Blue Mountains – Sue Wiles;
Campbelltown – Owen Sinden;
Coogee Randwick – Roy Swan;
Dubbo – Warren Smith (Country VP);
Gosford – Neil Keele;
Hornsby – Ian Perrett;
Manly – Lindsay Brice;
Novocastrian – Alan Moore;
Ryde – Peter Matthews;
Trinity – John Kulhan;
Wests Auburn – Wayne Sampson;
Wollongong – Robin Henze.

Other Registered Persons present were:

Vice-President: Jane Noake (NSP);

Treasurer: Stuart Meares (NWG);

Ordinary Members of the Board: Peter Gregory (NNS) and Matthew Golby (NCT);

Life Members: Sue Johnstone (NWL) and Helen Rubin (NRY);

Registered Persons: Nerida Murray (NBM); Kevin Stirling (NCT); Bronwyn Murray, Ted Nebauer (NCK); Stuart Ellicott (NHS); Tony Goodwin (NML); Carl Wallace (NNC); Alan Godfrey (NNS); Vicky Watson (NRY); Daphne Kulhan, Ken Morrow (NTR); Tony Toohar, Graham Campbell (NWG); Terry Gainey (NWS).

Invited guests: Jan Cameron-Smith (Vol), Doug Cooke.

4. **Confirmation of Minutes of Annual General Meeting of 16 June 2007**

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

Matters arising:

- Subsidising Officials to be covered in General Business.

Motion: That the Minutes of the Annual General Meeting held on 16 June 2007 be accepted as correct.

Moved: Blacktown - Bob Dorrington; seconded: Wests Auburn - Wayne Sampson.

Motion carried.

5. **Receipt and review of the audited reports of the Statement of Income and Expenditure in the Treasurer's Report**

Stuart Meares spoke to the financial statements. Matters noted:

- Typographical error on p. 14. Profit for 2007 should read \$10,502.00.
- The members voted in 2007 that the Association would leave it to the discretion of the Board to examine whether it is appropriate to appoint an auditor or to present an independent review of accounts by a qualified accountant to the next Annual General Meeting. The decision was made to not appoint an auditor but a review was made of the functions in the Branch Office by our previous accountancy company, as stated on p. 19 of the Annual Report.
- Government funding is to carry on at \$10,000 next year, as it was in 2007, as the Department hasn't moved on it. We expect government support to continue until the 2009 World Masters Games (WMG).
- John Kulhan (Trinity) asked if anything is in place after that. Ian replied that there was a slight change this coming year as previously the funding was allocated to the sport of swimming and we had come to an arrangement with Swimming NSW Ltd to divide that lump sum. This year we were given it directly as an independent sport. There was no discussion and no consultation by the NSW Department of Sport & Recreation.
- Carl Wallace (Novocastrian) asked if we could expect a windfall from the 2009 WMG. The answer was in the negative.

Motion: That the Treasurer's report be accepted.

Moved: Wests Auburn - Wayne Sampson; seconded: Gosford - Neil Keele.

Motion carried.

6. Appointment of auditors for the next financial year.

- 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: Gosford - Neil Keele; seconded: Cessnock – Phil Murray.

Motion carried.

7. To receive reports on the activities of the Association:

It was agreed that a motion accepting all reports would be moved after they had all been presented rather than after each report. Ian thanked the clubs that had taken the time to prepare the reports, as the information may be of an advantage to others in the conduct of their clubs.

President — Ian Davis

Ian spoke to his report.

- 2007 calendar year was again a very successful year. There was a slight drop (4%) in numbers, which falls comfortably in ordinary variation. Perhaps we have reached a plateau but we have a constant leakage of members so we should be strongly motivated to put measures in place to attract new members. Some features operate successfully in some clubs but not in others. This difference is evident in the country/metropolitan clubs. The Club Development Committee is there to support the clubs. We are, however, in a national context, the largest branch, with a quarter of the national membership.
- The NSW Board worked very hard this year. The contribution by an enormous number of people is our strength.
- Dave Lovelace (North Sydney) asked about the fall in national numbers. Ian replied that the surveys show the drop but we do not conduct exit surveys so the people who fill in the surveys are not able to supply the reasons people leave. Queensland, which was previously the largest branch, has suffered a serious decline that they appear now to have halted. The population and climate indicate it should be strongest and largest branch but no-one has a single consolidated answer.
- Numbers fluctuate and were high in 2002. In that year Sydney hosted the National Swim, FINA Masters World Championships were in Christchurch, the WMG were in Melbourne, and the Gay Games in Sydney. The 99 members who joined only for the Gay Games were taken out of NSW figures but could be still included in the national figures as an aberration.
- This year (2008) numbers are down again slightly which could be due to the database difficulties. As the 2009 WMG is open to non-members there is no impetus to join Masters but it may bring back people into all sorts of sports.

Vice-President Country — Warren Smith

Warren spoke to his report.

- Warren summarised briefly the country participation and the support of country clubs. There is a great balance between city and country and a good mix of members.
- Warren agreed with Ian's comments re the nature of city and country clubs. Each club has its own view of how their club operates. Many don't join because they don't compete. Participation rates at local pool level may not be reflected in club numbers. Each club has its unique needs.
- Warren noted that he has stepped down after many years and commented on the privilege of working with the Board and Di Coxon-Ellis and seeing what the volunteers have done. Warren has been surprised by the amount of discussion and meetings plus the volume of reading at branch and club level. Warren will leave this position in awe of the number of man hours and enthusiasm of the volunteers on all levels.

National Delegate — Ian Davis

Ian spoke to his report.

- Ian summarised the changes in the national Constitution and governance which has been streamlined to take out one layer. The new Board has five members. Elections were held in April 2008 and two nominations came from this branch: Anker Broderon from the ACT and Gary Stutsel. The members elected were from SA and WA. It is possible that NSW nominees were unsuccessful as Ian had recently been appointed to the Board, filling a casual vacancy until April 2009.
- Therefore five states are represented on the Board: President, John Pugh (Tasmania), Financial Director, Gerry Tucker (Victoria), Craig Smith (SA); David Cummings (WA) and Ian Davis (NSW).
- Another major concern was in IT - the migration to Meet Manager and the database debacle when we were left in the lurch by developers. Administration training on the new database went live in June but there has been no progress as yet. The new database will allow better and more efficient online payments, accurate online event registration, and club websites. The advantages will suit some more than others. Helen Rubin is on the national IT committee and we are hoping for a solution soon. A new aerobics system will be introduced down the track but is of secondary importance at this stage.
- The national association operates on a break-even financial basis. The decline in membership has an impact as it is its main source of revenue.
- National Swims
2009 - Brisbane and the Open Water Swim at Kawana Waters.
2010 - Launceston (Short Course).
2013 – back in Sydney.
- The national insurance policy is in place.
- The next face-to-face board meeting will be in October 2008 in conjunction with the Alice Springs Masters Games.

Administrator — Di Coxon-Ellis

Di spoke to her report.

- Di thanked the Board and all the committee members for their continued dedication in 2007, particularly the outgoing members and the members involved in all aspects of administration of their clubs.
- Di echoed Ian's comments about the database. In May Di attended a workshop for registrars and administrators representing each branch. We were noted as the 'champions' of the new Clubs Online database to encourage the members to register on line in future. However, Di also feels that getting the database up and running this year is the important issue. The training was to be rolled out over the next month but nothing has emerged as yet. Registrars will hopefully be sent a message soon to log onto the staging database and have a 'play'. The database will have end-2007 members imported and the new members from 2008 will need to be added by the registrars.
- Di also thanked Malcolm Heath and Jan Cameron-Smith for their continued voluntary assistance in the branch office.

Coaching Director — John Kulhan

John spoke to his report as the outgoing Branch Coaching Director.

- The coaching course 2006 had eleven participants – six have completed all requirements and three have been granted extensions. John feels that nine out of eleven to complete is a good result and congratulated all those candidates.
- A coaching workshop was held at the end of 2007. John thanked those who presented and all who contributed to the workshop. John felt that everybody got something out of it. John thanked Di Coxon-Ellis and Daphne Kulhan for their assistance in organising and catering for the workshop.
- Coach of the Year – it was very disappointing to receive only one nomination. The nomination was for Barry McGregor from Clarence Masters but since he was not an accredited Masters coach, a certificate was awarded instead of the Coach of the Year award. There should be a lot of nominations for club coaches who give up their time freely.
- John also thanked the Board for their support.

Ian thanked John for his considerable contribution last year and in the past.

Events Committee

Jane Noake spoke to this report.

- This committee recommends venues and programs to the Board for state meets. We need additional venues so if anyone hears of a pool, please let us know.
- The committee looks at the way events are run and makes suggestions to the host clubs for improvement.
- The committee conducted an invitational meet in 2007.
- Tuggeranong Short Course Championships were well conducted but the venue was dilapidated despite constant communication from the Lakeside Leisure Centre management that it would be 'right on the day'.

- Ian stated that the current policy is to keep long-course championships at SOPAC. MSNSW is not at the top of the SOPAC pecking order so, because of the Olympic Trials, this year we held the Championships over Saturday evening and Sunday. This suits some people.
- The Relay Meet was held in the SOPAC diving pool and it was successful as we don't have to deal with problems associated with diving from the boom.
- Long-distance championships alternate between short and long course. In 2007 this event was held at Mt Annan but this year it will be held at Blacktown.
- In 2008 the FINA Masters World Championships will be held in Perth and the National Swim a couple of weeks before that in Melbourne.
- The WMG to be held in October 2009 as a long-course event will affect our seasons so we need some long-course events in the lead up. Therefore we need long-course indoor pools.
- In 2010 the National Swim will be held in Launceston, Tasmania, also as a short-course event at the end of summer.
- The Board/Events Committee will not dictate what events are swum but the next few years are especially problematical.
- Peninsula Leisure Centre at Woy Woy has proven to be an excellent venue for the Short Course Championships.

Marketing and Club Development Committee

Tony Goodwin spoke to this report.

- Tony restated the objectives of this committee as outlined in his report.
- There are two ways to get new members - get more people and get more from the people. It is a constant battle at Manly to induce people who swim regularly at training to come to meets.
- This committee has seven members but two have stepped down this year.
- Ian Davis commented that a national survey indicated that less than a third of members swim regularly at meets. Carnivals as a focus is strong for those involved.
- Numbers at meets are also declining e.g. Wett Ones 185; North Sydney 225 declined from 350; Gosford 232 entries. Warren Smith pointed out the numbers attending country meets are outlined in his report on p. 4.
- Aerobic swimming seems to be maintaining numbers – same level of interest.

Technical Committee and Training Co-ordinator

At Gary Stutsel's request, Neil Keele spoke to this report.

- Four times as many members compete in events as the number trained as officials. Most officials are in clubs that hold meets. The clubs that do not host meets seem to think they don't need officials. Be aware that if there are no officials, there will be no meets.
- There are two reasons why we need people in all clubs to be trained as officials:
 1. We need trained timekeepers for our own meets;
 2. Host clubs need to supply the mandatory officials: Chief Timekeepers, Marshals and Check Starters /Clerks of Course.
- Inspectors of Turns for 2009 WMG now need on-deck experience.

- Di Coxon-Ellis will circulate a list of people who have agreed to assist on a regional level to organise courses.
- Bob Dorrington asked about reaccreditation. On a national level Referees & Starters are now to be reaccredited every four years. Other official positions will follow.
- The training system is nationally coordinated and is now on a competency based system. Gary Stutsel is the National Technical Director so things happen in NSW first.
- Alan Godfrey mentioned the four new courses under General Principles of Officiating which will be part of all courses, and the need for all officials to sign the Code of Ethics.
- No comments on Training Coordinator Fran O'Hara's report.

Aerobics Recorder — Jenny Whiteley

Helen Rubin spoke to this report on behalf of Jenny.

- Follow on from Warrens' report on the country winner – congratulations to Novocastrian.
- Campbelltown still features in participation and overall pointscore.
- ACT clubs welcomed into the competition.
- Aerobics software was discussed earlier. Helen encourages all clubs to use the software to make the job of recorders at all levels easier.
- The new software will be Windows-based but entered by date rather than by swimmer.

Meet Recorder — Mark Hepple

As Mark was unable to attend, Ian Davis presented the report.

- Ian endorsed encouraging electronic submission of entries.
- Neil Keele stressed that electronic entries meant TM Lite or Meet Manager; it did not mean the Excel spreadsheet.
- Ian pointed out that electronic entries can be accepted at a later date.
- Meet Manager is OK but other electronic work that needs to interface with MM is problematic. The Board has taken on the development of a manual for those clubs that are using their own copies of Meet Manager.

Records Recorder – Gordon Whyte

In Gordon's absence, Ian Davis presented the report.

- The online portal has lessened the load for branch recorders.
- Ian thanked Gordon for his work over the last few years and for the comprehensive statistical report.
- Gordon would like to encourage people to use the portal.
- Rob McLellan pointed out a lag on the system for NSW records. Ian said we would try to rectify this problem.

Safety Co-coordinator — Jodie Burke (née Moate)

As Jodie is on her honeymoon, Ian Davis spoke to her report.

- Jodie had reported few incidents but clubs are not to become complacent.

Webmaster — Helen Rubin

Helen spoke to her report:

- Helen acknowledged Peter Gregory's contribution.
 - Sponsors were also acknowledged: web server iNGENiUM iNTERNET and Spin Internet have never charged for their services.
 - Members were asked to contribute features or functions and photos for website.
 - The URL mastersswimmingnsw.org.au is working side by side with the old address.
- Terry Gainey congratulated the webmasters on a great job as the website is easy to navigate.

General remarks

Ian Davis asked for the final two reports to be considered as an adjunct to the Administrator's report.

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

Motion: That all the abovementioned reports be accepted.
Moved: Stuart Meares - Warringah; seconded: Sue Wiles – Blue Mountains Phoenix.
Motion carried.

8. Election of Office Bearers

Ian Davis named the nominees and named the incumbents of the Board.

The Board requested that the votes be taken by secret ballot.

Tony Pollard (Hills) and Sue Johnstone (Life Member) accepted the positions of Returning Officers.

Ian stated that it is extremely gratifying that such a large number are interested in the running of MSNSW. Voting slips had been distributed to delegates on arrival. Ian expressed his thanks for their contribution to those Board members who were not standing for re-election:

- Peter Gregory for his work on the Ocean Swim Series and website;
- Matthew Golby as a official and building the MSNSW starting device; and
- Warren Smith for his considerable contribution representing the Country clubs as Vice President.

Election of Executive

President — one nomination had been received, for Ian Davis.

Ian has accepted a job in Queensland from 21 July 2008 so he can't effectively hold the position for more than the next few weeks. Ian did not withdraw his nomination as the new Board can fill the position as a casual vacancy from within its ranks.

Ian Davis was declared elected.

Vice-President — one nomination had been received, for Jane Noake, who was declared elected.

Vice-President Country — two nominations had been received, for Neil Keele and Jodie Burke. After the votes were counted, Neil Keele was declared elected. Country Clubs account for 26 of the 52 NSW/ACT clubs, 13 votes were cast.

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

Ordinary Members of the Board – Five nominations had been received for the three positions: Alan Godfrey, Neil Keele, Remy Reinker, Tony Tooher and Sue Wiles. Neil Keele withdrew his nomination as he had been elected Country Vice-President. After the votes were counted, Remy Reinker, Tony Tooher and Sue Wiles were declared elected. The elected Executive and Ordinary Members will constitute the MSNSW Board until the next Annual General Meeting.

9. General Business.

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

Sydney 2009 WMG report.

Jane Noake, as the liaison person, presented a verbal report:

- Stuart Meares is in charge of the financials and working on the budget and Peter Gregory is organising the Open Water Swim and IT.
- Discussion centred on the debacle at the World Masters Games in Perth. The fault was not with Masters Swimming WA but the management at Challenge Stadium. This is a top world venue but there was on no capacity to export or import data to Meet Manager. There was one person entering data with an error rate of up to 40%. Swimmers were allowed to change details and events at registration. MSWA worked tirelessly correcting entries but files were overwritten.
- Jane is confident that we will run a fantastic meet. Sydney World Masters Games Organising Committee (SWMGOC) has frequent personnel changes and it is important that we maintain control over swimming meets organising the things we do and do well. Swimming has an overwhelmingly intensive IT. Peter Gregory has sent 23 pages of technical specifications for data entry;
- Bob Dorrington pointed out that for MSNSW to run the swimming over the seven-day meet geared for 2500 swimmers, we will need the support of officials and assistance from Swimming NSW Ltd and other branches of Masters Swimming. He also pointed out that we won't want an extension of the closing date, as is usual in Masters Games.

- The conduct of the National Swim by different branches was raised. Ian replied that possibility of centralising the National Swim from the national office was being strongly opposed. The downside of that is that experience is never shared as the event is only run in each branch every seven or more years. However, Swim Meet Guidelines have been in existence for many years. The upside is the sense of ownership and gaining sponsorship in each branch.
- Peter Gregory commented on there being no continuity in WMG either. Knowledge has not been passed on from Melbourne, Edmonton, Sydney etc.
- North Sydney will be running the OWS State Championships as a test event this year in November in the same location - Chowder Bay. The water quality was questioned but many events are conducted in Sydney Harbour with no detrimental effects on the participants.
- SWMGOC have insisted we conduct an OWS early in the season. MSNSW remembers Christchurch where there were cases of hypothermia because rules were not adhered to.
- In conclusion, all those intending to participate are encouraged to enter early to get the Early Bird discount.

Other matters for discussion:

- A Consolidated Rules of Competition including Branch Point Score (BPS), Policies and Record Procedures have been put together and is available on the website.
- Very few nominations are received for most awards, with the exception of the Betty Grant Award. Ian Davis invited suggestions for combining/ redirecting/ revamping awards.
- Equipment
 1. The Board is considering replacing the outdated defibrillator. It has never needed to be used but is a safety net that we rely on. Another option is to hire one for specific occasions. A new defibrillator costs \$4,000. The Board will investigate whether we need to purchase or hire.
 2. Starting Device - Matthew Golby has developed and donated a starting device to MSNSW.
 3. Semi Automatic Timing (SAT) purchase was discussed. Ian indicated that the branch has no intention of purchasing one due to the problems of housing the equipment, transport to venues and maintenance. North Sydney hired SAT for their event and there is the possibility of a branch subsidy for clubs that hire SAT.
- Pool surveys. At the cost of world records for two of our swimmers, it is confirmed that Hornsby pool is too short. Sydney University Aquatic Centre is yet to be resolved. FINA has no tolerance under 25 or 50 metres. Some certificates are decades old which allows scope for inaccuracies. An update of the list of surveys is being undertaken. Qld & Vic do not sanction a meet unless there is a current certificate. There is a motion to the national board meeting that national records will not be accepted unless that pool has a current certificate. The Board will ascertain if the same rule should apply for branch records.

- Ken Cregan (Lane Cove) suggested we should also have stopwatches checked for accuracy.
- Reimbursement of technical officials. There is no intent to distribute a few dollars here or there but if there is a system put forward for consistent and systematic reimbursement (not remuneration) of officials, the Board will consider it. The World Masters Games in Perth sent a lump sum to MSNSW to distribute to the eight NSW officials who attended, in whatever way they see fit. This is an exceptional occurrence and not the model we should adopt for NSW.
- The MSNSW Board, the national office and clubs have been receiving correspondence from a member, Ilene Chen. If you have concerns about the correspondence, don't engage with this person.
- Phil Murray mentioned an announcement made at the Clarence Masters meet that a new national rule was to apply that those requiring assistance to climb on the starting blocks should start in the water or from the deck. Apparently an incident in Queensland sparked a knee-jerk reaction. Rules in force should have been from the day of close of entries. This 'rule' was not discussed at a national level so was not a rule. All meets conducted in NSW/ACT should have a Branch Meet Referee.

Expressions of Interest

Prior to the AGM the Board sought expressions of interest in appointment to the following committees and positions:

- Branch Coaching Director — vacant
- Coach Education & Training Committee — vacant;
- Events Committee — none to date;
- Marketing & Club Development Committee —Owen Sinden ;
- Branch Technical Director — Gary Stutsel;
- Technical Committee — Colin Casey, Opal Eddy, Neil Keele, John Kulhan and Fran O'Hara;
- Branch Training Coordinator — vacant;
- *Splash* Newsletter Editor — Sue Wiles;
- Webmaster — Peter Gregory and Helen Rubin;
- 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 was distributed to those present and to take back to their clubs.

4. Close.

The meeting was closed at 1:21 pm.

Action Items:

- NSW records – investigate lag in system.
- Defibrillator purchase – decision to be made.
- Pool surveys for branch records.