

THE NSW ASSOCIATION OF AUSSI MASTERS SWIMMING CLUBS INC

trading as Masters Swimming NSW

Annual General Meeting

held on 16 May 2009

at Sports House, 6A Figtree Drive,
Sydney Olympic Park.

Minutes

The meeting commenced at 10:40 am.

1. Welcome to members by President

Jane Noake welcomed and thanked the members for their attendance.

2. Apologies

Annie Cooke (NPT), Gary Stutsel (NSW Life Member, NML & NSW Technical Director), Diane Partridge (NCK & NSW Training Coordinator) Noel Partridge (NCK); Jodie Burke (NBT & NSW Safety Coordinator), Mark Hepple (NHL & NSW Meet Recorder) Ian Perrett (NHS), Gorgon Ferguson (NET), Ellen Sheerin (NWY), Robin Henze (NWL) and Terry Gainey (NWS).

3. Declaration of Postal Votes and Delegates

No postal votes were received.

Delegates for the 22 clubs present as follows:

Blacktown – Bob Dorrington;	Blue Mountains – Nerida Murray;
Bushrangers – Jan Cameron-Smith;	Campbelltown – Owen Sinden;
Caringbah – Beryl Stenhouse	Cessnock – Phil Murray;
Cronulla Sutherland – Anita Saviane;	Dubbo – Warren Smith
Ettalong – Opal Eddy;	Gosford – Neil Keele (Country VP);
Hills – Glen Johnson;	Hornsby – Harry Henderson;
Manly –Lindsay Brice;	North Sydney – Belinda Herring;
Novocastrian – Carl Wallace;	Ryde – Jamie Turner;
Seaside Pirates – Paul Slater;	Trinity – John Kulhan;
Warringah –Wilson Gamble;	Wests Auburn – Wayne Sampson;
Wollongong – Sue Johnstone (Life Member);	Wyong – Bonnie Cook

Other Registered Persons present were:

President: Jane Noake (NSP);

Treasurer: Stuart Meares (NWG);

Ordinary Members of the Board: Tony Tooher (NWG) and Sue Wiles (NBM);

Life Members: Helen Rubin (NRY);

Registered Persons: Dianne Baker, Russell McLeod (NCT); Stuart Ellicott (NHS); Tony Goodwin (NML); Colin Casey (NNC); Vicky Watson, Jenny Whiteley (NRY); Graham Campbell, Kathy Phelan (NWG); Roger Montgomery (NWS); Kevin & Melva McCarron (NWL).

4. **Confirmation of Minutes of Annual General Meeting of 14 June 2008**

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

Matters arising:

- Record certificates – Administrator was to investigate the lag in receipt of national record certificates. Di Coxon-Ellis reported that records are now up to date as the National Recorder took over certificate production from the staff at the national office.
- Defibrillator purchase – The decision was made and a defibrillator was purchased in 2008.
- Pool survey for branch records – In November 2008 the Board resolved to come in line with world and national records and from 1 January 2009 all pools must have a registered survey. If a pool is short it must be advertised on the flyer that no records can be set. Thank go to Vicky Watson for doing a fantastic job of surveying pools in a timely manner.

Motion: That the Minutes of the Annual General Meeting held on 14 June 2008 be accepted as correct.

Moved: Opal Eddy, Ettalong; seconded: Bob Dorrington, Blacktown.
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:

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

Profit is down slightly on previous years; NSW government funding was again \$10,000 with no guarantee of future funding levels.

Colin Casey asked if funding is to be given directly to Masters Swimming or to the sport in general. At this stage we have no idea on decision.

Phil Murray asked about the *Splash* newsletter. As the database was not working costs are higher for postage and printing. The new Clubs Online database should give us the ability to distribute it and Helen Rubin and Di Coxon-Ellis are working on this.

Kevin McCarron asked if any ANZ funds are in an interest-bearing deposit – Stuart replied that the cash management account is interest bearing.

Motion: That the Treasurer's report be accepted.

Moved: Phil Murray, Cessnock; seconded: John Kulhan, Trinity
Motion carried.

6. Appointment of Auditors for the next financial year

The members voted in 2008 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 page 18 of the Annual Report. Stuart 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: Anita Saviane, Cronulla Sutherland; seconded: Nerida Murray, Blue Mountains.

Motion carried.

7. To receive reports on the activities of the Association

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 spoke to her report.

- The Branch lost President Ian Davis to Queensland after the June 2008 AGM. Jane has an opportunity now to say thank you very much to Ian for his previous three years as President; she still refers to Ian for advice.
- Jane thanked the members of the Board for their support. Jane acknowledged that we are all time-poor but the Board bears the increasing amount of time needed to run the organisation.
- Also to Di Coxon-Ellis in the Branch office who supports all of us.
- Jane acknowledged the support from various committees, Mark Hepple and the webmasters. It is difficult to name everybody in case someone is not mentioned but thank you to all those who contributed to the association in the past year.
- Membership decreased a little and there were difficulties in clear reporting due to the database. This year it appears that we are increasing again and 2009 should be good with the Sydney World Masters Games (SWMG) giving us exposure. We are determined to run a good meet and non-members will see how we have fun and we hope they will join.
- At the 2008 FINA World Masters Championships in Perth there were some wonderful performances. The camaraderie was great with MSNSW swimmers cheering for others from NSW/ACT branch, not just from their own club. Jane encourages members to swim in the World swims for the experience.
- Jane acknowledged Jenny Whiteley's amazing efforts with a fantastic tally of sixteen world records.
- Jane mentioned that the Board is reviewing the nomination procedures for awards.

Vice-President Country — Neil Keele

Neil spoke to his report.

- Neil thanked the clubs for their support and the previous Country Vice President, Warren Smith, for his tips from the beginning when Neil was new in the position.
- Neil has an up-to-date email list of all country club contacts. If anyone has any issues, please advise Neil and he will pass them to the Board and get back to the club(s) concerned quickly.

National Delegate — written by Ian Davis

The new delegate, Sue Wiles, spoke to this report.

- At the first meeting Sue attended there were completely new staff members in national office. The new General Manager, Noeleen Dix, is very good for the organisation.
- Colin Casey noted that President John Pugh has a term of six years as President and his total time on the Board is twelve years.

Administrator — Di Coxon-Ellis

Di spoke to her report.

- Di thanked the Board and all the committee members for their dedication in 2008 and also the members involved in all aspects of administration of their clubs.
- In May 2008 Di attended a workshop on the Clubs Online database for registrars and administrators representing each branch and the timelines were to be up and running with training on the database by mid year. The end-2007 members were imported on a national level. However, the club training webinars did not take place until September and time constraints for many registrars meant they could not avail themselves of this training. In mid November we were told that we had to have all new members on by 30 November. Sincere thanks to Helen Rubin in particular for her IT support and expertise and Malcolm Harrison who assisted in getting some of the clubs' new members for 2008 on by that date. Helen also conducted a training seminar early 2009 and compiled some great training documentation which we are sharing with other branches. The main focus this year is to encourage the clubs to welcome their members to register on line commencing 2010. We urge all club registrars to attend any future seminars 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 receives for their service. The technology is aimed at online subscriptions so obviously the manual system takes a large amount of work.
- Di also thanked Malcolm Heath and Jan Cameron-Smith for their voluntary assistance in the Branch Office, which has continued for many years.

Coaching Report – Di Coxon-Ellis

Di spoke to this report as NSW currently has no branch coaching director.

- In the absence of a coaching director since the last AGM the administrative tasks fell to the branch office with assistance from John Kulhan. This mainly involved re-accreditation

and the statistics are in the report. Glenise Dean continues to contact coaches whose accreditation is to expire.

- Di drew everyone's attention to the resource list on the NSW website. There are DVDs and books available to assist clubs in coaching. Noemi Domonkos keeps track of these resources.
- John Kulhan also assisted in evaluating the candidates from the 2006 coaching course. There were eleven participants at that course of which ten have been accredited. Di congratulated John on his follow-up and the candidates for their achievements.
- Coach Of the Year – once again very disappointing to receive only one nomination - for Andrew Dorrington from Blacktown - even though Andrew was a very worthy nominee and was awarded the NSW Coach of 2008 and nominated for the national award. Jane has foreshadowed the review currently being undertaken for criteria and nomination processes for awards.
- Looking forward from 2008, the masters coaching courses are being revamped this year and NSW conducted a level 1M course in April with 31 participants. The hours have been halved for the course so it is much less intense and more suitable to a first level course. Di feels that coaching is the backbone of our organisation so every encouragement should be given to these candidates and to every current and future coach in MSNSW.
- Colin Casey opined that amalgamation with SNSWL is not desirable.
- Jane stressed the need to find a coaching director and thanked John Kulhan and Vicky Watson for their assistance. Jane reminded the members that if there are no coaches on deck, there will be no clubs.

Events Committee

Jane Noake spoke to this report.

- This committee met three times in the year to work on the events calendar, venues and programs for branch meets to make recommendations on these to the Board. A Fabulous Fun Meet was conducted at Loreto College. This committee is open to suggestions for change and variety.
- Belinda Herring asked whether the SWMG open water swim at Chowder Bay will be happening. Maxine Peacock-Smith has taken over from Peter Gregory. Three hundred swimmers are expected to register to swim but the temperature could be a problem and if the water temperature is below 18°C it will not be conducted. There will be no repeat of what happened in Christchurch. Swimmers are permitted to wear a wetsuit but will not be eligible for medals.
- Carl Wallace commented on the Dubbo meet being cancelled for lack of numbers. Carl asked if the number of meets on calendar will be set at the state level only allowing clubs to run a meet if they don't clash with others or are not in close proximity to state meets. Jane replied that the Board can't be prescriptive and not allow meets. Swimmers will vote with their feet as they have option of attending or not. Clubs are encouraged to combine with another club and share profit or alternate years. Seven at the end of this year could be

a problem. The number of meets makes it difficult from an official's point of view. Different focus at meets - sprint – long distance makes for a variety.

- Bob Dorrington added that it is impossible to deny a club a meet or make a criterion of only one meet every two years. Sue Johnstone pointed out that alternating years of long distance and BPS doesn't free up a weekend. Summer clubs also hold meets in indoor pools.
- Jane added that, compared with Queensland, where there is a dearth of meets, NSW/ACT provides a fantastic choice.

Marketing and Club Development Committee

No report.

- Jane Noake explained that the members were busy preparing for the SWMG and a lot of the members stepped off that committee so no meetings were held. There is a need to get people involved but not to commit to being on a committee for a year. Project groups can be set up where members work for a limited period. Important role is that we need to set up a project team to help develop clubs.
- Stuart Ellicott NHS suggested meets where you can bring a friend. Beryl Stenhouse pointed out the August meet at Sutherland is an open meet conducted by combined clubs. Guest swimmers can swim for four weeks and this may encourage new members. Belinda Herring NNS commented that we need to attract in other ways also not necessarily to compete in meets. Jane requested that members jot down ideas in your clubs and send to the Board. National body and branches cannot attract members; it is up to the clubs. Clubs need to be inclusive at the beginning of membership as we need to nurture new people.
- Neil Keele commented on the Swimming Australia (SAL) Go Club Program. Details can be accessed on the Swimming NSW and SAL website. The program is not directly transferable to Masters Swimming and Neil asked clubs to look at it and send comments to him. We could provide links to their resources to develop our clubs. Australian Unity sponsors the program and MSNSW might be able to piggyback on this or get separate sponsors.

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

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

- Focus on new officials as timekeepers and inspectors of turns
- Di Partridge has reported on the number of courses and accreditations.
- Courses are now based on competency and aligned with the National Accreditation Officials Scheme (NAOS) and Australian Sports Commission (ASC) recognition across different sports.
- Cross accreditation with SAL is being implemented.
- Colin Casey commented that the committee strategy is to meet generally after branch meets.
- Jane thanked those who have coordinated and/or presented courses and encouraged those who have done a course to log the time.

- Beryl Stenhouse suggested we have log sheets at each meet but candidates need to take responsibility for bringing their own logsheets.
- Gary Stutsel has been the major rewriter of course notes with the assistance of Di Partridge and Di Coxon-Ellis.

Aerobics Recorder — Jenny Whiteley

Jenny spoke to her report:

- Campbelltown have won the three trophies with 400 more points than the previous year.
- Stuart Meares explained the aerobics program of swims which is ideal for those who don't compete at meets.
- Jenny noted that the national points allocation system is under review.
- Helen Rubin will put summary in *Splash* outlining the aerobics scheme.
- Helen Rubin explained that the new aerobics software is on hold because of database problems. Helen is currently testing files.

Meet Recorder — Mark Hepple

As Mark was unable to attend, Jane Noake presented the report.

Thanks to Mark for his behind the scenes work. It is a long time coming but there is a document being written for meet recorders doing their own recording.

Records Recorder – Di Coxon-Ellis

Di spoke to the report.

- Di took on the job and admits to being on a steep learning curve which still needs a lot of work.
- 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

At Jodie's request, Jane Noake spoke to her report

- Another good year with safety focus on looking after our members at club and meet level. Good reports received from clubs so please keep it up.
- Defibrillator is taken to most meets or the pool or St Johns supply one. It is easy to use and is serviced every year.
- Jenny Whiteley encourages to all to have CPR qualifications and clubs to conduct CPR courses every 12 months.
- Bob Dorrington mentioned not diving in warm-up lanes and the importance to educate members.
- Colin Casey questioned the 'rule' that was announced at the Qld National Championships that swimmers who needed to be helped onto the blocks couldn't compete. It is not a national rule and could not be enforced.

Webmaster — Helen Rubin

Helen spoke to her report:

- Helen acknowledged Peter Gregory's contribution.
- Changed domain name – old name still working but please change your address book.
- Ellen Sheerin on board to assist with uploading files and another new member has offered to assist. This will lighten the load and give new ideas for redesign.
- Sponsors were also acknowledged– web server iNGENiUM iNTERNET and Spin Internet.

General remarks

Jane Noake asked for the final two reports to be considered as an adjunct to 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: Wayne Sampson Wests Auburn; seconded: Nerida Murray Blue Mts
Motion carried.

8. Election of Office Bearers

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

Election of Executive

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

Vice-President — One nomination had been received for Remy Reinker, who was declared elected.

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.

Ordinary Members of the Board – Three nominations had been received for the three positions, Stuart Ellicott, Tony Tooher and Sue Wiles, who were declared elected.

The elected Executive and Ordinary Members will constitute the MSNSW Board until the next Annual General Meeting.

Jane thanked the Board and noted that she will step down next year and look to training another President.

9. General Business

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

- 9 (a) From Blue Mountains Phoenix:

That a provision for Life Membership of the NSW Association of Masters Swimming Clubs Inc be added to the MSNSW Constitution as Clause 38 as per the attached document.

(b) If the above amendment to the Constitution is passed by the Annual General Meeting, that the Constitution be further amended by renaming Clause 38 'Life Membership' after Clause 37 'Non-profit' and renumbering Clause 38 'Dissolution' as Clause 39.

Nerida Murray, Blue Mountains Phoenix, spoke to the motion.

As this was submitted to the 2007 meeting and nothing was formalised, Blue Mountains has submitted the wording to go into the Constitution.

Beryl Stenhouse questioned there being no length of time of service specified. Cessnock and Blacktown agreed that there should be a minimum period of contribution. Wilson Gamble of Warringah suggested a specified period of contribution six years. As this would require yet another Special Resolution with a specific period of notice, Blue Mountains suggested that the Member Clubs accept the proposed motion of a sustained period which is consistent with the national Constitution.

Blue Mountains moved and Wollongong seconded a vote being taken on the current motion and Member Clubs decide if they want to propose an amendment at the next AGM. The vote must be carried by 75% of those Member Clubs present: of 21 clubs with 44 votes, 36 were for and 8 against.

Motion CARRIED

Other matters for discussion:

Progress Report on WMG 10-16 October OWS 18 October.

Jane Noake is working on officials & volunteers. The aim is to run a swim meet over seven days. We do it well in NSW and believe it will be a fantastic event. Registration fee is \$220 to enter all sports. Jane encourages all to enter as it will be a great experience on our doorstep. There are 550 entries to date, mostly in the open water swim. You can register online and enter events at the same time. Jane to confirm that you can change events after you have entered.

Team up MSNSW swimmer and give them a cap and work the relays and use the opportunity to market MSNSW. They want medal ceremonies so Jane is working with them on this.

WMG swimming coordinator, Josie Molloy, has attended MSNSW branch events and has become involved and more informed.

Expressions of Interest

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

- Branch Coaching Director — vacant;
- Branch Technical Director — Gary Stutsel;
- Branch Training Coordinator — Diane Partridge;
- *Splash* Newsletter Editor — Sue Wiles;
- Webmasters — Peter Gregory, Helen Rubin, Ellen Sheerin, Simon Smith;
- Branch Aerobics Recorder — Jenny Whiteley;
- Branch Safety Co-ordinator – Jodie Burke.

Committees are becoming project based. Please forward your Expression of Interest form to the branch office

These positions will be ratified at the following Board Meeting.

An expression of interest form is available for Member Clubs.

10. Close.

The meeting was closed at 12.59 pm.

Action Items:

- Jane Noake to confirm WMG entrants can change events after they have entered.