



St Paul's Swimming Supporter's Group

General Meeting – Minutes

Date: 22 August 2016	Time: 7:00pm
Place: St Paul's School –Geise Library Meeting room on left	

Minutes:

1. Open meeting and welcome

President Casandra Smith welcomed and thanked everyone for attending and chaired the meeting.

2. Attendance

Casandra Smith (President)
Josie Menne Brandt (Treasurer)
Aurelia Noran (VP)
Robbyn Kozera
Dale Roche
Patrick McAuliffe
Marnie McAuliffe
Matthew Grant

No apologies received

3. Business/Actions arising from previous minutes/meeting

(Minutes tabled and the draft minutes from the AGM were also tabled to agree on the content to be adopted at the AGM in March 2017)

Outstanding action items:

1. Defibrillator available at the school but not at the pool
2. Senior student involvement - second request sent out
3. Shelving unit - pending
4. Arm bands for identification of trained person around the pool- pending
5. New pool noodles - pending

Agreed

- a) That the minutes of the 12 February 2016 Swimming Supporters Group meeting adopted as a true and correct record.
- b) That the draft AGM minutes are agreed as a true and correct record for adoption at the AMG in 2017.

Moved: C Smith
Seconded: A Noran

CARRIED

4. Correspondence

No correspondence has been received

5. Treasurer's report

Treasurer's report tabled at the meeting. JB noted that from the end of 2015 season to this season there has been a reduction in bank balance by approximately \$1,500. The 2015-16 season lost money.

Petty cash - \$252-30

Agreed:

a) That the Treasurers report be received.

Moved: J Brandt

Seconded: C Smith

CARRIED

6. General business

- 6.1. Regular meetings
- 6.2. Swimming caps
- 6.3. Life guard
- 6.4. Update of St Paul's Swimming Club Handbook and events
- 6.5. Event dates for 2015/2016 season
- 6.6. Registrations for the 2015/2016 season
- 6.7. Celebration of achievement
- 6.8. Other matters

General Business

Item 6.1 Regular meetings

The dates need to be established for meetings for the 2016/2017 years.

It is recommended that the third Monday of the month is the Swimming Supporters Group meeting date during terms 2 and 3. Then when swimming club is on that the meetings are held at the end of Swimming Club - 3rd Friday of the month

Please email any concerns to: comms@swsg.spssa.org.au

Agreed:

a) That the regular meeting dates be adopted:

	Monday Location: Library Time: 7.00pm	Friday Location: Pool shed Time: TBC (after swimming club)
Term 3 (2016) 10 July - 16 September	18 July 15 August	
Term 4 (2016) 4 October - 25 November		21 October 18 November
Term 1 (2017) 23 January –31 March		20 January 17 February 17 March
Term 2 (2017) 19 April –16 June	17 April 15 May	

b) That the school be advised accordingly.

Moved: C Smith
Seconded: A Noran

CARRIED

Item 6.2 Swimming Caps

A quotation has been requested from last years printed swimming caps supplier and advice on the cut off-date for an order. Usually a one month lead in time is required for the caps to be printed and prepared. The SwSG needs a date to ensure the caps are delivered by mid-September 2015 (end of term 3).

Agreed:

- That the quote for swimming caps be received
- That the Swimming Supporters Group approves the allocation of no more than \$1500 for the purchase and printing of printed swimming caps for the 2016/2017 season.
- That the colour be changed and less caps be ordered for this season.
- That the President be responsible to approve the design.
- That the final price be reported to the next meeting of the Swimming Supporter Group.

Moved: J Brandt
Seconded: C Smith

CARRIED

Item 6.3 Life Guard

The school has requested that a life guard is on hired and on duty during swimming club evenings.

Advice was sought from the Lawnton Pool about life guards. They are able to provide these if required. At a cost of \$150 each club evening.

At the meeting it was requested that the President contact the school to discuss the Life guard / life saver requirements and the reasons for the change. R. Kozera knows someone that could do this role (for a fee) and D Roche has two older children that could possibly do fortnightly.

Agreed:

- a) That the Swimming Supporters Group will cover the costs for the lifeguard \$150 - if the school still requires this and that this money be taken from the savings.
- b) That lifeguards / lifesavers be arranged for the first swimming club evenings of 2016 season.
- c) That the Risks assessment be updated to reflect the changes and provided to the school.

Moved: J Brandt
Seconded: C Smith

CARRIED

Post meeting note:

On the 23 August a meeting was held with Dr Browning and school risk advisor (Renee ??). Discussion was had around the differences between lifeguard (paid) and lifesaver (volunteer). It was explained that the SwSG had two training lifesavers (bronze medallion holders) last season both parents. The school agreed that if it is parents a minimum of two would be acceptable. However where dedicated (not looking after their own children) one would be acceptable. A follow up request was made to the school about the swSG supporting students to gain their bronze medallion to help at Swimming club. Dr Browning asked if the following up email be sent through and cc to him.

An email has been sent.

Item 6.4 Update of St Paul's Swimming Club Handbook and events

The events for next season need to be confirmed and the handbook updated. Prior to the meeting an email will be sent to 2015/2016 Swimming Club members for feedback and suggestions. It is proposed any feedback received is tabled at the meeting with an updated handbook and proposed event calendar for the 2016/2017 season.

Agreed:

- a) That the feedback received on the current handbook and events be received.
- b) That the Handbook be updated and distributed with registrations for the 2016 season.

Moved: C Smith
Seconded: A Noran

CARRIED

Item 6.5 Event dates for 2016/2017 season

At the last meeting it was agreed to the event dates for the 2016/2017 season.

Using the events identified within the 2014/2015 calendar an indicative calendar for 2015/2016 season would look as follows:

	EVENT 1	EVENT 2	EVENT 3	EVENT 4	EVENT 5
DATE	Distance	12.5/25/50	Novelty	12.5/25/50	12.5/25/50
Term 4 - 2016 4 October - 25 November					
14 October 2016	100 Freestyle	Freestyle	Noodle Race	Breaststroke	Butterfly
21 October 2016	IM 100	Freestyle	Noodle Race	Backstroke	Breaststroke
28 October 2016	100 Backstroke	Freestyle	Noodle Race	Breaststroke	Butterfly
4 November 2016	IM 100	Freestyle	Noodle Race	Backstroke	Breaststroke
11 November 2016	100 Breaststroke	Freestyle	Noodle Race	Breaststroke	Butterfly
18 November 2016	LAST SWIM NIGHT - Christmas event				
CHRISTMAS HOLIDAYS					
Term 1 - 2017 23 January –31 March					
3 February 2017	100 Freestyle	Freestyle	Noodle Race	Breaststroke	Butterfly
10 February 2017	IM 100	Freestyle	Noodle Race	Backstroke	Breaststroke
17 February 2017	100 Backstroke	Freestyle	Noodle Race	Breaststroke	Butterfly
24 February 2017	IM 100	Freestyle	Noodle Race	Backstroke	Breaststroke
3 March 2017	100 Breaststroke	Freestyle	Noodle Race	Breaststroke	Butterfly
10 March 2017	PRIZE GIVING				
Term 1 - TBC	Swimming Carnival against Everton Park/Eagle Junction				
Term 1 - TBC	SwSG Canteen - Junior School Swimming Carnival				

Agreed:

a) That the events calendar detailed above be adopted for the 2016 season.

Moved: J Brandt
Seconded: C Smith

CARRIED

Item 6.6 Registrations for the 2016/2017 season

Registrations will not be opened until Term 3. There are a number of matters to consider before registrations are opened.

Flexi schools

- Drafting text for Flexischool this can be based on past years, however we will need to identify first aid officers and volunteers.

Awareness Campaign

- Awareness campaign within the school regarding swimming club. Banners need to be prepared.

Life guards

- Life guards – how to encourage at least two people to become Bronze medallion holders and to employ a lifeguard for the 2016/2017 season.

Agreed:

- a) That "Registrations for the 2016/2017 season" be opened - flexischools and school notice
- b) That \$300 be approved for the preparation of the banners (reusable) and flyers for swimming club.

Moved: J Brandt

Seconded: C Smith

CARRIED

Item 6.7 Celebration of achievement

It is that time of year that the school requests sponsorship for the celebration of achievement.

The St Paul's Swimming Club allocated \$234.16 towards the Junior School Swimming Celebration of Achievement awards in 2015, while the Association covered the Senior and Middle school awards for \$302.90.

This year the requested:

Junior school	\$229.40
Middle and Senior school	\$302.90

Last year after the allocation of funding discussions were held by the Committee regarding the allocation.

Discussion was held on whether the SwSG should support the all the swimming awards or only the Junior:

- In support of all was that the swSG is about supporting swimming for the whole school and many of these swimmers have come through the SwSG
- In support of only the Junior school was that only Junior parents and children participate at swimming club. The Club has very little support from the report of the school for volunteers and swimmers at the carnival.

Agreed:

- a) That the Swimming Supporters Group cover ONLY the Junior awards for a total of \$229.40
- b) That the Association President and Treasurer be notified.

Moved: C Smith

Seconded: A Noran

CARRIED

Item 6.8 Other items

6.8.1 Volunteers

Need to ensure that all parents are volunteering. It seems to be the same families volunteering each week. Need to follow the handbook and make sure people are aware that if they don't volunteer their children will miss out on the trophies.

6.8.2 Race caller

A script needs to be prepared for the race caller. Just to ensure the events run efficiently.

Agreed:

- a) R Kozera will provide a draft script to be included in the handbook
- b) President to provide a copy of the handbook.

Moved: R Kozera

Seconded: C Smith

CARRIED

6.8.3 Resignation and pending resignations

The resignation has been received from N McPherson (as VP2) as her children have left the school.

It is also anticipated that a number of other positions will become vacant and these will need to be filled to allow the SwSG to continue. Others include the secretary roles.

Post meeting note: The President may also need to resign.

Noted

7. Next meeting 21 October 2016

After swimming club at the swimming club shed (approximately 7.45pm)

8. Meeting closed 9.00pm.