Swimming North Queensland – Management committee Meeting			
Date: 30th January 2024	Time: 7.43pm	Chair: Theresa Manning	Venue: Zoom
Invitees: Committee – Theresa Manning (Presid Guests – Nil Observers – Nil	lent/Secretary), Melissa Wilson (Vice Presid	lent), Louise Baker (Treasurer)	
Apologies: Helen Cushing (Technical Chair)			

ltem No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	7.43pm	
2.	Present/Apologies	As Above	
3.	Receipt & Adoption of Previous Minutes	Minutes of the previous meeting were tabled, Motion "that the minutes be accepted" Moved Theresa Manning, Seconded Louise Baker	CARRIED
4.	Business Arising	Nil	
5.	Correspondence	 Incoming Email - SQ - Development Invoice Email - SQ - Development merchandise confirmation Email - Gardens - request for updated Distance Schedule Email - SQ - December Newsletter Email - Collinsville/Whitsunday coach - Ayr Meet - Time Trial feedback Email - Lightning Coach - Ayr Meet - Time Trial Feedback Email - Garry Hanson - Ayr Meet - Time Trial feedback Email - SQ - Approval for meet extension Outgoing Email - SNQ Coaches & Club Committee - Ayr Meet - Time Trial feedback Email - Gardens - Distance Schedule Email - SQ - Meet Extension - Cyclone Kirrily 	
6.	Financial Report	 Louise Baker informed the committee of the following: Investment Account: \$78.999.35 (\$77,275.00 in term deposit) Working Account \$65,846.73 	
		Minimal activity during this past month. With just basic expenses i.e. ZOOM & Zero invoices coming in.	

		 SNQ Grants officer to complete the Mackay Council feedback form for the Duel so that the final funds can be applied to SNQ. Melissa Wilson requested that SNQ purchase Adobe Pro to manage all publications SNQ are required to do. The current process is very time consuming. Louise Baker requested to see if Adobe could send relevant forms so the fee could come out of the SNQ account. Motion "That the SNQ Race Secretary purchase Adobe Pro for SNQ Management and Sub- committees only" 	
		Moved: Theresa Manning Seconded: Louise Baker	Melissa Wilson to look into purchasing Adobe Pro
		Motion "That the financial report be accepted as true and correct"Moved: Louise BakerSeconded: Melissa Wilson	CARRIED
7.	Registrar Report	 Louise Baker informed the committee: As per current status in Swim Central the region has 1,400 active members. 8.2% down. There is a trend of parents not registering this season which is reflecting in the overall numbers. Clubs need to go out to parents and remind them that they need to register as the parent with the swimmer as the dependent. Motion "That the report be accepted as true and correct" Moved: Louise Baker 	CARRIED
8.	Race Secretary Report/Records	No records to present	
9.	Technical Sub-committee Report	Nothing to report as Helen Cushing was absent from the meeting	
10.	Athlete & Coach Development Report	Theresa Manning advised the committee there was nothing to report as all activities had been completed for development for the 2023/24 season	
11.	Grants Report	Theresa Manning informed the committee that Community Gambling Grant purchase to be discussed in general minutes	

12.	General Business	12.1 - Grant Funds allocations	
		 Technical Equipment Theresa Manning to email Sue Jamieson for the quotes she has relating to this part of the grant and have Sue Jamieson place the order to purchase 	
		 SNQ Laptops Melissa Wilson to source a quote and come back to management with a quote for approval. 	
		 Flights - development Theresa Manning to speak to Mt Isa club about suitable date to hold a western clinic 	
		 Accommodation - development Theresa Manning to speak to Mt Isa club about suitable date for western clinic 	
		 Singlets, Shirts & Caps Melissa Wilson and Theresa Manning to do a stock take of uniforms before placing order to replenish. 	
		 Catering Funds already expended. Louise Baker to contact MSA for a copy of invoice. 	
		12.2 - NQ Champs	
		 Items to address Theresa Manning to contact Belgravia to check the cooling system in operation and working. Computer - Theresa Manning to ask MSA for the use of their laptop for the championships as it has Quantum installed Pre Meet check next management meeting Source podium for awards 	
		 12.3 EPD Date - Sunday 25th February Theresa Manning to book sports reserve room for 10.00am Theresa Manning to send the Agendas to Management once deadlines have closed. 	
		12.4 Cannonvale Cannons reschedule request	
		Theresa Manning advised the committee that Cannonvale Cannons had requested two reschedule dates - 24/25 February and 27/28 April.	
		Theresa Manning advised the committee that she had reached out to the SNQ Chief Referee to confirm there were no clashes on the proposed dates that would limit the supply of SNQ TO's. The Chief Referee confirmed there were no conflicting higher level appointments.	
		Management reviewed the calendar and decided that given the already approved calendar commitments for this season that 27/28 April was approved.	

		Theresa Manning to advise the club of the decision. Motion "That Cannonvale Cannons rescheduled date move to 27/28 April 2024 for this season	n due to
		Cyclone Kirrily" Moved: Theresa Manning Seconded: Melissa Wilson	CARRIED
		12.5 Accommodation & KM rate	
		Louise Baker noted that the cost of accommodation and fuel prices has increased over the pase and it would not be unreasonable to recommend an increase in both accommodation and km r travel and accommodation policy.	
		Louise Baker moved to increase the accommodation rate to \$150.00 per night and increase th 50c per km.	e km rate to
		Motion "That the accommodation rate increase to \$150.00 per night and the km rate increasekm be adopted at the 25th February 2024 EPD"Moved: Louise BakerSeconded: Melissa Wilson	to 50c per CARRIED
13.	Next Meeting	TBC	
14.	Meeting Closed	9.25pm	