

Swimming North Queensland – Management committee Meeting

Date: 30th January 2024

Time: 7.43pm

Chair: Theresa Manning

Venue: Zoom

Invitees:

Committee – Theresa Manning (President/Secretary), Melissa Wilson (Vice President), Louise Baker (Treasurer)

Guests – Nil

Observers – Nil

Apologies: Helen Cushing (Technical Chair)

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Meeting Open	7.43pm	
2.	Present/Apologies	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Nil 	
5.	Correspondence	<p>Incoming</p> <ul style="list-style-type: none"> ◆ 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 <p>Outgoing</p> <ul style="list-style-type: none"> ◆ Email - SNQ Coaches & Club Committee - Ayr Meet - Time Trial feedback ◆ Email - Gardens - Distance Schedule ◆ Email - SQ - Meet Extension - Cyclone Kirrily 	
6.	Financial Report	<p>Louise Baker informed the committee of the following:</p> <ul style="list-style-type: none"> ● Investment Account: \$78,999.35 (\$77,275.00 in term deposit) ● Working Account \$65,846.73 <p>Minimal activity during this past month. With just basic expenses i.e. ZOOM & Zero invoices coming in.</p>	

12.	General Business	<p>12.1 - Grant Funds allocations</p> <ul style="list-style-type: none"> ● Technical Equipment <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Melissa Wilson to source a quote and come back to management with a quote for approval. ● Flights - development <ul style="list-style-type: none"> - Theresa Manning to speak to Mt Isa club about suitable date to hold a western clinic ● Accommodation - development <ul style="list-style-type: none"> - Theresa Manning to speak to Mt Isa club about suitable date for western clinic ● Singlets, Shirts & Caps <ul style="list-style-type: none"> - Melissa Wilson and Theresa Manning to do a stock take of uniforms before placing order to replenish. ● Catering <ul style="list-style-type: none"> - Funds already expended. Louise Baker to contact MSA for a copy of invoice. <p>12.2 - NQ Champs</p> <ul style="list-style-type: none"> ● Items to address <ul style="list-style-type: none"> - 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 <p>12.3 EPD</p> <ul style="list-style-type: none"> - 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. <p>12.4 Cannonvale Cannons reschedule request</p> <p>Theresa Manning advised the committee that Cannonvale Cannons had requested two reschedule dates - 24/25 February and 27/28 April.</p> <p>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.</p> <p>Management reviewed the calendar and decided that given the already approved calendar commitments for this season that 27/28 April was approved.</p>	
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