



AGM MEETING 2018 - MINUTES

<u>Date;</u>	<u>Chair;</u>	<u>Minutes;</u>
28 July 2017 @ 10.30am	President	President
<u>Attendance;</u>	<u>Distribution;</u>	<u>REF;</u>
Shane Kennedy (President), Ian Purcell (Vice President), Paul Colebourne (Treasurer), Alison Teis (Race Secretary), Chrissie Smith (Fundraising Manager), Kate Sievers (Website Manager), Suzanne Colebourne (Canteen Manager), Paula McGowan, Carmel Purcell, Alenka Kennedy, Madelaine Blackwell & Gary Conomos	President Vice President Treasurer Race Secretary Fundraising Manager Website Manager Canteen Manager	<ul style="list-style-type: none"> • MINUTES OF AGM 2017 • 2017/18 FINANCIAL STATEMENTS

<u>No.</u>	<u>Description</u>	<u>Who</u>	<u>By When</u>
<u>1.0</u>	<u>WELCOME FROM THE PRESIDENT & PRESENT ATTENDEES</u>		
	Shane welcomed all those present and recorded attendees for the meeting.		
<u>2.0</u>	<u>APOLOGIES</u>		
	Kate Sievers (Website Manager), Kellie Maher, Tanya O'Connor & Dan O'Connor		
<u>3.0</u>	<u>APPROVAL OF PREVIOUS MINUTES</u>		
	That the minutes of the 2017 AGM be adopted as a true and correct record. Moved: Shane Seconded: Paul Carried.		
<u>4.0</u>	<u>FINANCIAL REPORT - TREASURER</u>		
	Paul tabled a Profit & Loss and Balance Sheet Statement (see attached) for the period 1 July 2017 to 30 June 2018.		

	<p><u>2017-18 Financial Highlights</u></p> <ul style="list-style-type: none"> • \$24,257 in the bank as at 28 July 2018 • \$16,406 received in fund raising initiatives • \$6,334 spent on trophy/presentation day • \$3,467 spent on canteen hot water system and equipment • Profit and Loss Appendix 1.0 <p>Paul noted the wonderful contribution of all club participants including our club sponsors; Comm Group Supplies, Gerns Butchers, Gardeneration, Hart Sport and Strike Group Australia for their generous contribution throughout the season.</p> <p>Paul congratulated the committee for their hard work ensuring another successful financial year for the club.</p> <p>Paul emphasised the importance of continued fundraising for the Club, particularly through:</p> <ul style="list-style-type: none"> - Canteen operations on club nights & friendly meets - Fund raising activities - Bunning’s Day, Swimathon, Sign On Day, St Dymrna’s Carnival, Meat Trays, Xmas Raffle & Hosting Friendly carnivals & - Applications for local community grants <p>These initiatives are most important to enable the club to upgrade its complex facilities for the benefit of all club members.</p>		
5.0	<u>VOTE – ALL COMMITTEE POSITIONS DECLARED OPEN</u>		
5.1	<p><u>Presidents Instruction</u></p> <ul style="list-style-type: none"> • All Positions are declared open. • All positions must be nominated by a member and supported by an independent member. • All nominees acknowledge receipt of the Roles and Responsibilities document available on the club website. • All nominees accept the position of their own free will and for the benefit of the club and the kids. • All nominees accept that they are committed to the role for a period not less than 12 months. The Management committee will accept earlier release where reasonable effort has been made by the applicant to find a suitable replacement for the balance of the appointment. 		
5.2	<p><u>ELECTION RESULTS</u></p> <p><u>President</u> – Shane Kennedy Nominated by Paul, seconded by Chrissie, accepted by Shane.</p> <p><u>Vice President</u> – Chris O’Donnell Nominated by Shane, seconded by Paul, accepted by Chris.</p>		

	<p><u>Treasurer</u> – Paul Colebourne Nominated by Shane, seconded by Ian, accepted by Paul.</p> <p><u>Race Secretaries</u> – Kellie Maher & Allison Teis Nominated by Shane, seconded by Paul, accepted by Kellie & Alison.</p> <p><u>Fundraising Manager</u> – Chrissie Smith Nominated by Paul, seconded by Ian, accepted by Chrissie.</p> <p><u>Website Manager</u> – Kate Sievers & Madelaine Blackwell Nominated by Ian, seconded by Chrissie, accepted by Kate & Madelaine.</p> <p><u>Canteen Manager</u> – Claire O’Neill & Denise Cook Nominated by Shane, seconded by Paul, accepted by Claire & Denise.</p>		
5.3	Congratulations to the incoming committee & thank you to the outgoing committee.		
	<p>Shane congratulated the incoming committee and made special mention and thanks to the out-going committee members for their hard work and sacrifice throughout the 2017/18 season.</p> <p>Shane thanked all parents that assisted throughout the season highlighting the continued growth of membership participation over the last 12 months.</p> <p>Shane noted that due to not being able to fill the Vice President & Canteen Manager committee positions at the AGM an email would be sent to all Electric Eels members requesting interesting in both positions prior to the start of term 4 club nights.</p>		
6.	GENERAL BUSINESS		
6.1	Yearly Swimming Program		
	<p>Shane thanked Director of Programs, Gary Conomos and his team for their support and hard work highlighting the benefits that the training program has provided the club. The benefits include; additional revenue stream, significant increase in swimmer memberships, dedicated skill & technique development for swimmers & a community-based fitness program for all levels of fitness.</p> <p>Gary spoke generally of the highlights of performances from our swimmers throughout the year at various swim meets and also advised of a small number of current Eels families that have had to make the difficult decision to change swimming programs. The change has coincided with a number of factors but has Gary’s full support.</p>		

6.2	Swimathon		
	<p>The committee are fully supportive of holding a club Swimathon this upcoming swim season for members. It was agreed that we would hold the Swimathon on Saturday 24 November 2018. A number of format ideas were discussed including fundraising ideas. More information will be provided to members prior to the start of the season. All attendees agreed that this was a great initiative for our swimmers to get involved in this season.</p>		
6.3	Friendly Meets		
	<p>Shane acknowledged the achievements of all swimmers and the success at our local friendly meets over the 17/18 swim season. The club was able to achieve the following results; Winners – Clayton Owen Meet, Mark Griffiths Memorial Meet & Runners Up - Wayne Swan Friendly Meet, Bronte Barratt Shield & the KLM Shield Meet.</p> <p>The committee agreed that we would participate in 3 friendly meets in Term 4 & Term 1. The friendly meets that Electric Eels would commit to this year are;</p> <ul style="list-style-type: none"> • Wayne Swan Friendly Meet hosted by Aspley – Date TBA (likely 20 October 2018) • Clayton Owen Shield hosted by Somerset – Date TBA (likely October/November 2018) • KLM Shield hosted by Virginia – Date TBA (likely 10 November 2018) • Bronte Barratt Shield hosted by Samford – Date TBA (likely early February 2019) • Mark Griffiths Memorial Meet hosted by Pine Rivers – Date TBA (likely March 2019) • Electric Eels Relay Championship Meet hosted by Electric Eels – Date (likely February/March 2019) <p>Friendly meet information would be uploaded onto the ‘Swim Calendar’ link on our website for convenience of all participating members.</p>		
6.3	Sponsorship		
	<p>Shane thanked our club sponsors during the 2017-18 season. The fund raising monies the club was able to raise was in part due to the generous contribution by all our sponsors.</p> <p>It was noted that Chrissie and Shane would contact our existing sponsors to follow up their support to the club for the upcoming season as well as commence introducing our club to new sponsors.</p>		

	This would also include Shane emailing club members seeking new sponsors from within our existing club base.		
6.4	Community Grants		
	<p>Paul noted that we had not received a community or government grant in 2017-18.</p> <p>The committee agreed that this was an area of focus for the upcoming 2018-19 season and a greater effort would be required by all committee members in assisting with the clubs grant application strategy for season 2018-19.</p> <p>Gary noted that Boondall Swim Club were the beneficiaries of a recent community grant from council to upgrade their pool/building facilities.</p> <p>It was agreed to approach the Zillmere local member for more information and to actively pursue other grant initiatives being offered now. These funds if successful will assist the club in purchasing new pool blankets.</p> <p>Shane agreed to contact local RSL clubs to understand when their respective grants would be open for application.</p>		
6.5	Electric Eels Working Bee		
	Attendees agreed that the swim club would hold its annual working bee on Sunday 26 August 2018 from 2pm. Shane would email all club members advertising the day and requesting for assistance to help with a general tidy up of the pool facility and surrounds. Light refreshments would be provided to members at the conclusion of the working bee.		
6.6	Electric Eels Handbook		
	Attendees agreed that the Electric Eels Handbook required some minor changes before being uploaded onto the club website. Shane noted the efforts of Kate Sievers and the work that was done to update the handbook last season. It was agreed that the handbook would be ready and available for members reference at the start of Term 4 swim season in October 2018.		
6.7	Club Membership & Sign On Day		
	Shane noted that following the introduction of a 'recreation' membership category last season this created confusion for families. To remedy this, it was proposed to change the member category back to the existing arrangements that were previously in place. This		

	<p>will ensure that all swimmers are adequately covered by all insurances as the club is an affiliated member of Australian Swimming, Swimming Qld & Brisbane Swimming Association. This was supported by the committee and attendees.</p> <p>Moved: Shane Seconded: All attendees Carried.</p> <p>It was agreed to hold club sign on day on Saturday 8 September 2018 at the pool between 10am & 1pm. A bbq would be on sale at lunchtime on the day. Gary & Paula would facilitate a Maccas Mini Meet between 12pm & 1pm for all members that were present.</p> <p>The mini meet would provide an opportunity for all swimmers to have a swim whilst learning the fundamental rules of swimming. The older swimmers would provide support and guidance during the meet.</p> <p>It was agreed that the club would try to promote itself through advertising at some of our local high schools as it was acknowledged that we have some gaps in our older age groups. Carmel agreed to produce a flyer to showcase our club for targeting new members. We will issue flyers at the start of September 2018.</p> <p>The committee supported the introduction of providing a number of free memberships for the under privileged at Zillmere State School as well as exploring the subsidisation of the cost of swimming lessons.</p>		
6.8	Club Communications - Website		
	<p>Attendees acknowledged the great work that had been completed in updating the club website.</p> <p>The website will be updated on the coming month to include new dates and information for the new season.</p> <p>The information will include details about our weekly club nights, upcoming friendly swim carnivals, club uniform items for sale, latest information on the Eels development swimming program and technical swimming videos for club participants to assist in their learning of different strokes.</p> <p>It was agreed that the new information would be updated by September 2018.</p>		
6.9	Fundraising		
	<p>Attendees agreed that we would again participate in similar fundraising initiatives throughout the season led by Chrissie.</p>		

	<p>The committee agreed that our focus on fundraising would be through our canteen operations & bbqs on a Friday night. Other fundraising initiatives would be sort by the following ways;</p> <ul style="list-style-type: none"> • Bunnings BBQ – seeking a date in 2018 • St Dymrna’s Swimming Carnival held Jan/Feb 2018 • Meat Tray raffles each Friday night • Xmas Raffle – end of Nov/early Dec • Hosting Relay Championship – February/March 2019 • Applications for local community grants. <p>Chrissie agreed to draft up Eels club sponsorship packages to be sent to organisations including Grilled, Coronis Realty.</p>		
6.10	Friday Night Club Night - Roster		
	<p>Attendees agreed that the roster system for Friday night club nights worked well last season and that this would continue during the new season. The roster system would again ensure that all families play an active role in supporting the club across a number of different activities during the season.</p> <p>Roster activities will include;</p> <ul style="list-style-type: none"> • BBQ support • Timekeeping • Marshalling support 		
6.11	Pool Facility Maintenance Initiatives		
	<p>Shane has agreed to meet with the Zillmere School Principal to raise the following issues that require remedy as soon as possible;</p> <ul style="list-style-type: none"> • Down pipe close to canteen • Heat Pump – resident noise complaint <p>Other items that the committee agreed were important to purchase for the upcoming season were; Amplifier/Microphone, new pool covers, canteen fridge.</p> <p>The committee also discussed purchasing an online version of Meet Manager to reduce the load on the Race Secretary position.</p>		

Meeting closed at 12:30pm.

Appendix – 1.0

Profit and Loss Comparison 2017 v 2018

Electric Eels Swimming Club	2016-17	2017-18
INCOME		
Membership	\$ 6,790.89	\$ 9,580.86
Canteen /BBQ Sales	\$ 12,813.15	\$ 13,926.63
Bunning BBQ		\$ 2,480.10
Electric Eels Swim School	\$ 8,721.13	\$ 16,277.29
Carnival Royalties		\$ -
Government Grants	\$ 5,550.00	\$ -
Bank Account interest	\$ 1.07	\$ -
Sponsorship / Donations	\$ 7,020.00	\$ 200.00
Sundry Receipts	\$ 119.00	\$ 107.60
Total Income	\$ 41,015.24	\$ 42,572.48
EXPENSES		
Accounting fees	\$ 528.00	\$ 528.00
Advertising & Promotion	\$ 575.00	\$ -
Bank Charges	\$ 116.05	\$ 110.01
Computing and Software	\$ -	\$ 636.80
Tax Office Payments		\$ 51.70
Legal Fees	\$ -	\$ 1,028.50
Printing & Stationery	\$ -	\$ 77.09
Swimming QLD	\$ 1,060.93	\$ 1,192.11
Canteen/ BBQ Sales(cost of sales)	\$ 6,788.06	\$ 7,703.82
Canteen Hotwater System		\$ 1,870.00
Bunnings(cost of sales)	\$ -	\$ 645.21
Clubhouse Supplies	\$ 578.36	\$ 857.29
Gas	\$ 234.03	\$ 341.00
Maintenance	\$ -	\$ 107.60
Membership refunds	\$ 450.00	\$ 190.00
Merchandise / Uniform purchase	\$ -	\$ -
Trophy Night	\$ 4,127.43	\$ 6,334.09
Pool Hire	\$ 9,600.00	\$ 7,200.00
Postage	\$ 124.00	\$ -
Equipment / Materials	\$ -	\$ 1,597.00
Total Expenses	\$ 24,181.86	\$ 30,470.22
Profit or Loss	\$ 16,833.38	\$ 12,102.26