

MINUTES OF: North Queensland Swimming Association Inc – General Meeting			
Date: Sunday 30 May 2010	Time: 12.15	Chair: Judy Hicks	Venue: Bowen Pool
<p>Present: Committee –Judy Hicks (President), Louise Baker (Treasurer), Theresa Manning (Secretary), Alan Johnston (Tech Comm Chair), Delegates – Neil & Marlene Barrett (Gardens), Robert Lee (Bowen), Darren Alsemgeest (T'ville Tourist), Todd Robinson & Michelle O'Grady (Whitsunday), Pat Wright & Lee Day (Mackay), Martin McGahan & Ann Bass (T'ville Marlins), Joan Howie & Cyndi Martin (Home Hill), Stewart Jackson & Louise Currington (Herbet River) Observers – Kavette Caspenello (Home Hill)</p>			
<p>Apologies: Matt Kent (Bowen), Merilyn Westrop (Pioneer), Nicole Platz (NQ Grants Officer), Monica Foley & Bev Roy (A'vale Stingers), Lindy Hiller (H'den) Bethea Pattel (Richmond)</p>			

Item No.	Discussion Item	Details	Actions/Outcomes
1.	Previous Minutes	As per the AGM	
2.	Business Arising from pervious Minutes	Nil	
3.	Financial Report	<p>Louise Baker As per AGM</p> <ul style="list-style-type: none"> ◆ ROSS RIVER CLUB J. Hicks gave a brief overview of the situation with Ross River to the delegates present at the General Meeting then handed over to L. Baker to go into detail. L. Baker then advised the delegates that after Ross River had folded NQ requested that the balance of the funds remaining in the Ross River bank be transferred to NQ via a bank cheque as per the dissolution meeting held by the club. A cheque was presented to NQ and subsequently dishonoured after NQ had submitted our books for annual auditing. The cheque was presented again and dishonoured again. NQ then requested from the then Treasurer of Ross River for the accountable books where in it was found there was very limited record of transactions for 2007/08 and 2008/09 books. NQ approached the Auditor in question regarding the supposed audited books where he confirmed that the audit was a forgery. A solicitor as been approached for the guidance in the correct way to address this situation and NQ has at this point sent a letter this week via post requesting that the secretary must produce all documents. If NQ has no satisfaction the next step is to involve the police department. 	<p>Items that have come out of this for all clubs info –</p> <ul style="list-style-type: none"> - When a change of signature is required, complete 2 copies of the required bank form. Have the one the club will keep as a file copy stamped and signed by the bank officer as a future reference & proof to the bank the change has been made. - Club audits – even though it is not compulsory by the Office of Fair Trade it should be mandatory with each club as it is in each club's best interest to have annual audits done by a Chartered Accountant or third party with no connection to the club.
4.	General Business		
a.	Travel for Officials at Meets	<ul style="list-style-type: none"> ◆ A schedule for travel set out by NQ was handed around to all delegates at the meeting. J. Hicks explained this gave a breakdown of distance and cost to reimburse officials that attend your meet. If your meet is a local meet i.e. a Townsville meet and you use Townsville officials this schedule will not apply to your meet. ◆ A schedule was also tabled for accommodation when officials travel out of town to meets and have to stay overnight to attend the meet. 	

Item No.	Discussion Item	Details	Actions/Outcomes
		<ul style="list-style-type: none"> ◆ J. Hicks advised that if NQ is successful in obtaining a grant for the season NQ would reimburse officials but if NQ was not successful it would be the responsibility of the host club to reimburse the travelling officials 	
b.	7 & under Awards & Gifts	<ul style="list-style-type: none"> ◆ R. Lee raised the issue of irregular distribution of ribbons at meets within the region last season and a wide range of gifts and gift bags at many meets. R. Lee asked what was NQ ruling on the distribution of participation ribbons. J. Hicks responded that NQ would put a recommendation to all clubs that "1 ribbon per swimmer for the meet and no further gifts to 7& unders however clubs were encouraged to approach business houses ie Macdonalds for vouchers to hand out through the day at their meets". 	
c.	Technical Training Seminars	<ul style="list-style-type: none"> ◆ Johnston informed the delegates at the meeting that the technical sub-committee would like to organise and hold two (2) training seminars prior to the commencement of the 2010-11 swimming season. The dates that were up for discussion were 28/8/10 and 11/9/10. The main areas for these seminars will be General Principles, Chief Timekeeper, Check Starter, Marshall, Starter, Recorder and Announcer. <p>NQ Management advised that refreshments would also be supplied to all that attended these knowledgeable seminars.</p>	
5.	Next Meeting	GBR 25 th September 2010	
		MEETING CLOSED @ 1.30PM	