



# METRO WEST DISTRICT

Metro West Swimming Victoria Incorporated

ABN: 92 118 401 054

INCORPORATION NO: A0007742J

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## MINUTES OF THE ANNUAL GENERAL MEETING

Maribyrnong Aquatic Centre, Aquatic Drive, Maribyrnong  
On Tuesday 31<sup>st</sup> July at 7.00pm

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**Attendees:** Janine Boyton (Treasurer / Vice-President / SSC), Julie Walsh (Competitions Officer / Trophy Officer / Records Officer / Property Officer / Life Member / MLN), Steven Hutchinson (MLN), Ros Jones (MLN), Andrea Sutton (Life Member / AQW), Melita Amore (EDA), Patrick Gianni (MUP), Vince Taylor (Life Member / WAQA), Cam Nation (NWA), Damian Arnold (Life Member), Bill Watson (Life Member / AQW)

**Apologies:** Seb Bettiol (MUP), Ray McColl (Life Member / MLN), Maureen Harris (Life Member / AQW), Margaret Arnold (Life Member / LVN), Jenny Lawton (EDA), Jamie Taafe (Vice-President / Life Member), Natalie Lemieszek (WYCS), Karen Garrard (SUB)

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### 1. Welcome & Acknowledgements

The Annual General Meeting was opened at 7.06pm by Chair Janine Boyton.

Under Section 23 of the Metro West Swimming Incorporated Constitution, a quorum of more than 50% of entitled voters is required to proceed with business. A quorum was declared by the Chair on the following basis:

- Seven member clubs of fourteen clubs eligible to vote at the meeting were present.
  - Present: AQW, EDA, MLN, MUP, NWA, SSC, WAQA
  - Not Present: ALT, BRIM, HOP, HCSC, LVN, SUN, WYCS

*The Chair noted that Footscray Swimming & Water Polo Club and Sunbury Swimming Club were both ineligible to vote at the Annual General Meeting as per Section 19.2 of the Constitution due to having monies due & payable to Metro West.*

- Five of eight known life members eligible to vote at the meeting were present:
  - Present: Julie Walsh, Andrea Sutton, Vince Taylor, Damian Arnold, Bill Watson
  - Not Present: Ray McColl, Maureen Harris, Margaret Arnold

*The Chair noted the unique circumstance of the President & Secretary resigning one month prior to the Annual General Meeting, and the inability to identify financial Metro West Life Members with voting entitlements as per the Constitution.*

- Six of nine Officer Positions eligible to vote at the meeting were present:
  - Present: Treasurer (JB), Vice President (JB), Competitions Officer (JW), Records Officer (JW), Trophy Officer (JW), Property Officer (JW)
  - Not Present: Vice President (JT), Grievance Officer (KG)

*The Chair noted that due to the President & Secretary resigning one month prior to the Annual General Meeting, the district has vacancies in the following roles President, Secretary, Swimming Victoria Council Delegate x 2, which subsequently are not entitled to vote. It is also noted that the District currently does not have a District Referee.*

On the basis of the above, and with the support of all eligible voters in attendance, a quorum was called by the Chair, noting the unique circumstances of not having a President or Secretary, and noting a potential review of the requirements of a quorum under Section 23.1 of the Constitution prior to next year's Annual General Meeting, due to issues arising over the past two years.

## **2. Roll Call**

Attendees noted.

## **3. Apologies**

Apologies noted

## **4. Acceptance of the Minutes of the Annual General Meeting (held Tuesday 8<sup>th</sup> August, 2017)**

Minutes as tabled.

Moved: Julie Walsh

Seconded: Vince Taylor

**CARRIED**

## **5. Reports**

- (a) President's Report  
Not Tabled due to resignation of President in June 2018

- (b) Secretary's Report  
Not Tabled due to resignation of President in June 2018

- (c) Treasurer's Report  
Tabled by Janine Boyton as per Appendix A

- (d) District Referee's Report  
Not Tabled due to position being vacant

- (e) Competitions Officer's Report  
Tabled by Julie Walsh as per Appendix B

Moved: Cam Nation

Seconded: Ros Jones

**CARRIED**

## **6. Election of Management Committee Positions**

- (a) President  
Cam Nation nominated by Andrea Sutton. Seconded by Julie Walsh.  
No other nominations.

**DULY ELECTED**

- (b) Vice President  
Jamie Taafe nominated by Julie Walsh. Seconded by Janine Boyton.  
No other nominations.

**DULY ELECTED**

- (c) Secretary  
Seb Bettiol nominated by Cam Nation. Seconded by Janine Boyton.  
No other nominations.

**DULY ELECTED**

- (d) Treasurer  
Janine Boyton nominated by Cam Nation. Seconded by Julie Walsh.  
No other nominations.

**DULY ELECTED**

- (e) District Referee  
Margaret Arnold nominated by Julie Walsh. Seconded by Andrea Sutton.  
No other nominations.

**DULY ELECTED**

- (f) Competitions Officer  
Julie Walsh nominated by Vince Taylor. Seconded by Andrea Sutton.  
No other nominations

**DULY ELECTED**

## **7. Election of District Officers**

- (a) Delegates to Swimming Victoria Council (x 2)  
Cam Nation nominated by Ros Jones. Seconded by Vince Taylor.  
Janine Boyton nominated by Ros Jones. Seconded by Vince Taylor.  
No other nominations.

**DULY ELECTED**

- (b) Grievance Officer  
No nominations.  
Recommendation to refer all grievances to Swimming Victoria.

- (c) Property Officer  
No nominations.  
Storage of equipment provided by Julie Walsh but clubs must pick-up if required.

- (d) Trophy Officer  
No nominations.  
To be incorporated into Competitions Officer role.

- (e) Records Officer  
No nominations.  
To be incorporated into Competitions Officer role.

## **8. General Business**

As per Section 20.2 of the Constitution, there was no General Business.

## **9. Meeting Close**

The Chair closed the Meeting at 7.42pm.

# APPENDIX A

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## Metro West Swimming Victoria Statement of receipts & payments JUNE 2018

MONTH		YTD
	<b>RECEIPTS:</b>	
17,136.00	Meet Entry fees	71,639.49
4.00	Bank Interest - General Account	12.50
0.00	Bank Interest - Term Deposit	1,270.57
225.00	Club Affiliation Fees	750.00
0.00	Equipment Hire	0.00
0.00	Grants Received	2,000.00
0.00	Other	3,766.00
<u>\$17,365.00</u>	<b>TOTAL RECEIPTS</b>	<u>\$79,438.56</u>
	<b>PAYMENTS:</b>	
5,679.36	Meet Pool Hire Fees	26,028.61
0.00	Meet SV Levies	5,981.23
1,100.00	Officials	3,605.00
470.00	Room Hire	785.00
15,710.91	Administration / Other	39,641.54
<u>\$22,960.27</u>	<b>TOTAL PAYMENTS</b>	<u>\$76,041.38</u>
<u>(\$5,595.27)</u>	<b>NET PROFIT / (LOSS)</b>	<u>\$3,397.18</u>

### RECONCILIATION:

Opening Cash Book Balance 1 July 2017	\$73,067.05
Add Receipts	\$79,438.56
Less Payments	\$76,041.38
<b>Closing Cash Book Balance 30 June 2018</b>	<b>\$76,464.23</b>

### Comprised of:

<b>Term Deposit</b> (balance 30 June 2018)	\$51,973.31
<b>General Account:</b>	
Balance as at 30 June 2018	\$24,490.92
Plus Undeposited Receipts	\$0.00
Less Unpresented Cheques	\$0.00
	\$24,490.92
<b>Total Assets</b>	<b>\$76,464.23</b>

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## APPENDIX A

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### Metro West Swimming Victoria Statement of Receipts & Payments JUNE 2018

MONTH		YTD
<b>RECEIPTS:</b>		
<b>Meet Entry Fees:</b>		
0.00	7/10 Encouragement meet	5,535.00
0.00	District Championships	16,880.00
0.00	Proficiencies	516.00
17,136.00	Short Course	21,830.00
0.00	Sprints / All Junior	11,760.00
0.00	Other Meets	15,118.49
<u>\$17,136.00</u>		<u>\$71,639.49</u>
4.00	<b>Bank Interest - General Account</b>	12.50
0.00	<b>Bank Interest - Term Deposit</b>	1,270.57
225.00	<b>Club Affiliation Fees</b>	750.00
0.00	<b>Equipment Hire</b>	0.00
0.00	<b>Grants Received</b>	2,000.00
0.00	<b>Other</b>	3,766.00
<u><b>\$17,365.00</b></u>	<b>TOTAL RECEIPTS</b>	<u><b>\$79,438.56</b></u>
<b>PAYMENTS:</b>		
<b>Meet Pool Hire Fees:</b>		
0.00	7/10 Encouragement meet	1,624.36
0.00	District Championships	7,643.75
0.00	Proficiencies	0.00
5,679.36	Short Course	5,679.36
0.00	Sprints / All Junior	0.00
0.00	Other Meets	11,081.14
<u>\$5,679.36</u>		<u>\$26,028.61</u>
<b>Meet SV Levy:</b>		
0.00	7/10 Encouragement meet	1,135.00
0.00	District Championships	1,595.00
0.00	Proficiencies	247.50
0.00	Short Course	1,802.00
0.00	Sprints / All Junior	1,040.00
0.00	Other Meets	161.73
<u>\$0.00</u>		<u>\$5,981.23</u>
<b>Officials:</b>		
0.00	7/10 Encouragement meet	620.00
0.00	District Championships	830.00
0.00	Proficiencies	0.00
1,100.00	Short Course	1,100.00
0.00	Sprints / All Junior	290.00
0.00	Other Meets	765.00
<u>\$1,100.00</u>		<u>\$3,605.00</u>

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## APPENDIX A

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	<b>Room Hire:</b>	
0.00	Meetings	315.00
0.00	Officials Room	0.00
470.00	Presentation Night	470.00
<u>470.00</u>		<u>\$785.00</u>
	<b>Administration / Other:</b>	
0.00	7/10 caps and shirts	3,890.94
0.00	Bank Fees	0.00
0.00	Bus hire	0.00
1,756.43	Catering	3,452.76
57.00	Equipment	778.27
8,510.00	Grants	8,510.00
0.00	High Performance	7,414.34
0.00	Insurance	2,282.29
0.00	Internet charges	0.00
1,722.00	Medals	4,799.50
0.00	Meet Program Manager	0.00
515.48	Other	1,725.48
0.00	Postage / PO Box	0.00
0.00	Trailer Registration	558.10
0.00	Stationery	338.66
3,150.00	Trophies	5,891.20
<u>\$15,710.91</u>		<u>\$39,641.54</u>
<u><u>\$22,960.27</u></u>	<b>TOTAL PAYMENTS</b>	<u><u>\$76,041.38</u></u>
<u><u>(\$5,595.27)</u></u>	<b>NET PROFIT / (LOSS)</b>	<u><u>\$3,397.18</u></u>

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## APPENDIX B

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### **Competition's Officer Report 2017/2018.**

Wow, the district have had another hectic year. We started the year with the running of the Winter Interclub Event for the first time. This event went very well with a lot of positive feedback. I think from memory we had 71 teams and a lot of the swimmers dressed up in the themes for each night. While I'm here I will touch on this year's interclub we only had 46 teams entered which I think is because we?? Change the day from the Friday Night Comp to Sundays – even after the survey results clearly favored the Friday. I'm sounding very negative that's because I didn't vote for the district to take over the interclub meet as I knew the work would be left to just a few people which is what happen this year. I would just like to say a huge THANKYOU to Margaret for coming back onboard and helping me run the event this year. Without her I would have been off on stress leave??

The next event was the 7-10 Selection trials – Numbers were down this year and we struggled to fill relay teams – I think the primary reason for this is that is the finals were held on the Cup weekend and many were away. The finalist loved their shirts and wore them with pride. Again I'm going to sound a bit negative!! We got to the finals and found out that a number of swimmers that were selected and informed that they were in relays did not even let us know that they weren't attending – therefore causing other swimmers to miss out as well as we couldn't replace these swimmers in the relays.

District champs went very well – this event is much better held over the 4 days. We were looking at spacing them out a little this season so we don't take over the whole weekend 2 weeks in a row. All juniors also went really well – as we split the age groups so there was less crowding at the Broadmeadows pool.

The Encouragement Meet also went well – it was just a little disappointing that more clubs didn't get involved and come down and help out on the day. We had a few of senior swimmers and coaches helping on the day and we got there. The swimmers loved the new medals. The parent child races are always a huge success and were very popular this year – we even had to run heats. The last event for the season was our short course meet. The event is very popular and again we had to close the entries about a week earlier than advertised. Another big thank you to Margaret and also Damian for helping get the officials sorted so we could make it a qualifying meet.

Above all I think the district have had a very successful year, the annual Presentation Night was very well supported even though the invitations didn't go out till very late.

And on a final note - I personally would like to congratulate all the award winners in the district and would like to wish them very best in the current season.

The calendar is done – thank you Ros for making it pretty. All the events are currently listed. I have booked the Broadmeadows Pool for the Proficiency Meet and also the Junior Dolphin selection trials.

*Julie Walsh, Competitions Officer, Grants Officer, Records Officer, Trophies Officer, Proficiency Officer & Property Officer.*