

The Gap Gators Committee Meeting Minutes

Meeting No:	04	Page 1 of 3
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Part A - Meeting Details

Day	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday X	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>	Date	29 July 15
Location	The Gap State School Resource Centre								
Purpose	The Gap Gators Committee Meeting								

Part B - Attendance Record Start Time: 7:35pm

Name	Name	Name
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Attendees:

Glen Sanderson – GS	Emma Scott – ES	Matt Abel – MA
David Metzger – DM	Michael Brazier – MB	
Jacqui Edgar – JE	Dan Williams - DW	

Part C - Meeting Minutes/Actions

Item	M i n u t e s	A c t i o n	
		by Whom	by When
1.0	Committee		
	Glen Sanderson, David Metzger, Matt Abel, Kirsty Bright, Gill Wilson, Warren Perry		
	Emma Scott, Kim Patterson, Kerri Sparkes, Janette Mulherin, Kate Harrison		
	Shane Weatherby, Angela Fletcher		
	Still require: BBQ Tongmaster #2, Carnival Coordinator #2, Database Manager, Marshaller/Runner, Setup, Starter, Webmaster, Raffle Coordinator	ALL	
2.0	Apologies		
	-		
3.0	Acceptance of Previous Minutes		
	Previous minutes accepted		
4.0	The Gap Cup		
	School invites to be sent to School Principal and PE teacher, 100 leaflets to each school and electronic insert for school newsletter	GS	
	DM to review if we have access to The Gap State School EFTPOS machine	JE/DM	
	Raffle – Funkita – Mark Czerkowski – look for email, Sports First, Dan Murphys,	GS	

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	Coffee Club vouchers, Pool Worx, Subway, McDonalds, Rode Pools		
	Janette to confirm number of participation ribbons that we already have	JM	
	GS to review with Kath re: cleaning/testing of water ready for The Gap Cup	GS	
	Insurance – Event notification required. – Jacqui to provide form. DM to follow up with Kerri and with P&C insurance	JE/DM	
	Nominations required to determine catering – No club credit/debit card to be provided. Club will provide float to Canteen (Gill/Kirsty to purchase supplies)	Note	
	Review of Officials/Volunteers spreadsheet – Referees, Marshalls to be confirmed, MA to assist with Marshalling, Trish Dunn, Angela Fletcher volunteer roles???		
	Setup & Cleanup crew volunteers required	Note	
5.0	Other		
	GS & MA have 1 set of keys each (Key Register attached). Unsure if further copies of keys exist	Note	
	JE to organise 1x extra Master key from School	JE	
	2 canteen keys to be cut for Kirsty & Gill	MA	
	GS talking to Kate Jones re funding for Canteen refurb	GS	
	Committee set date of 7 Feb 16 for Lickiss Cup – ES to notify other clubs – Samford, Ferny Hills, Everton Park, Ashgrove, Ithaca. Post Meeting Minute: Samford advised this clashes with Swimming Qld Meet. ES to review Swimming Qld calendar and advise. Committee to review and confirm Lickiss Cup date	ALL	
	Trish has forwarded discussion with Samford re combining occasional Friday night club meet and strengthening ties with Gap Gators. GS to contact Samford to discuss	GS	
	Club financials are to be provided for each School P&C meeting	GS/DM	
	Working Bee set for 9am 30 August 2015. Maintenance list to be generated (ie., guerneying, tuckshop cleanout, tuckshop paint, gardening and gear required (guerney, hoses, mower, blower, whipper snipper, painting gear, brooms). MA to issue email to all club members on 21 Aug and 14 Aug reminding all club members re working bee. Post Meeting Minute: This coincides with School Working Bee and School has invited our attendees to School Working Bee BBQ	MA	
	JE to look into missing BBQ and 50 chairs. School may have borrowed it. Query on who owns gym equipment under marshalling shed as this appears to be missing.	JE	
	GS to look into Sponsorship – Physio, Subway, Rode Pools, McDonalds. GS to check with P&C re sponsorship restrictions/conditions	GS	
	GS – website update – review with Trish Dunn and Dan Williams. Gap Cup and First Swim Club Night to be shown on calendar, fees to be updated	GS	
	DM/JE to check if EFTPOS machine has link to swim club accounts .	DM/JE	
	Stacey Ryan – has agreed to put Council grant application together. Copy of school asbestos register to be obtained (JE), design and quote to be obtained for canteen refurb (MA/GS)	JE, MA, GS	
	Committee has agreed to leave fee structure as per last year, each child receives club swim cap and volunteer levy to be scrapped. Earlybird fee up until 9 Oct (First club night).	Note	

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	SPLASH booklet and race schedule need reviewing and finalising. KS working on it	KS	
	Proceed with swim cap order 75x purple + 75x black caps to be ordered	MA	
	Raffles: DM to get raffle tickets, DW to look into grog for raffles, ES to organise framing and naming/photo/permission for Campbell sisters signed club shirt	DM/DW/ES	
	JE noted cleaners are engaged by the school in the summer months to clean the club facilities. Allstar Aquatics should be cleaning at other times	Note	
	GS/MA to meet with Struddy's to review pricing/merchandise/clothing – polos, swimmers, etc	GS/MA	

Recorded by :

Signature:

Date:

Close time

Part D – Distribution

Next meeting :