

# Minutes – Special Meeting

Date & time: Thursday 26<sup>th</sup> October 7pm

Chair: Cassie Wagstaff P&C Secretary

Minutes: Lauren Phillips P&C Assistant Secretary

Location: ONLINE ONLY [Meeting Link](#) Meeting ID: 493 538 152 691 Passcode: N9CFgW

## ATTENDANCE VIA TEAMS LINK ONLY

### Constitution Section 21.5

A Special Meeting may only be convened for:

- the tabling of actions of the Executive Committee in dealing with matters of urgency
- proposed amendments to the Constitution
- proposed removal of a member of the Association
- proposed removal of an Officer of the Association
- proposed dissolution of the Association
- business determined by resolution of members of the Association at a general meeting to be dealt with at a special meeting
- business determined by the Officers of the Association to be dealt with at a special meeting
- business determined by written request to the Secretary of a majority of Association members to be dealt with at a special meeting

**This meeting has been called to review applications received for and appoint a Swim Club Assistant Treasurer.**

**Notice of this meeting will be distributed Thursday 19<sup>th</sup> October 2023 to comply with the minimum requirement of 7 days notice. Quorum for this meeting is 7 members of the P&C.**

### Meeting Opening

#### 1. Welcome

Acknowledgement of Country  
Apologies

**Quorum:** Y

**Meeting opened:** 7:03pm

**Attendees:** Cassie Wagstaff, Lauren Phillips, Amie Baldwin, Kristina Haynes, Niamh Cawley, Brad Aldcroft, Nicole Griffis

**Apologies:** Cass Aldcroft, Cathy Howie, Melissa Bennett, Karensa Gock, Alisha Busoli

Cassie welcomed everyone and declared the meeting open for business at 7:03pm. Lauren confirmed that quorum was met.

Anakin, a Cycle 1 student, delivered the Children’s Acknowledgement of Country. Cassie also showed respect and acknowledged the Quandamooka people, traditional owners of the lands, winds and waters we call the Redlands.

### Item/s for which the meeting was called

#### 2. Assistant Treasurer role for Swim Club Subcommittee

- Nominations received.
- Any other nominations from the floor?

Cassie introduced the purpose of the special meeting; appointing an Assistant Treasurer to the Swim Club Subcommittee. One nomination was received prior to convening, from P&C member Nicole Griffis. No additional nominations for the role received from the floor.

**Motion:** To accept that Nicole Griffis be declared duly elected to the role of Swim Club Sub-Committee Assistant Treasurer.

**Moved by:** Amie Baldwin

**Any objections:** N

**Approved:** Y

#### 3. Change of Bank Signatories

- 3.1. P&C Amateur Swimming Club Main Bank Account AND P&C Amateur Swimming Club Debit Card Account

Cassie advised that an amendment was required to finalise the bank account signatories on the P&C Amateur Swimming Club Main Bank Account AND P&C Amateur Swimming Club Debit Card Account. Amie Baldwin, Alisha Busoli, Niamh Cawley are to remain as signatories – the amendment is to add Vice-Chairperson Bianca Kemp and Assistant Treasurer Nicole Griffis to the paperwork.

	<p>Additionally, as announced by Amie at the October GM, Niamh will be vacating the Swim Club Treasurer role at the end of this calendar year. A second motion was moved to allow amendments to the bank signatories to be made prior to the first P&amp;C GM of 2024 in February.</p> <p><b>Motion:</b> To amend signatories and Commbiz access on the P&amp;C Amateur Swimming Club Main Bank AND P&amp;C Amateur Swimming Club Debit Card Accounts to include Swim Club Subcommittee Vice-Chairperson Bianca Kemp, and the Swim Club Subcommittee Assistant Treasurer as elected per Section 2.  <b>Moved by:</b> Amie Baldwin  <b>Any objections:</b> N  <b>Approved:</b> Y</p> <p><b>Motion:</b> To retain Niamh Cawley as a signatory to, with CommBiz access to, the P&amp;C Amateur Swimming Club Main Bank AND Debit Card accounts until 31<sup>st</sup> December 2023.  <b>Moved by:</b> Lauren Phillips  <b>Any objections:</b> N  <b>Approved:</b> Y</p> <p><b>Questions/Discussion:</b> N</p>
<p><b>4. Meeting Schedule for Swim Club Subcommittee</b></p>	<p>Cassie noted that the meeting schedule was being shared tonight for any parents or volunteers who are interested in becoming involved.</p> <p>Amie advised that as per their 2023 Terms of Reference, the Swim Club Subcommittee meet on the first Thursday of each month. There are no formal minutes as it's more of an action-orientated meeting. While Karensa currently includes the Swim Club in her own Treasurer's reports each month, the subcommittee will eventually submit their own formal financial reports to be shared at P&amp;C General Meetings.</p> <p>The Swim Club meeting invitations have been extended to P&amp;C Executives and Swim Club members, but anyone interested in attending to gain a better understanding of the Swim Club is absolutely welcome.</p> <p>Please email <a href="mailto:chairperson@capalabaswimmingclub.org.au">chairperson@capalabaswimmingclub.org.au</a> for the meeting link.</p> <p><b>Questions/Discussion:</b> N</p>

<b>Meeting Close</b>	
<p><b>5. Close</b></p>	<p>Cassie thanked all for attending and declared the meeting closed at 7:08pm.</p>

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**Minutes prepared by**  
 Lauren Phillips  
 P&C Assistant Secretary

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**Certified true and correct by**  
 Cassandra Wagstaff  
 P&C Secretary (Chair)

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