



## **MINUTES**

5<sup>TH</sup> ANNUAL GENERAL MEETING  
10:00am, WEDNESDAY 13<sup>TH</sup> OCTOBER 2021  
MEETING CONDUCTED VIRTUALLY VIA GOOGLE MEET

### **PRESENT**

#### **Life Members**

Tim Ford, Richard Cahalan, John Coutts

#### **Members**

Martin Rolfe, Sophie Taylor, Gina Sacilotto, Daniel Marshall, Adam Mallett, Jodi Armstrong

#### **Visitors**

Michaela Pattinson, Bill Stanley, Ben Coutts, Jon Harker

#### **Apologies**

Ursula Carlile (Life Member), Chris Nesbit

### **1. WELCOME**

At 10:04am Tim Ford, Chairman of the Carlile Swimming Team Board of Directors, declared the 5<sup>th</sup> Annual General Meeting of the Carlile Swimming Team Ltd. open. Tim welcomed the Life Members, Directors, members, and visitors that had joined remotely via video conference due to COVID-19 restrictions. Tim noted the apologies from Ursula Carlile and Chris Nesbit.

### **2. MINUTES OF 2020 ANNUAL GENERAL MEETING**

Taken as read.

Moved – John Coutts  
Seconded – Richard Cahalan

### **3. ANNUAL REPORT**

#### **i) Consideration of the Annual Review**

- Tim Ford spoke to the written Annual Review of the Carlile Swimming Team, thanking Ursula Carlile for her continued support and generosity through the Carlile Foundation. The Carlile Swimming Team is in a highly unique and distinct position due to the tireless work of our Founders Forbes & Ursula Carlile.
- Tim thanked Martin Rolfe for his contributions over the past 12 months and moving forward. Martin embodies the spirit of Carlile and all that we stand for.
- Tim acknowledged the efforts of Matt Adair & Sophie Taylor while continuing to navigate through the COVID-19 pandemic. Matt has worked extremely hard over many years with Carlile to shape what is in place today which will no doubt put us in good stead moving forward. Sophie has had a tremendous impact over the past year, especially in recent months following Matt's departure.
- Tim recognised the ongoing infrastructure support provided by Systems Office through Ben Coutts & finance team, Camilla Merrilees, Dave DuBois, Sam Coutts, Stephen Ryan & Jon Harker that is greatly appreciated and incredibly helpful to Carlile Swimming Team operations.
- Tim thanked the contribution of parents & swimmers through what has been another challenging year with the COVID-19 pandemic. The performances of our swimmers to gain selection onto state and national squads was recognised, including the work of Se-Bom Lee & Misha Payne to qualify for the Tokyo 2020 Olympics; the first Carlile athlete to do so in 20 years.
- Tim expressed gratitude for the coaching team, many of whom began working with us through the lockdown period. It hasn't been the easiest transition while the swimmers are away from their training environment, but the coaching team have adapted and certainly have the power to drive us to great things in the future. Gina's fantastic work alongside the SSSM support we offer swimmers provides a distinct membership experience.
- Tim is grateful to have secured the longest ever lease to operate at the world-class Ryde Aquatic Centre and recent arrangements with Macquarie University. We are fortunate to have a direct relationship with a tertiary institution that we hope to continue to build over the years ahead.
- Tim noted that the membership of Carlile Swimming Team has declined, primarily due to the forced closure of our Oakhill training facility in 2020. We now have a strong platform that we can relaunch a concentrated effort around the North-West of Sydney.
- Tim highlighted the ongoing commitment to the relationship and partnership with the Ryde-Carlile Swimming Club and the role they play in providing a vibrant, healthy and connected swimming community.

**ii) Consideration of the Financial Statements for the period 1<sup>st</sup> July 2020 to 30th June 2021**

- Ben Coutts, Carlile Group Chief Financial Officer outlined some of the key points within the Carlile Swimming Team financial statements, noting the main areas of expenditure were athlete support services through strength & conditioning, physiotherapy, nutrition and sports science, as well as reimbursement of coach expenses to attend competitions/camps. The Carlile Swimming Team also invested in engaging world standard coaching consultants in Leigh Nugent and Bill Sweetenham to assist in the professional development and mentoring of swimmers. There was lower than anticipated costs associated with travel due to the ongoing impacts of COVID.
- Ben reiterated that the Carlile Swimming Team does rely heavily on the generosity of the Carlile Foundation that will continue to support them over the next 12 months. To the ordinary reader the figures may be a cause for concern as the costs that Carlile Swimming Team incurs dwarfs the revenue we obtain through coaching fees and membership. This is alleviated through the ongoing financial support from the Foundation to cover operational expenses. Ben reports to the Carlile Swimming Team directorship, ensuring the business side of the club is professionally and thoughtfully run.
- Bill Stanley spoke on behalf of the Carlile Foundation, explaining that the reasoning behind why the Foundation came into existence was to ensure that our Carlile clubs and competitive swimmers are properly funded long-term. Bill will make sure that the wishes of Forbes & Ursula Carlile are fulfilled.
- Tim thanked Ben Coutts, Sarah Botura and Annette Magnussen of the Carlile Swimming Finance Department for their support and work associated with the Carlile Swimming Team over the past financial year.

Moved – Sophie Taylor  
Seconded – Gina Sacilotto

**4. APPOINTMENT OF AUDITORS**

Moved and Seconded that Stanley & Williamson Audit & Assurance be appointed Company Auditors for the 2021/22 financial year.

Moved – Martin Rolfe  
Seconded – Adam Mallett

**5. APPOINTMENT OF DIRECTORS**

As there were no nominations for the vacant Director positions there is no requirement for an election for vacant Director positions of the Carlile Swimming Team.

Tim noted that the Directors and the Carlile Swimming Team would continue to engage and encourage input from the swimmer group and stakeholders.

Current Director Martin Rolfe thanked everyone for their commitment and stewardship through what has been a bittersweet year. He is grateful to be part of the journey and has a strong sense that we are heading in the right direction.

Moved – John Coutts  
Seconded – Daniel Marshall

## **6. MEETING CLOSED**

Tim Ford thanked everyone for their attendance and closed the meeting at 10:51am.