



## **MINUTES**

3<sup>RD</sup> ANNUAL GENERAL MEETING  
10:30am, WEDNESDAY 16<sup>TH</sup> OCTOBER 2019  
NORTH STEYNE ROOM, 117 OLD PITWATER ROAD,  
BROOKVALE, NSW 2100

### **PRESENT**

#### **Life Members**

Tim Ford, Richard Cahalan, John Coutts

#### **Members**

Rob Thorpe, Brendan Micallef, Sophie Taylor, Gina Sacilotto, Matt Adair, Jodi Armstrong

#### **Visitors**

Bill Stanley, Ben Coutts

#### **Apologies**

Ursula Carlile (Life Member), Andrew Taufer, Misha Payne, Toby Condon, Martin Rolfe

### **1. WELCOME**

At 10:36am Tim Ford, Chairman of the Carlile Swimming Team Board of Directors, declared the 3<sup>rd</sup> Annual General Meeting of the Carlile Swimming Team Ltd. open. Tim extended a welcome to Life Members, Directors and members in attendance and noted the apologies as per the sign on sheet.

### **2. MINUTES OF 2018 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
- Tim thanked the Directors for their work and support over the third year of operations of the Carlile Swimming Team
- Tim acknowledged Ursula Carlile's support of the Carlile Swimming Team over the past year and outlined her upcoming induction into the International Swimming Hall of Fame in Florida.
- Tim detailed the close relationship between the Carlile Foundation, the Competitive Programs and the Carlile Swimming Team, and thanked the Carlile Foundation for their ongoing support
- Tim acknowledged the support and ongoing importance of the relationships with the Carlile Heritage Clubs, as a key component of the vibrancy, growth and support off the program and its swimmers.
- Tim noted that unfortunately the Directors of Carlile Swim Centres had made the difficult decision to close operations of the Competitive Program at Narrabeen Academy of Sport, effective 31<sup>st</sup> October 2019. This will impact upon membership and operations of the Carlile Swimming Team over the coming period, with activities to be focussed around the Cherrybrook and Ryde programs and will see a decrease in the overall membership of the Carlile Swimming Team. While the changes have been difficult, it will promote a renewed focus on an aligned and cohesive team of coaches, swimmers, and parents.
- Tim acknowledged the terrific results of the swimmers and coaches, with many swimmers and coaches selected on State and National teams competing nationally and internationally
- Finally, Tim thanked the swimmers, coaches and parents for their contributions, dedication and service through the first year of operations of the Carlile Swimming Team

Moved – John Coutts  
Seconded – Richard Cahalan

#### **ii) Consideration of the Financial Statements for the period 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019**

- Tim noted the ongoing support of the Carlile Foundation as being critical to the ongoing health and vitality of the Carlile Swimming Team and the Competitive Program
- Ben Coutts, Carlile Group Chief Financial Officer outlined some of the key points within the Carlile Swimming Team financial statements, detailing key expense items through the period such as rents, travel and meet attendance costs, alongside consultancy costs such as sport science and governance.
- Ben specifically, outlined the change in financial position at year end is due to timing of donation from the Carlile Foundation to the Carlile Swimming Team Ltd. Post 30<sup>th</sup> June 2018

- Tim thanked parents, swimmers and volunteers for their support of fundraising initiatives over the past year and into the future as they are critical to providing support for the swimmers and coaches on pool deck
- Tim thanked auditors Stanley and Williamson, along with Carlile Foundation Director and long term Carlile Swimming advisor Bill Stanley for their assistance and support of the Carlile Swimming Team
- Tim thanked Ben Coutts 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 – John Coutts  
Seconded – Richard Cahalan

#### **4. APPOINTMENT OF AUDITORS**

Moved and Seconded that Stanley & Williamson be appointed Company Auditors for the 2019/20 financial year.

It was noted that prior to the AGM, Stanley & Williamson advised the Carlile Swimming Team Ltd that they will be resigning from their position as auditor with Stanley & Williamson Audit and Assurance to take over pending approval from ASIC and the Carlile Swimming Team Directors at the first meeting following the 2019 AGM.

Moved – John Coutts  
Seconded – Matt Adair

#### **5. APPOINTMENT OF DIRECTORS**

- In accordance with Clause 12 of the Carlile Swimming Team Constitution Ltd., Rob Thorpe and Martin Rolfe were appointed to the position of Director of the Carlile Swimming Team Ltd.
- As there were two nominations for the three vacant elected director positions without the requirement for a vote.

Moved – Matt Adair  
Seconded – Gina Sacilotto

#### **6. MEETING CLOSED**

Tim Ford thanked everyone for their attendance and closed the meeting at 11:13am.