



## **MINUTES**

4<sup>TH</sup> ANNUAL GENERAL MEETING  
10:00am, MONDAY 12<sup>TH</sup> OCTOBER 2020  
KITCHEN MEETING ROOM, CARLILE SYSTEMS OFFICE  
117 OLD PITTWATER ROAD, BROOKVALE, NSW 2100

### **PRESENT**

#### **Life Members**

Tim Ford, Richard Cahalan, John Coutts

#### **Members**

Martin Rolfe, Brendan Micallef, Caroline Woods, Sophie Taylor, Gina Sacilotto, Misha Payne, Matt Adair,

#### **Visitors**

Ben Coutts, Jodi Armstrong

#### **Apologies**

Ursula Carlile (Life Member), Bill Stanley

### **1. WELCOME**

At 10:03am Tim Ford, Chairman of the Carlile Swimming Team Board of Directors, declared the 4<sup>th</sup> Annual General Meeting of the Carlile Swimming Team Ltd. open. Tim extended a welcome to Life Members, Directors and members in attendance and those members joining via video conference remotely. Tim noted the apologies from Ursula Carlile and Bill Stanley.

### **2. MINUTES OF 2019 ANNUAL GENERAL MEETING**

Taken as read.

Moved – John Coutts  
Seconded – Matt Adair

### **3. ANNUAL REPORT**

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

- Tim Ford spoke to the written Annual Review of the Carlile Swimming Team noting that 2020 had been a particularly unusual year, thanking the Directors of the Carlile Swimming, coaches and staff for their support through the year. 2020 saw the team being impacted by the bush fires which saw the cancellation of the 2020 Summer camps to Canberra and Thredbo and competitions, followed by the shutdown of training and competitions due to Covid-19. In addition to the difficult decision taken by the company to shutdown the Narrabeen program in October 2019, followed by the termination of the programs lease at Oakhill College resulted in significant change throughout the year.
- Tim noted and thanked the coaches and staff for their commitment to support the swimmers and parent through the Covid-19 shutdown period, where they continued to communicate regularly throughout the shutdown and provide support via weekly webinars and online training sessions to ensure the swimmers were in the best possible position to return to training well when able.
- While the 2020 period has seen the rationalisation of the competitive program, it enabled the competitive program and the Carlile Swimming Team to provide a distinctive service to swimmers and members through the central Sydney region in the future.
- Tim highlighted the selection of swimmers onto state and national squads through the period, noting the desire and commitment from the Directors to continue to see Carlile swimmers excelling at state and national level in the future.
- Tim reiterated that the Directors of Carlile Swimming and the Carlile Swimming Team remain committed to provide the best possible opportunity for 'carlile' swimmers.
- Time 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 2019 to 30th June 2020**

- Ben Coutts, Carlile Group Chief Financial Officer outlined some of the key points within the Carlile Swimming Team financial statements, noting that 2020 had been a particularly challenging year and while Covid-19 had resulted in a shutdown of the program which meant there were lower than anticipated costs associated with camps and competition, there were

increases in expenses associated with SSSM services related to supporting swimmers and parents through the shutdown period.

- Ben 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, with the Carlile Foundation providing \$500,000 in funding through the period.
- Ben also outlined that the Directors of the Carlile Foundation have committed to providing funding for the period 1<sup>st</sup> July 2020 through 30<sup>th</sup> June 2021 to the Carlile Swimming Team, to underwrite operational expenses.
- Tim thanked auditors Stanley and Williamson Audit & Assurance, 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, 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 – Martin Rolfe  
Seconded – Gina Sacilotto

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

Moved and Seconded that Stanley & Williamson Audit & Assurance be appointed Company Auditors for the 2020/21 financial year.

Moved – Matt Adair  
Seconded – Martin Rolfe

#### **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 Rob Thorpe had formally resigned from his position as a Director of the Carlile Swimming Team effective 11<sup>th</sup> October 2020. Tim noted that the Directors and the Carlile Swimming Team would continue to seek input from the membership via a director position or through re-engaging the Parent Liaison Committee.

Moved – Matt Adair  
Seconded – Gina Sacilotto

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

Tim Ford thanked everyone for their attendance and closed the meeting at 10:21am.