



## OASIS OTTERS SWIMMING CLUB

### Annual General Meeting

Sunday, 12 July 2026

2:00pm - 3:00pm

Dandenong Oasis

### Attendees

#### Chair

**Hee-Kong**, President

#### Members

**James**, Head Coach

**Bridget**, Assistant Coach

**Grace**, Assistant Coach

**Vice President**, Sandika

**Maureen**, Secretary

**Chinthaka**, Treasurer 1

**Tharanga**, Treasurer 2

**(Vacant)**, Enrolment Officer

**(Vacant)**, Purchasing Officer

**Kim**, Meet Co-ordinator

**Leon**, Grievance & Counsel Liaison Officer/General

**General**: Sarah, Bei-Bei, Sherry

#### Apologies

**Klara**, Purchasing Officer (resigned)

**Thu**, Enrolment Officer (resigned)

**Xiao Lin**, General (resigned)

**Wenbo**, Assistant Coach

### MINUTES of AGM 2025-26

| No | Item                                                        | Member   | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action Items |
|----|-------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. | Welcome & Apologies                                         | Hee-Kong |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| 2. | AGM 2024-25 Minutes                                         | Hee-Kong | Previous AGM 2024-25 Minutes acknowledged                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |
| 3. | Club Performance & Club Summary presented by Club President | Hee-Kong | <p>1. <b>Committee – What do they do/responsible for?</b></p> <ul style="list-style-type: none"><li>• <b>Governance</b><ul style="list-style-type: none"><li>○ Set a 4-5 yr Strategic Plan</li><li>○ Define roles and responsibilities of committee members</li><li>○ Work on policies – items set in agenda eg: Social media policy</li><li>○ Reapply Entity Registration with Swimming VIC - comply with rules and regulations</li><li>○ Have a Community based focus eg: collaborating with other swim clubs</li></ul></li><li>• <b>Operation</b><ul style="list-style-type: none"><li>○ transform/update technology eg: website upgrade &amp; timing equipment upgrade</li></ul></li><li>• <b>Finance</b><ul style="list-style-type: none"><li>○ provide monthly financial reports, process direct debits, enrolments,</li></ul></li></ul> |              |

| No | Item                                      | Member          | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action Items                                                                                  |
|----|-------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|    |                                           |                 | suspensions requests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                               |
|    |                                           |                 | <b>2. Future direction</b> <ul style="list-style-type: none"> <li>• Design a reward and recognition program</li> <li>• Training programs – to be considered by next committee</li> <li>• Improve technology – eg: distant test app</li> <li>• Financials – focus on grants</li> <li>• Digital footprint ie: social media – entice sponsors, fundraising opportunities</li> <li>• Club operations – need volunteers</li> <li>• Continue with development programs for coaches to upskill</li> <li>• Communication – streamline ways information is disseminated</li> </ul> |                                                                                               |
| 4. | <b>Treasurer's Financial Report</b>       | <b>Hee-Kong</b> | <b>Financials</b> <ul style="list-style-type: none"> <li>• Club Financials 2025-2026 (financially stable – continue on a positive trajectory)</li> <li>• Income from Revenue</li> <li>• Income from Grants and Donations</li> <li>• Income made from Encouragement Meet</li> </ul>                                                                                                                                                                                                                                                                                        | 1. Hee-Kong to circulate 2025-26 Financial Report & AGM Minutes / make available to families. |
| 5. | <b>Committee Roles &amp; Descriptions</b> | <b>Hee-Kong</b> | <b>Committee Roles for 2026-27</b> (Refer to AGM email from Hee-Kong) <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Secretary</li> <li>• Treasurer 1 &amp; 2 (x2)</li> <li>• Meet Co-ordinator</li> <li>• Purchasing Officer</li> <li>• Enrolment Officer</li> <li>• Grievance Officer</li> <li>• Counsel Liaison Officer</li> <li>• IT Officer – attends to social media, website, whatsapp &amp; tech updates</li> <li>• General Committee</li> </ul>                                                                         |                                                                                               |
| 6. | <b>Nominations for new Committee</b>      | <b>Hee-Kong</b> | <b>2026/27 Committee Appointed:</b> <ul style="list-style-type: none"> <li>• President – <b>TBC</b></li> <li>• Vice President – <b>vacant</b></li> <li>• Secretary – <b>Maureen Lobangco</b></li> <li>• Treasurer 1 – <b>Tharanga Pathiranage</b></li> <li>• Treasurer 2 – <b>Jerry Chen</b> (attendance will be remote)</li> <li>• Meet Co-ordinator – <b>Kim Nguyen</b></li> <li>• Purchasing Officer – <b>vacant</b></li> <li>• Enrolment Officer – <b>Sarah Wu</b></li> </ul>                                                                                         | 2. Chinthaka to do handover with Jerry.                                                       |

| No  | Item                                              | Member          | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action Items |
|-----|---------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|     |                                                   |                 | <ul style="list-style-type: none"> <li>Grievance Officer – <b>Leon Jorissen</b></li> <li>Counsel Liaison Officer – <b>Leon Jorissen</b></li> <li>IT Officer - <b>vacant</b></li> <li>General Committee – <b>Natalia Vasquez</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |              |
| 7.  | Awards                                            | Bridget & Grace | Awards presented to swimmers by Coaches                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
|     |                                                   | James           | Refer to Club website for further details - valuable information for both swimmers and parent/s                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |
| 8.  | Coaches<br>Summary/Report<br>2025-26              |                 | <ul style="list-style-type: none"> <li>Build a family culture / community – support each other during meets / club gatherings</li> <li>Take into consideration / account coaches' advice and feedback</li> <li>Late arrival to training – ensure swimmer arrives at least 10mins before session starts</li> <li>Swimming is an individual sport – swimmers' achievement is based on their commitment and focus – ie: swimmers are competing against their own time</li> <li>Recommend swimming parent/s to gain an understanding of the swimming culture – training / nutrition / discipline / commitment / focus / recovery</li> </ul> |              |
| 9.  | General Thank you's<br>from the Club<br>President | Hee-Kong        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |
| 10. | President's Summary<br>2025-26                    | Hee-Kong        | <b>Saturday, XX August 2026</b> – Extraordinary meeting TBC / scheduled as president for 2026-27 season has not been elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |

Meeting Started: 2:05 pm  
Meeting Ended: 3:49 pm

**Next AGM Meeting:** **2027 Date & Time TBC**