



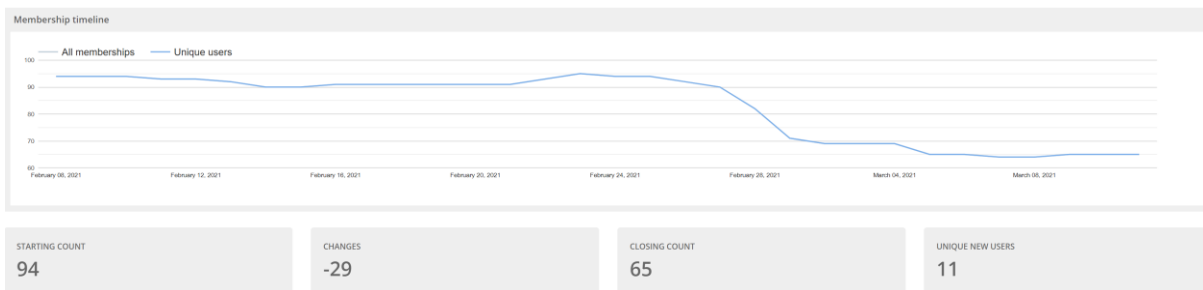
Secretary's Report 2020-2021

Margot Morelli

The club secretary is accountable for the administration of membership records.

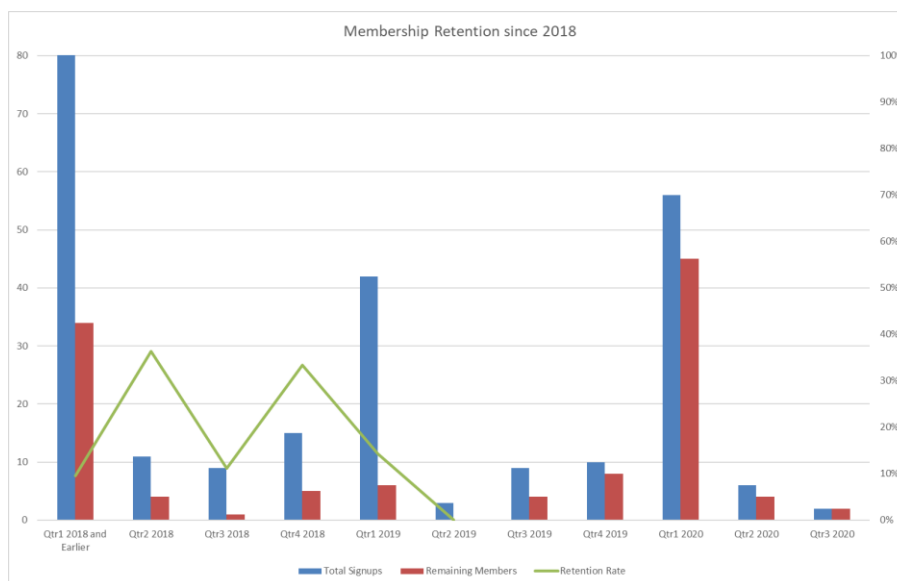
Firstly, the dedication of the Information Officer should be recognised in reducing the administrative burden by enabling only members to book or pay for club events. This is viewed as an absolute necessity for the club moving forward, enabling the committee to redirect their attention.

There have been many issues identified with the Adelaide University Sport Website (managing membership). The President and Information Officer are engaging the University to work towards a solution to rectify this issue. Despite this the membership data has been presented as seen within the system for transparency.



The peak membership was briefly experienced in February 2021 at 95 members which has since dropped to 65 people. This is thought to be a result of the enthusiastic sign-up the club received during O-week 2020, dropping due to a year of intermittent diving.

At the previous Annual General Meeting (AGM) in August 2020 the following report was developed to highlight the clubs inability to retain personnel.



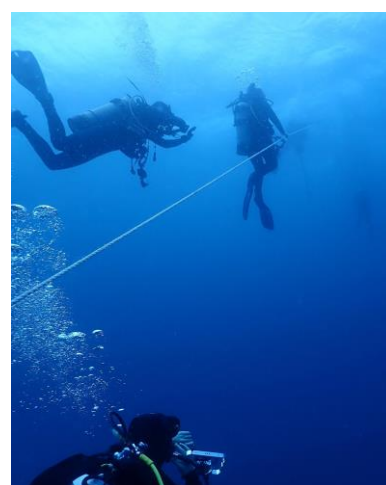
Since August, with the loss of the student sign-ups at O-week the gender and type diversity of our membership base has declined.

Gender	Percentage August '20	Percentage March '21
Male	54%	65%
Female	41%	31%
Not Specified	5%	5%

Note, this has decreased since August 2020 and was previously unchanged.

User Type	Percentage August '20	Percentage March '21
AU Student	58%	32%
Associate Member	19%	25%
Other	13%	31%
University Member	10%	12%

Note, this has decreased substantially due to the expiration of memberships from the O-week 2020.



Recommendations to the Incoming Club Secretary of the 2021-2022 Committee include:

	Recommendation	Reason
1.	<i>Review and approve the proposed changes to our club policies (see shared committee folder system): Communications Policy Rev 03, subsuming the External Clubs and Affiliations Policy, Marketing Policy, Online Advertising Policy and Social Media Policies.</i>	<i>Simplify our policies. Facilitate all club members becoming familiar with our policies.</i>
2.	<i>Introduce the New Committee on our Social Media.</i>	<i>Ensure that the broader group know who each committee is to encourage feedback, conversations and connection to the club.</i>
3.	<i>Continue reaching out to the Adelaide University education and research departments.</i>	<i>Maintain our healthy dive focused culture. Note: the Science department sponsors open water certifications and regularly dives the selfish reefs.</i>
4.	<i>Communicate quarterly to the whole club the importance of membership prior to participation in club activities for the purposes of insurance and club revenue. Enforce by: working with all the boat handlers to ensure people pay through the website prior to diving and monitor the membership data.</i>	<i>Membership is required for insurance, safety and is essential for the financial health of the club.</i>