



**Board of Management Meeting  
Monday 12 February 2018 at 6.30pm  
MINUTES**

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**1. WELCOME**

Andy opened the meeting at 6.35pm.

**2. RECORD OF ATTENDANCE/APOLOGIES**

Attendance

Andy Wright, Deb Ritchie, Dinah Gordon, Rob Wright, Dave Marsh, Adam Scott, Geoff Sandilands, Peter Warren, Damien Stevens, Courtney Robinson, Georgie Powis, Chloe Westerberg, Jude Want, Jo Stevens, Doug Osborne and Amy Chadbourne

Apologies

Robbie Stainton (President/Chair), Cindy Stainton (minute taker) and Sarah Lowry

**3. MINUTES OF PREVIOUS MEETING - 8 January 2018**

It was agreed that the minutes of the meeting held on 8 January 2018, previously circulated by email, be taken as read and be accepted as a true and accurate record of that meeting.

**4. BUSINESS ARISING**

From the Action Table

**4.1 Presentation on Working With Children process and reporting to Board**

Dinah presented to the meeting on the requirements for adults working with children. A form had been developed last year for coaches and adults and Dinah would be responsible for distribution of the form and the maintenance of the WWC register.

***Action: Dinah to contact team delegates about WWC requirements and club bookings for the turf.***

**4.2 Constitution and Strategic Plan**

Adam updated the meeting about the services Kim Butfield could provide to update the Association's Constitution and Strategic Plan. The meeting agreed that Kim should be engaged to initiate and run the process to update the documents. The cost was higher than initially quoted - \$3,250.00.

***Action: Adam to get in contact with Kim Butfield to begin the process to update the Association's Strategic Plan and Constitution.***

It was agreed a sub-committee should be formed to communicate with Kim. Committee members would be Robbie Stainton, Adam Scott, Andy Wright and Amy Chadbourne.

**4.3 Expectations of the Canteen**

The meeting discussed expectations of the canteen, how it should operate and what food items should be served. The following was agreed:

- The canteen may be more a service than a money spinner;
- Fixtures would determine what would happen on Saturdays;
- Friday night dinners would continue with a roster system same as 2017;



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- Consideration would be given to dinners on certain evenings rather than every week;
- Food to be served would be the food people want.

***Action: Amy to email Andrea Smithson at the WA Country Health Service to advise we would like take up the offer of support for canteen improvement.***

#### **4.4 Outcome of financial status for Tigers Men's A Grade team**

Courtney advised that outstanding fees from the 2017 had not been received by the due date agreed upon by the LGSHA and the Tigers team representative.

The meeting agreed that a letter would be sent to all players from 2017 to advise them of the outstanding fees. The meeting also discussed the position this may put some players in and it was agreed that players may be able to provide a Statutory Declaration to the LGSHA advising of their payment of fees in 2017.

***Action: Damien to provide Amy with a list of Tigers players from 2017 so letters advising of the financial position of the Tigers Men's A team could be sent.***

#### **4.5 Registration process and date**

Registrations for the 2018 season were discussed. The meeting agreed that online registrations would be encouraged and only one physical registration day would be held. This decision was based on low numbers at registration days in 2017. This was to take place at the City of Albany's Multi-sport day on Saturday 24 February at ALAC from 8.30am to 2.30pm.

Online registrations would also commence on this date and players would be encouraged to register by 16 March.

It was agreed a registration sub-committee would be formed to set up online registrations before 24 February. The sub-committee is to be Geoff Sandilands, Dinah Gordon and Marissa Edwards.

***Action: Registrations sub-committee to organise for registrations to be available online by 24 February 2018.***

***Action: Amy to advertise registration dates on the website, facebook and via email to members from 2017. Also in the Albany Advertiser.***

#### **4.6 2018 Funding Key Performance Indicators – Sport and Recreation (held over from previous meeting)**

It was agreed that discussion on this item would be carried over to the March meeting.

***Action: Amy to send out Sport and Rec's KPIs for the 2018 season to the Committee to read before the next meeting in March.***

#### **4.7 Kitchen/Bar redesign proposal**

Peter advised the contractor he had initially approached was too busy and was not available to look at the kitchen in the Albany Clubrooms.

The meeting discussed suggestions to improve the kitchen, however, concern was expressed about the cost to do so and the possibility of the COA moving the LGSHA clubrooms to another site. Options discussed included extension of the servery and the bar.



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**Action: Peter and Amanda to meet with City of Albany EHOs to determine requirements to upgrade the kitchen before looking at options. Courtney advised she would also attend the meeting.**

In the meantime, any suggestions for canteen improvement and upgrades are to be directed to Peter.

### 5. CORRESPONDENCE

The meeting agreed that the correspondence report as circulated with the agenda, be taken as read and be accepted as a true and accurate record.

### 5. FINANCE REPORT

#### 5.1 Treasurers' Report for the period ending 31 January 2018

Courtney presented the financial report and noted the Sport and Rec grant for \$8,000.00 for 2018 had been received and the HWA grant for the previous year - \$2,400.00.

The meeting agreed to accept the report.

#### 5.2 Auditors' report for 2016/17

Courtney presented the Auditor's Report for the 2016/17 year and the meeting agreed to accept the report.

#### 5.3 Draft Budget for 2017/18

Courtney presented the draft budget for 2017/18 to the meeting. She highlighted some of the items in the budget as follows:

- Clubhouse improvements including a kitchen and bar upgrade;
- Allocation for the upgrade of the strategic plan and constitution;
- Allowance to install a merchant facility;
- Junior and senior representative team members to be responsible for nomination fees;
- Uniform levy fee for juniors of \$5.00 and seniors -of \$10.00.

Team fees for the year were presented and would be the same as the previous year, which includes the new HWA levy which is per player for 2018.

As the season is soon to commence, umpiring panels and clinics were discussed.

**Action: Dinah to look at options for umpiring clinics and funding for such clinics.**

The turf replacement grant application and possible loan was discussed - approximately \$60,000 over 5 to 10 years. It was agreed that a game levy would need to be applied to each player of 50c per game to fund the loan which would amount to approximately \$6.00 per player over the season. This amount would be included in team game fees invoiced to clubs by the Association.

### 6. BOARD MEMBER REPORTS

*(Reports to be read prior to meeting, no verbal presentations, and opportunity for board members to seek clarification or ask questions on reports provided)*

#### 6.1 President

Report attached.

#### 6.2 Vice President



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No report.

### **6.3 Membership and Development Director**

No report

### **6.4 Development Officer**

Report attached.

### **6.5 Coaches Coordinator**

No report.

### **6.6 Programmes Director**

No report.

### **6.7 Records/Permits Officer**

No report.

### **6.8 Marketing and Promotions Director**

Report attached. Damien requested the meeting to consider an offer from MTB Steel and AllCon who have agreed to provide steel for the scoreboard hut and in return have requested the Association purchase and organise for sponsorship signs to go on the turf fence. The meeting agreed to this request.

Damien provided an update on the scoreboard project. The scoreboard is yet to reach Albany and the builder assisting him with the hut works away on an on/off basis.

***Action: Damien to provide a timeline for the completion of the scoreboard project so the GSDC can be kept updated of progress.***

The meeting agreed to Damien's request that a door be put in the hut by the panellers to the amount of \$450.00.

### **6.9 Facilities Director**

Report attached.

The kitchen upgrade was discussed further and the need for a new fridge/freezer. It was agreed the type of model would be included in the general upgrade plan.

Peter also highlighted the ceiling lights and the need for them to be replaced. It was agreed they would be replaced by LED lights at \$25.00 per light. Estimated cost to replace the lights including labour was between \$500.00 and \$1,000.00.

As there was no word on the success of the turf replacement grant the issue of a possible dangerous turf was discussed.

***Action: Geoff to find information about a turf management plan from HWA.***

### **6.10 Umpire Coordinator**

No report. Unfilled position

### **6.11 Uniforms Coordinator**

No report

### **6.12 High Performance Liaison**

No report



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### 6.13 Club Delegate Reports

#### Mount Barker Hockey Club

Rob Wright requested a meeting for A grade representatives to organise teams for the 2018 season to be set.

**Action: Andy to organise a meeting for Wednesday 21 February at Three Anchors starting at 6.30pm to discuss A grade teams and aims for 2018. Items to be discussed include number of teams, evening out teams and sharing of players, fixturing and umpiring arrangements.**

During discussion it was suggested there may be no U18 (11/12) competition this year and the need for a Junior Coordinator was suggested.

**Action: Concept of a Junior Coordinator to be discussed further at the LGSHA March meeting.**

#### Great Southern Grammar

No delegate present or named.

#### Tigers

Georgie would attend the A grade meeting.

#### Vikings Hockey Club

Doug advised that the possibility of an A grade womens' team was discussed at the most recent Vikings meeting. He advised a representative would attend the A grade meeting.

## 7. GENERAL BUSINESS

*(Items must be received by secretary prior to meeting, will not be taken from the floor at the start of meeting)*

### 7.1 Umpire Coordinator – unfilled position, requiring nomination for filling.

Courtney advised she would speak with Kieran Howie.

### 7.2 Teams looking for players and coaches - eg Tigers ladies A grade

To be discussed at the A grade meeting on Wednesday 21 February at Three Anchors.

## 8. NEXT MEETING

Sunday 11 March from 9.30am to 11.30am at the Albany Clubrooms.

## 9. MEETING CLOSURE

Andy closed the meeting at 8.41pm.