



**Lower Great Southern Hockey Association Inc  
Board of Management**

**Minutes of the LGSHA Board of Management Meeting  
Monday 8 January 2018**

**1. Welcome**

**Location: Albany Hockey Clubrooms**

**Present:** Robbie Stainton (President/Chair); Andy Wright (Vice President); Courtney Robinson (Treasurer); Amy Chadbourne (Secretary); Peter Warren (Facilities Director); David Marsh (Membership and Development Director); Geoff Sandilands (High Performance Liaison); Chloe Westerberg (Programmes Director); Sarah Lowry (Uniforms Coordinator); Marisa Edwards (Records / Permits Officer); Cindy Stainton (minute taker).

**Apologies:** Adam Scott (Coaches Coordinator); Damien Stevens (Marketing & Promotions Director); Dinah Gordon (Development Officer) – leave.

**Opening and Attendance**

A Quorum was present, and the meeting opened at 18.38 hours.

**2. MINUTES OF PREVIOUS MEETING**

Resolved that the minutes of the meeting held on 9 October 2017, previously circulated by email, be taken as read and be accepted as a true and accurate record of that meeting.

**3. BUSINESS ARISING**

See Action Table

**3.1 Constitution and Strategic Plan**

Four options and quotes obtained by Adam from Kim Buttfeld, Community Development, Sport and Recreation Consultant, with recommendation from Adam to support Option 2 (attachment 1)

Attachment 1: Quote: Kim Buttfeld



20180108 Quote Kim  
Buttfeld\_LGSHA Con

It was emphasised that there is a legislative requirement to update the Constitution and Bylaws by June 2019 (Assoc Inc. Act 2015). Hockey WA have model template for clubs to utilise. Previous draft constitution and bylaw work commenced in 2016, but not able to be progressed.

Resolved that:

- A Letter of Engagement be progressed for Option 4 with Kim Buttfeld with agreed deliverables; and
- Secretary to circulate model template, previously developed draft Constitution and Bylaws prior to the next Board meeting.

**4. CORRESPONDENCE**

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

**4.1 Hockey Canteen Survey**



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General discussion on survey findings (Attachment 2), noting constraints of current kitchen facilities and design.

Attachment 2: Healthy Food Survey 2017



HEalthy Foods  
Survey\_20180108.pdf

Resolved that the Board brainstorm what the expectations are of the canteen, how it should operate, what food items should be served, facility design and equipment requirements at the next meeting.

### 5. FINANCE REPORT

5.1 The Treasurers Report was tabled at the meeting for the period ending 31 December 2017 (Attachment 3) and accepted.

Attachment 3: Treasures Report



LGSHA\_Financial Report\_Oct - Dec17.pdf

5.2 Term deposit that matured in November 2017 and has been rolled over and will mature in May 2018. Plan to consolidate term deposits:

- Close NAB term deposit and roll into Westpac Term Deposit.
- Close Westpac Community Solutions account with funds remaining to be deposited into Bendigo.
- Close Westpac over-draft facility as no longer required.

5.3 Treasurer from 2017 has requested from the Auditor the full Auditor report for tabling at the next meeting.

5.4 Financial status of Tigers Men's A Grade team discussed, total outstanding fees from 2016 (\$1341.60) and 2017 (\$4776.75) resulting in total outstanding monies owing of \$6118.75. Communication to date with Tigers nominated player for collection and payment of fees was summarised, with no response received from player since October 2017. Potential impact on players and club/team discussed. The Board to consider what the options are and agree on a preferred option to resolve the issue. The options include but are not limited to: debt is not pursued for recovery; each player is considered non-financial and on a percentage of debt basis, the debt is pursued from each registered player; players are requested to provide evidence of monies being paid to Tigers player nominated to collect and make payment to the association, if evidence provided such as EFT item or receipt, these players will be considered to be financial and eligible to play in 2018; Concern expressed over potential for losing players and/or loss of A Grade team. Options to be discussed at next meeting.

5.5 Draft Budget 2018 will be based on actual expenditure for 2017s and will be presented at February 2018 meeting.

5.6 Current process for authority for payment of accounts was outlined and discussed that most of payments are what could be considered as day to day operating expenses. To enable the efficient payment process of accounts it was requested that approval be provided to the Treasurer to make payment on all accounts which could be considered as day to day operational expenses for the activities of the LGSHA. Examples of these costs being, payment of expenditure related to Development Officer – wages, superannuation, travel, telephone, and miscellaneous expenditure items less than \$100,



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payment of wages to the Club House Manager and associated expenses related to the operations of the clubhouse – invoices related to the purchase of both alcoholic and non-alcoholic beverages for sale, confectionary, savoury items such as chips, fruit, bread, meat (sausages, burger patties etc), food storage products and other related items, gas bottles, sanitary services, waste removal services, cleaning and related products and services, competition related expenditure, expenditure related to facility and ground maintenance – plumbing, electrical services and similar trades required to affect immediate repairs and/or maintenance; Hockey WA invoices – affiliation fees, insurance fees, player levies, carnival entrance fees, City of Albany Invoices – lease, rates, turf hire for games and training, payment of invoices related to approved LGSHA programs such as development squads and other organised coaching programs (e.g. Toni Cronk Goal Keeping clinics) and carnival entrance fees such as the Bunbury Carnival and Narrogin Carnival. Treasurer is also approved to make payment on the receipt of accounts related to expenditure that has been approved through the meetings and minutes of the LGSHA.

### 5.7 Resolved that:

- The LGSHA Treasurer's Report 1/10/2017 – 31/12/2017 tabled at the meeting (attachment 3) is accepted.
- Letter be sent to all Tigers A Grade men's players who registered for the 2017 season informing them of the financial status matter and that the Board is currently considering options.
- Treasurer has authority to make payment of the receipt of invoices related to the day to day operations of the LGSHA and where approval to incur expenditure has been provided through meetings and minutes of the LGSHA.
- Draft Budget for 2018 for presentation to the next meeting.

## 6 BOARD MEMBER REPORTS

Resolved that the standardised written report template be circulated for completion by members in time for distribution with future agenda's.

### 6.1 President

The President thanked the previous Board of Management and portfolio holders for their work in 2017, and those continuing in 2018.

### 6.2 Vice President

Nil to report

### 6.3 Membership and Development Director

Resolved that meeting with new Director on role responsibilities within next 2-3 weeks and plan to establish registration process for 2018, including registration date for 2018.

New HWA platform noted for registrations/results expecting to be implemented for 2018. Limited information is known by the Board on the process. Key contact with HWA: Ben Ganzus.

### 6.4 Development Officer

Nil report, currently on leave. Working with Children Checks process for 2018, undertaken by Development Officer. Dinah to present the process for reporting compliance of WWC at the next meeting for the new Board.

### 6.5 Coaches Coordinator



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Confirmed that GSSTA Grant / TAP Programme acquittal for 2017 has been completed. GSSTA Grant application in progress for 2018.

### 6.6 Programmes Director

Draft program fixtures tabled and discussed, with no obvious conflicts identified. Acknowledged the outcome of the replacement of the Turf may impact on fixtures.

#### Resolved that the:

- Grand final date is 17/09/2018.
- Senior competition to commence week beginning 2/4/2018 and Junior competition to commence the week beginning 30/4/2018.
- Vice President and Programmes Director establish meeting date in early February 2018 with clubs regarding A Grade and Junior competition's. Agenda items to include team numbers, fixturing and A-Grade/ Mt Barker, umpiring roster Vs self-umpiring for A-Grade.

### 6.7 Records/Permits Officer

Nil report

### 6.8 Marketing and Promotions Director

Verbal report that contract with Retravision for sponsorship has been completed and will forward through to Courtney Robinson to prepare invoice for 1<sup>st</sup> instalment.

### 6.9 Facilities Director

- 6.9.1 Turf replacement update – 1/3 state government, \$230/240K commitment by Shire of Albany, commitment by LGSHA of estimated \$60K. Three tenders received by ALAC, expecting state government response of funding outcome end of Feb 2018.
- 6.9.2 General maintenance completed includes steps being sealed in place, slabs for gas bottle completed.
- 6.9.3 New bar stools/chairs arrived, requiring 2-3 hours to unpack and fit.
- 6.9.4 Replacement of bottom two glass panels with one panel to improve viewing from club rooms is scheduled to occur next week.
- 6.9.5 Discussion that the nets behind goals on the soccer side of the turf require wire roping to improve current security of net with high winds and reduce sag. Consideration for additional netting to be installed behind the match goals. Quotes to be obtained and presented.
- 6.9.6 Scoreboard purchase has been paid \$26K, transport yet to be arranged estimated to be \$2K from eastern states to Perth. Installation arrangements in progress, estimated up to additional \$5,000 will be required to purchase materials to complete the scoreboard housing structure. GSDC Grant for scoreboard acquittal due 28/2/2018 for follow-up by Secretary.
- 6.9.7 Kitchen/bar facilities discussed and acknowledge these facilities are relatively poor. – Proposal for re-design of kitchen and bar area to be provided for the next meeting.

### 6.10 Umpire Coordinator

Unfilled position

### 6.11 Uniforms Coordinator

Resolved to purchase additional training bibs to achieve 3 juniors and 2 seniors sets of bibs.



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### 6.12 High Performance Liaison

HWA announced the State U15 Teams for 2018. LGSHA would like to congratulate Tallulah Gouldthorpe and Amy Sandilands for their selection in the State Gold U15 team and Brennan Doak for his selection in State U/15 Boys team.

Resolved that a letter of congratulations with \$100 cheque be sent to Tallulah Gouldthorpe, Amy Sandilands and Brennan Doak for their selection in their selection in the State U/15 teams for 2018.

### 6.13 Club Delegate Reports

Nil reports as club delegates yet to be appointed for 2018.

Resolved that a letter is sent to each affiliated Club requesting written advice on whom their appointed delegate will be for the 2018 season, with invitation for the next meeting.

## 7 GENERAL BUSINESS

- 7.1 2018 Funding Key Performance Indicators – Sport and Recreation hold over agenda item until the next meeting.
- 7.2 For noting Andy Wright nominated to attend Clubs WA GS Regional meeting, 11 January 2018 regarding Liquor Licence compliance.
- 7.3 Schedule of meetings for 2018 to be drafted by the next meeting to include 1-2 meetings to be convened in Mount Barker and on Sunday's.
- 7.4 Resolved that the President discusses with the Development Officer on her return from leave, the development of a CBH Grass Roots grant proposal for hockey development clinics not currently covered within the current program.
- 7.5 Resolved that the Key Register to be updated by the Secretary.

## 8 NEXT MEETING

Monday, 12 February 18.30-20.30 hours.

Noted that President and minute note taker will be an apology.

## 9 MEETING CLOSURE

The meeting closed at 20.40 hours.