



**Lower Great Southern Hockey Association Inc
Board of Management Meeting
Tuesday 8 March 2016 at 6.00pm
AGENDA**

1. Welcome

In the absence of a President, Adam opened the meeting at 6.10pm

2. Record of Attendance/Apologies

Attendance

Jo Stevens, Daniel Baker, Glenn Keymer, Mel Eastough, Angela Poulish, Judith Want, Richard Doak, Adam Scott, Amy Chadbourne, Rob Wright, Geoff Sandilands and Robbie Stainton

Apologies

Sarah Lowry, Rodney Light and Damien Stevens

3. Minutes of Previous Meeting – 15 February 2016

Moved Judith Want, Seconded Daniel Baker;

That the minutes of the meeting held on 15 February 2016 as circulated, be taken as read and be accepted as a true and accurate record.

CARRIED

4. Business Arising

See Action Table

5. Correspondence In and Out

Moved Angela Poulish, Seconded Glenn Keymer;

That the correspondence report as circulated, be taken as read and be accepted as a true and accurate record.

CARRIED

6. Finance Report

Moved Glenn Keymer, Seconded Daniel Baker;

That the FINANCE report as circulated, be taken as read and be accepted as a true and accurate record.

CARRIED

Resolution to pay accounts and accept Finance Director Report

Robbie presented a Treasurer's Report and a Statement of Receipts and Expenditure for the period 1 October 2015 to 7 March 2016 – see attached.

He advised he was reworking the accounts from scratch and had purchased an Australian programme called Admin Bandit which would cost approximately \$250.00 per year, allowed up to 6 people to access it and it could be stored in the cloud.

The meeting discussed payment of accounts and it was agreed that Robbie was given authority to pay bills of up to \$500.00 and any items greater than that amount would come to the meeting for approval.

As part of his reporting process Robbie advised he would put the budget into the package so a track could be kept of the Association's financial position.

Robbie advised he had still to look at Mel and Amanda's contracts and was working out the petty cash and cash floats. He also suggested he had to update on fees.

Requirement from DSR – *implement quarterly variance reporting*

Amy advised that in the process of acquitting the DSR grant it was noted that quarterly variance reporting was one of the items required for a successful acquittal.

Action: *Robbie to provide variance reporting to meetings of the Association on a quarterly basis.*

7. Board Member Reports

7.1 President

President's position still vacant.

7.2 Vice President

Rodney was an apology for the meeting.

7.3 Membership and Development Director

Jude advised Mel's report was comprehensive and she didn't have anything to add to it.

7.4 Development Officer

Mel presented a report – see attached.

Wages and overtime for Development Officer Position

The meeting discussed Mel's hours and payment of any extra hours. Adam put forward the proposal that the maximum TIL accrual is 20 hours. Mel is to clear TIL (1 – 20 hours) when time permits during season or these hours can be cleared at the end of the season. Agreement is required for Mel to exceed 20 hours TIL from the Board prior to it being worked, where approval may be provided for which she will be paid at her normal hourly rate.

The meeting agreed that Mel is to be paid out her current TIL hours that are above 20 hours.

HWA Clinics

Mel advised she was waiting on a financial report from HWA for the clinics conducted from 18 to 21 February. She also mentioned that Nick Budgen, the drag flicking coach would be putting in for payment of \$1,000.00. Adam noted that would come from the GSSTA grant.

Mike Stidwell Medal Nominations

The meeting unanimously agreed that John Palfrey was a worthy candidate to be nominated for the Mike Stidwell Medal.

Action: *Amy to fill out form to nominate John Palfrey for the Mike Stidwell Medal for 2016.*

Registrations

The meeting discussed the registration process and potential teams – junior and senior – for 2016. It was agreed the closing date for registrations be Friday 18 March.

Action: Mel and Amy to advertise registration closing date of Friday 18 March on facebook and website.

It was suggested a group help Mel with player assignment for junior teams. Glenn offered his help as did Jude and Adam.

Indoor Hockey Carnival – Behaviour

Mel discussed the Indoor Hockey Carnival. Despite the high level of hockey displayed and good sportsmanship, the carnival was marred by the consumption of alcohol by players. A formal complaint was lodged with Saturday noted as being the worst day. There appeared to be no alcohol consumed in the A Grade competition and that it was kept to the B Grade.

The Committee agreed that immediate action needed to be taken. It was agreed that a sub-committee needed to be formed for the 2017 event (in October 2016) and that any signs of alcohol consumption would be dealt with very strictly such as disqualification. The committee agreed that the Association in no way supported the individual players' behavior and did not want to be associated with it or it to be associated with the Indoor Hockey Carnival.

Action: A letter to be written to ALAC apologizing for the behavior, that it was in no way supported by the Association and that it would not be tolerated in the future.

Action: A letter to be written to the participating teams advising them that such behavior would not be tolerated in 2017 and that disqualification would be considered as an option for those ignoring the rules on alcohol.

Also, the meeting noted Susan Heberle and Rodney Light's work towards the Carnival.

Action: Amy to write a letter to both Susan Heberle and Rodney Light to thank them for their work to run the Indoor Hockey Carnival for 2016.

The meeting also suggested it would be ideal if the event could be brought in line with a HWA State Championship Event.

7.5 Coaches Coordinator

Adam advised Matt Stevens and Karel Cronje had made the Boys Under 15 state team for 2016.

Moved Adam Scott, Seconded Angela Poulish;

That the families of Matt Stevens and Karel Cronje be given \$100.00 each from the LGSMA in recognition of their success to making a state team and as a small contribution to the costs incurred in doing so.

CARRIED

Action: Robbie to organise payment of \$100.00 to the Stevens and Cronje families as a contribution from the Association towards costs incurred to making the state team.

Action: Mel to promote Matt Stevens and Karel Cronje's inclusion in the WA State boys under 15 hockey teams with Albany media.

7.6 Programmes Director

Angela advised the starting date for the 2016 season as follows:

Seniors – Saturday 2 April 2016 (Finals – 17 September 2016)

Juniors – Friday 29 April 2016 (Finals 10 September 2016)

Umpiring was discussed and it was suggested Mount Barker HC provide suggestions for umpiring in Mount Barker.

7.7 Records/Permits Officer

Position still vacant.

7.8 Marketing and Promotions Director

See attached report.

Just Hockey and Advanced Podiatry Sponsorship

Daniel advised the meeting of the Just Hockey sponsorship package. He would look into some items for the Development Officer's position as part of the package – goalie bag and 4 dozen balls and 2 sets of markers.

'Donate your Old Stick' Program

The meeting agreed a Just Hockey gift voucher would be a good incentive prize for those willing to donate their old sticks to the Association for Mel to use at clinics. It was suggested the sticks be in good condition and if possible, have a good grip.

Action: Daniel to organise a 'Donate your Old Stick Program' with a Just Hockey voucher as an incentive prize. These sticks would be used by the Development Officer in school clinics.

7.9 Facilities Director

See attached report.

Light Tower Payment

Richard highlighted his recent discussion where it was suggested the Association would be responsible for 50/50 payment with the City of Albany for the light towers and also full payment for electricity and water.

Action: Richard and Jude to follow up with Sam Stevens and bring more information to the next meeting (29 March) for the COA and Association 50/50 payment for the lighting towers.

Windows

The meeting discussed the replacement of the glass windows in the clubhouse. It was agreed that Richard would get the quote clarified before work started on the windows.

Moved Adam Scott, Seconded Daniel Baker;

That Richard Doak get the quote to have the windows replaced in the clubhouse clarified before proceeding with the replacement. The northern end of windows would be replaced first. The window type required was one with sliding doors and locks.

CARRIED

Unlock Practice Goals

It was suggested the practise goals could now be unlocked as Soccer's use of the turf was finished.

7.10 Umpire Coordinator

No report from Rodney Light.

The 'ball over the shoulder' rule was discussed.

After some discussion it was agreed that the rule would be trialled for the 2016 season in the Men's A and B grades, the Women's A Grade and the under 18s.

Action: Amy and Mel to advertise the use of the 'over the shoulder' rule on the website and facebook.

7.11 Uniforms Coordinator

B Team Uniforms

Sarah advised the B team uniforms for the carnivals had been ordered and should arrive in a few weeks.

Men's Country Week Uniforms

Sarah advised she had no success with getting in contact with Tim Pyle who has the men's uniforms from Country Week last year.

Action: Daniel to discuss the return of the men's country week uniforms with Tim Pyle and organise for their return.

7.12 High Performance Liaison

See attached report.

Geoff requested the selection bibs have numbers attached to the front as well as the back for the 2017 season and that this action be placed in the budget.

8. Club Delegate Reports

8.1 Mount Barker Hockey Club

Turf Opening – 15 April – possibly HA and HWA to attend

Rob Wright, President of the MBHC advised the official opening of the MB turf was scheduled for Friday 15 April. Representatives from HWA and HAustralia were to attend.

Mount Barker Turf Use – Games and 'Other'

Rob discussed the recent HWA clinic held at the MB turf and requested some payment for the use of the turf. He highlighted the costs the MBHC were required to cover for its use and its replacement – see attached. The meeting agreed that the MBHC should send an invoice to the Association for 3 hours turf hire for Sunday 21 February for the High Performance portion of the day.

Rob also discussed the Mount Barker hockey turf and its use. The MBHC have an agreement with the Shire of Plantagenet. In return for organising and taking bookings for the turf, the MBHC are required to maintain it and contribute to its replacement. They are also required to pay for the use of the lights.

Rob advised the costs to hire the turf are the same as they would be for Albany. Any bookings for the turf are to go through the club's treasurer – Karen Woltering.

Rob also highlighted where the turf fees are banked. A trust account has been set up for this income and an independent patron oversees the account and its use – the attachment explains this in detail.

8.2 Manypeaks Hockey Club

Key For Manypeaks A Grade Ladies Coach – Kieran Howie?

Daniel Baker requested a green key be assigned to Kieran Howie, coach of the Manypeaks A Grade Ladies team. Daniel stated the coach of this team was often the last to lock up on a training night and needed a key to be able to do so. After some discussion the majority of the meeting agreed a key would be provided and Kieran be invoiced \$50.00 as a deposit.

It was suggested that any further requests for keys would be analysed on a case-by-case basis and that the key would be needed to be handed back to the Association at the end of the 2016 season.

Amy gave Daniel a green key to pass on to Kieran.

Action: Robbie to invoice Kieran Howie \$50.00 being the deposit for a green key.

8.3 Spencer Park Hockey Club

No report.

8.4 Tigers Hockey Club

Glenn advised that the Men's A grade team was struggling to fill a team due to some players leaving. Any interested players names please send to Glenn.

8.5 North Albany Hockey Club

No report.

8.6 Vikings Hockey Club

No report.

9. General Business

9.1 Turf Replacement

Turf replacement was discussed. Many at the meeting were not familiar with the agreement with the City of Albany. It was suggested a sub-committee be formed to look into this.

Action: A sub-committee looking into turf replacement and the agreement with the City of Albany be formed at the next meeting.

9.2 Pre-Emptive Strike – Work on Registration Forms on Website

Amy advised the meeting of the work Pre-Emptive Strike had completed towards the registration forms for the 2016 season on the website. Rachael Thomas had donated the 20+ hours it had taken to complete the forms and the system to the LGSHA. It was acknowledged this was a very generous donation and a letter of thanks would be sent to Rachel Thomas.

Action: Amy to send a letter of thanks to Pre-Emptive Strike for the work completed on the registration forms for 2016 at no cost.

10. Next Meeting

To be held on Tuesday 29 March at 6.00pm

11. Meeting Closure

Adam closed the meeting at 9.30pm.