



Lower Great Southern Hockey Association Inc Board of Management

Board of Management Committee Meeting Minutes Monday 3rd February 2020

1. Welcome

Location: Albany Hockey Club Rooms

Present: Alex Bott, Courtney Robinson, Hudson Field, David Marsh, Claire Teale, Damien Stevens, Andre Gabriel, Marisa Edwards

By special invite: Dinah Gordon

Apologies:

Meeting Opened: 7.37pm

2. MINUTES OF PREVIOUS MEETING

Resolved that the minutes of the meeting held on 8th January 2020, circulated by email be taken as read and be accepted as a true and accurate record of that meeting.

Changes to be paid and resent to board. Circular motion at Next Meeting

Seconded –

3. DECLARATION OF INTERESTS

Board members are to consider at the commencement of the meeting if they have a conflict of interest in relation to any of the items on the meeting agenda.

Conflict of interest declared:

Alex notified that he works at the city and would remove himself from any decisions where they come into conflict.

4. CORRESPONDENCE



8 Jan to 2 Feb - Feb
Meeting.xlsx

Accept correspondence as tabled.

Seconded – Marisa Edwards

5. BUSINESS ARISING

5.1 Business Arising from Correspondence

Liquor Licence

Certificate 40 and Max Occupancy Permit are the only items remain outstanding.

Alex to do certificate 40 and Dave to complete Occupancy Permit.

Occasional Licence to be applied for the Opening Weekend.

12th 5pm to Sunday 9pm.

David Marsh to action



Lower Great Southern Hockey Association Inc Board of Management

Action items to be tabled and updated from last meeting

Who	What	By When
Dinah/Dave/Courtney	<p>Hockey WA Roadshow has been locked in for 14th and 15th March 2020.</p> <p>Dinah - Create a calendar to keep track for the committee. We need to confirm with Hockey WA key deliverables for the weekend that they are here also</p> <p>Courtney to forward timeline to HockeyWA</p> <p>Dinah to provide information to neighbouring associations on upcoming umpiring and clinic opportunities.</p> <p>Courtney raised concerns about the times of the clinics and sessions. We need to go back to HockeyWA to ensure that the opening is given the right amount of attention.</p> <p>Move the umpires forum to Thursday night, when Summer 7s Hockey is on.</p> <p>Shorten up under 12 clinics. Dinah to consider whether we can get in a TAP Session on Saturday morning.</p> <p>Change Goldstix under 9s to 1 – 2.30 on Sunday.</p> <p>Game from 1130 to 1240 ish. Lunch during game.</p> <p>Dinah to coordinate changes and cc Courtney and Andre.</p> <p>Check on costs associated with coaching and umpiring clinics.</p> <p>Dinah also will ask to tweak the flyers to be more relevant to the sessions offered.</p>	
Courtney/Dinah	<p>Liaise to arrange purchase of items and equipment from Grants to ensure acquittal.</p> <p>\$500 left for Winter Sports to be spent on food training in 2020.</p>	
Courtney/Dinah	<p>Collaborate to ensure ARK Grant executed as required. Keep lists to ensure transparency for grant reporting.</p> <p>Update from ARK – additional \$15,000 has been given to assist high performance players with costs associated with representing state and Australian team either interstate or internationally.</p> <p>Courtney/Claire/Dinah to develop guidelines for awarding the funds and present at next meeting</p>	<p>Ongoing update next meeting</p> <p>Claire/Courtney/Dinah Completed</p>
ALL	<p>Fuel to Go & Play – online training for HealthWays Grant. Everyone encouraged to complete including any support staff.</p> <p>Fuel to Go & Play online training</p>	To be completed within the next month
Courtney	<p>RSA and Approved Manager Training – expression of interest logged.</p> <p>Alex to follow up on best value Approved Manager and RSA training.</p>	Alex to find the recommend training to forward to clubs
Alex	<p>Outcome of Grounds Shed Request for relocation. The City has listened to LGSHA concerns and other locations for the shed are being considered.</p> <p>Shed now going back in same spot. Good result for the Stadium.</p> <p>Motion – Support new shed going back in the</p> <p>Carried.</p> <p>Alex to reply on behalf of the Association.</p> <p>Close out for next meeting</p>	
Courtney	<p>Reimbursing Incorporated clubs</p> <p>Motion to honour registration costs up to the value of \$200.</p> <p>Carried</p>	



Lower Great Southern Hockey Association Inc Board of Management

Alex	<p>Submit Kitchen design to City of Albany for approval. Now handed over to Alex and David. Update next meeting.</p> <p>Alex confirmed with the city that we must have a builder and that the process must be in a clear and concise contract.</p> <p>Significant discussion was had about the kitchen plan in its entirety. Damien Stevens raised concerns that not enough consultation has been had with clubs on the matter despite being raised at delegate meeting last year.</p> <p>Courtney and Claire raised that the 3 plans were at the delegates meeting in August 2019. Sam Brown had them for comment. Feedback was requested from delegates. Little feedback received. No email have been noted.</p> <p>The board discussed the means in which the decisions were previously made and how the consultation occurred.</p> <p>A vote was called as to whether further consultation should occur with the broader hockey community on this issue</p> <p>Motion denied 5 – 3.</p> <p>The board resolved to continue as is.</p>	
Claire	<p>Face to Face RevSport Training</p> <p>Webinars are proving very useful and clubs are working their way through the requirements.</p> <p>Association need to set payment classes and any additional registration questions so that clubs can open their registrations.</p> <p>Note that without CLUB website there currently is no link to register. Claire to follow up with Hockey WA to find out if this is possible. Still to be confirmed.</p>	<p>Claire to check if registration link by email is possible.</p> <p>Marisa to assist Spencer Park but</p>
Claire	<p>Send copy of Draft Updated Bylaws to committee to review. 16th Jan 2020.</p> <p>Also planned to catch up with Ron and Shauna to review with Hudson.</p> <p>Send to Delegates for review, also catch up with Gary Philpott.</p> <p>Everyone to send feedback to Claire for addition.</p>	

5.1.2 Circular Motions – As passed on email communication

“That the Treasurer purchase and set up a “Square Terminal” to facilitate EFTPOS transactions for the canteen and bar”.

Carried.

“That the Board approve the Bendigo Bank Raffle transfer of \$1050 for the cost of the tickets”

Carried.

“Approval for reimbursement for incorporation and certificate of name change for Courtney Robinson”

Carried.



Lower Great Southern Hockey Association Inc Board of Management

6. Finance



200131 - Accounts
Payable.pdf



200131 - Accounts
Receivable.pdf



200131 - Balance
Sheet.pdf



200131 - Cash Flow
Report.pdf



200131 - Profit &
Loss.pdf



200203 - Finance
Directors Report.doc

Acceptance of Financial Reports for the period ended 31st January 2020

Seconded – Marisa Edwards

Carried

Business arising from Report

Presentation of 2020 Budget

2020 Team Nomination Fees

2020 Game Fees – still in draft

Motion – to accept the nomination fees as tabled

Carried

Motion - to accept the 2020 budget as tabled

Carried

Damien asked if we had room to reduce the 3/4s fees to 0 for season 2020 within the ARK Funding. Discussion was had, and consideration will be given to this idea when we understand how many in this age group there will be. Courtney and Dinah to do the numbers.

Hockey WA affiliation fees have increased.

Junior from \$22-\$79

Senior from \$229 - \$383

Player Levy/insurance (Paid through REVsport)

Senior - \$31 +\$12 = \$43

Junior - \$19.5 +\$12 = \$31.50

No public liability insurance paid through Hockey WA. All captured through player insurance above.

Senior & Junior Turf replacement levy @ \$10 per junior and senior grade. All captured through REV sport.

Negotiated with CoA the ¾'s game fees. Have managed to ½ these from \$36/team game fee to \$18. This will significantly reduce ¾ fees. This needs to be extensively promoted and marketed.

Other budget items to be discussed.

Graphic design quote – Mule Creations

Discussion around quality of work, potential for using Hockey associated people within the Albany community to get additional quotes.

Based on timing we do need to get a campaign to target kids.

Motion – based on time sensitive nature promotional material is required for the Season Opener and Turf opening



Lower Great Southern Hockey Association Inc Board of Management

7. Directors Reports



LGSHA Sub
committee Report



Marketing and
TePromotions Director



DO Report Feb
2020.docx



Alex - Directors
Report-newtemplate



VP REPORT 3 FEB
20.docx



Marisa Report.docx



Board Notes
03022020.docx

Business Arising from director reports

All communication for 2020 Championships is to be directed through Marisa including sponsorship to ensure continuity.

A number of grants are coming available and they should be directed to whichever portfolio to which they are relevant

Andre Gabriel requires a key for season 2020.

Dinah – as per report

Marisa – on track for forming sub-committee.

Andre – suggestion for potential to rotate club run clinics for juniors. Well received by the board.

Joondalup Lakers – wanting to have a scratch match against a team in the association. Andre to continue to talk to them.

Andre also hoping to get together a men's country week side has begun organising.

8. New Business

Damien requested that our hockey associated tradies are contacted for works prior to paying as there are a number of people who are willing to do work either at cost or for free and this is of massive benefit to the association.

Damien agreed to send a list of these people to David Marsh as the Facilities director.

NEXT MEETING

Location Albany Hockey Clubrooms:

	Date	Time	Location
March	9th	7pm	AHC
April	13th	7pm	AHC
May	11th	7pm	AHC
June	8th	7pm	AHC

MEETING CLOSURE – 9.50pm