



Minutes of the LGS HA Board of Management Meeting Monday 8 April 2019

1. Welcome

Location: Albany Hockey Clubrooms

Present: Courtney Robinson, Claire Teale, Simon Whitfort, Damien Stevens, David Marsh, Hudson Field

By special invite: Marisa Edwards, Richard Doak, Dinah Gordon and Amanda Sykes.

Apologies: Sam Brown, John Palfrey

Opening and Attendance. 7.40

2. MINUTES OF PREVIOUS MEETING

Resolved that the minutes of the meeting held on 11 March 2019, previously circulated by email on 14 March 2019, be taken as read and be accepted as a true and accurate record of that meeting.

Resolved that the minutes of the meeting held on 11 February 2019 were amended and accepted as a true and accurate record of that meeting.

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: David Marsh declared a conflict of interest in regards to the Mt Barker letter for dispensation due to being related to a junior player being discussed.

4. BUSINESS ARISING (Time permitting core issues highlighted)

No	Item	By Whom
4.1	Action items	Chairperson
4.2	Reports	Chairperson
4.2.1	Board Directors Reports circulated with the agenda tabled.	
4.2.2	Vice Presidents Report	
4.2.3	Decision on Feasibility Study – Majority Passed Courtney brought to attention to all the email Sam circulated regarding the action list required to continue with the feasibility study. Action - All to view letter and respond to Dave.	
4.2.4	Discussion and update on turf replacement tender – Board was informed there had been discussions with council	



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No	Item	By Whom
	regarding the 2 preferred tenders. Both tenders have two different standards of turf and both quoted to the lower standard. A preferred tender has been chosen and requested to quote the higher standard of turf.	
4.2.5	<p>Discussion - Kitchen quantity surveyor costing discussed - All agreed that the quote received was too high for the requirements of this facility. Damien queried the possibility of making the kitchen longer along the back wall. Idea was presented that the price could be slightly reduced by purchasing appliances from a preferred outlet at reduced price. All agreed that another design needs to be priced however a decision needs to be made soon so as to have a kitchen in construction by July. CBH facilities grant was discussed to assist with the pricing however grant application status won't be known for another 6 weeks.</p> <p>Discussion – stick to \$30 000 budget. Try design something within the budget.</p> <p>Action - Sam to design something within the budget. Damien to convey discussion to Sam to get the new design.</p>	
4.2.6	<p>Development Officer Report</p> <p>Discussion - Development officer stated a nomination needs to be presented for the Mike Stidewell award.</p> <p>Action - Committee members to email President with nominations.</p>	Development Officer
4.2.7	<p>Decision - Approval of required for regional junior coaches as per DO Report. Board agreed that as long as nominated coaches had their Working with Children Check clearance they could be approved.</p>	David Marsh
4.2.8	<p>Discussion - Placing the dates for regional trials on the website in November for the following year. Community response to bringing the trials forward to earlier in the year was positive however due to not being advertised early players didn't know when the trials were on. Discussed a letter or appreciation was received as the to professional standard of trial conducted. One email received by a disappointed parent that their child was not selected, board discussed how now there is a good process in place for filling teams that is fair and equitable.</p> <p>Action – Secretary to update calendar as decisions and dates are decided to keep everyone informed.</p>	Claire Teale



No	Item	By Whom
<p>4.3</p> <p>4.3.1</p>	<p>Competitions and Fixturing</p> <p>Discussion - The game format adoptions of quarters for this playing season was presented. The following was discussed;</p> <p>Seniors 4 x 17 min 2 min $\frac{1}{4}$ time and $\frac{3}{4}$ time 5 min $\frac{1}{2}$ time No PC Stoppage Total time 77 mins – scheduled 90 mins to allow crossover of 13 mins.</p> <p>u/18s, 9/10s, 7/8s and 5/6's. 4 x 14 min 2 min $\frac{1}{4}$ time and $\frac{3}{4}$ time 5 min $\frac{1}{2}$ time No PC Stoppage</p> <p>Total time 65 mins – schedule 75 mins with 10 mins crossover</p> <p>3/4s 4 x 10 min 2 min $\frac{1}{4}$ time and $\frac{3}{4}$ time 5 min $\frac{1}{2}$ time No PC Stoppage</p> <p>49 mins – schedule 60 mins with crossover of 11 mins.</p> <p>Was stated that Under 18's would have a reduction of 4 minutes a game (in comparison to current halves game format) however the other junior teams would get an increase of 6 minutes. One of the positives discussed was that juniors could get more coaching during game.</p> <p>Claire circulated ideas of days and times for fixturing and how the quarters could work. Discussion of giving all grades a bye during country week. Simon was dubious about adopting quarters this season however agrees that more playing time for juniors is beneficial.</p> <p>Decision - to adopt the quarters for this season across all grades. All passed</p> <p>Decision - Adopt fixturing time slots and review as required. All passed</p>	<p>Claire Teale and Hudson Field</p>
<p>4.4</p> <p>4.4.1</p>	<p>Umpiring</p> <p>Board to decide on a date for umpire refresher course prior to start of 2019 season.</p> <p>Action – Dinah to discuss and find an appropriate date.</p>	



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No	Item	By Whom
4.4.2	Board to discuss the umpiring requirements with Sarah Masters for 2019 playing season. Due to Sarah being unable to attend, Hudson and Claire to meet with Sarah and discuss the requirements and inform the board.	
4.5 4.5.1	<p>Facilities</p> <p>Discussion of maintenance to be done:</p> <ul style="list-style-type: none"> • Clean concrete area near entrance to the field. • Gas heater to be serviced. • Clean and paint veranda deck. • Purchase of a till approx. \$630 <p>Discussion - to have a busy bee in the next few weeks to get maintenance done. Stated that septic should be serviced yearly. All agreed</p> <p>Action - Claire to send email out to clubs and date decided as Sunday 28th April 10am with BBQ lunch.</p> <p>Peter got a quote for a till that will have 12 departments in costing \$630. Another till was quoted at \$880 that had double, however deemed unnecessary as when the kitchen is renovated there may be need of a second till.</p> <p>Decision - Motion to purchase a till for \$630. 7-1 vote Motion Passed.</p> <p>Discussion – To have an Eftpos machine the association could get a smart phone device that can be used for \$30 a month but need a turn over of \$1500 or a different plan was discussed as \$60/month requiring a \$3000 turnover. All agree an Eftpos machine would be beneficial.</p> <p>Action - Find out what the fees are if association doesn't meet the high turnover amount. Peter to follow up with Tania at ANZ.</p> <p>Discussion - Amanda's hours have been dropped therefor clubs will need to provide more volunteers. Idea ro look into registration and see if anyone has stated an interest in volunteering in the kitchen. If clubs are unavailable to supply volunteers the bar may not be open as often.</p> <p>Another mention of fixturing of games to support the volunteers in the canteen. On Saturday rotate through according to clubs at 3hr sessions each.</p> <p>Action – Amanda to compile a list of jobs for opening and closing.</p>	Peter Warren



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No	Item	By Whom
	Discussion - Pole pricing for net behind goals \$1150	
4.6	Marketing and Promotions	Damien Stevens
4.6.1	Discussion – Proposition to have a Men's Health round, and ensure it is well publicised.	
4.6.2	Decision - All in favour, date to be decided later once fixtures are organised.	
	Discussion – Having a function or 'Christmas in July' in the clubrooms around the middle of the year. Have a function in the middle of the year.	
	Action - Claire to look at fixtures otherwise look into it for next year.	
	Discussion and Decision - Just Hockey Road Expo to come down this year on 18 th of May Week 3 – All happy to go ahead	
	Discussion – Before the season the sponsorship banners need to be moved around to ensure they get equal display.	

5. FINANCE REPORT

No	Item	By Whom
6.1	The Financial Report is tabled and circulated and passed by Simon and seconded by Peter	Courtney Robinson
	Discussion – Need to be aware of the expenses associated with the website and emails. Board queried if they are getting the most out of the system.	
	Decision - Find out exactly what do we get for the monthly charges.	
	Action - Claire and Courtney to find out what is being paid and what the board gets for it.	

6. CORRESPONDENCE

<p>Accept the correspondence report circulated with the agenda</p> <p>Business arising from correspondence</p> <p>Discussion – A letter from Mt Barker questioning the bylaws and dispensation. In previous years juniors could move fairly freely within grades which has set a precedent which will continue and be addressed in new</p>	
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bylaws.

Decision – Dave or Simon to attend juniors meeting Wednesday with DO and discuss the bylaws for playing up.

Discussion - Dispensation requested for their year 9/10 team. Mount Barker are requesting that a mixture of girls/boys aged between year 9 and year 12 get dispensation to play in the year 9/10's competition. Board discussed and decided not to allow the year 12 female player to compete in the 9/10 comp. Board to wait for junior meeting on Wednesday until they make their decision to see if there are other teams that need propping or if other players could join the Mount Barker team. Claire noted that special consideration should be taken into mind as Mount Barker are a country team and we wish to keep them in the competition.

Action - Response to be written by Claire however delay replying until after the junior meeting when teams and numbers are firm. DO to see if the players could fill in to other teams. Simon to also attend

7. NEW BUSINESS

Tania Hathaway has resigned from the position of Secretary due to personal commitments.

Claire to take on the role until a replacement can be found.

Claire and Courtney Follow up on Clubs WA

Board members uniforms to be purchased by the association and sizes to be given to Sarah Lowry

Discussion – Damien discussed having a look at the governance committee charter for the subcommittee to ensure it is run appropriately. Damien bought up wishing to have guidance for subcommittee as to who will be representing the board in relation to external entities.

Decision – Damien to circulate the document via email

Action - Letter to be sent to CoA by Secretary to state who will be communicating with them regarding various issues in the future.

Discussion - Claire raised idea of having association computers for the secretary and treasurer to ensure all documents are kept in one area and also ensure the security of documents. This would also assist in the audit trail and with handover etc. Dinah to discuss with other sporting entities how they run their secretary and carry over for next meeting

Discussion - Damien to start newsletter asked for ideas to be presented.

8. NEXT MEETING

Location Albany Hockey Clubrooms: 13th May 18.30

	Date	Time	Location
April	15th	18.30	AHC
May	13th	18.30	AHC
June	10 th	18.30	AHC
July			AHC
August			AHC



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9. MEETING CLOSURE 9.53 pm