



# Lower Great Southern Hockey Association Inc Board of Management

## Board of Management Committee Meeting Minutes Wednesday 8<sup>th</sup> January 2020

### 1. Welcome

**Location:** Albany Hockey Club Rooms

**Present:** Alex Bott, Courtney Robinson, Hudson Field, David Marsh, Claire Teale, Andre Gabriel

**By special invite:** Dinah Gordon

**Apologies:** Damien Stevens, Marisa Edwards

Meeting Opened: 6.30pm

### 2. MINUTES OF PREVIOUS MEETING

**Resolved** that the minutes of the meeting held on 22<sup>nd</sup> October 2019, circulated by email be taken as read and be accepted as a true and accurate record of that meeting.

Seconded – Courtney

### 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:** nil

### 4. CORRESPONDENCE

Accept correspondence as tabled.

Seconded – Hudson

### 5. BUSINESS ARISING

#### 5.1 Business Arising from Correspondence

Action items to be tabled and updated from last meeting

Who	What	By When
Richard/Sam	Emergency Procedures. Check with CoA if a generic version for their venues.	Dave to check with Richard and Amanda
Dinah/Dave/Courtney	<p>Hockey WA Roadshow has been locked in for 14<sup>th</sup> and 15<sup>th</sup> 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>Discussion - It was decided there needs to be a focus on our Official Turf Launch and 100 celebrations, not just the Hockey WA Roadshow.</p> <p><u>What was decided</u></p> <p>- Level 1 umpire course Part 1 to occur Thursday evening (Final Summer Hockey night). Pizza was suggested.</p>	<p>Courtney to forward timeline to Hockey WA</p> <p>Dinah to provide information to neighbouring associations on upcoming umpiring and clinic opportunities.</p>



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	<ul style="list-style-type: none"> <li>- Dinah would prefer Hockey WA to conduct the Top Plan sessions. It was decided that as clubs took part in Clubs constitution meetings in 2019, we wouldn't run any further in 2020.</li> <li>- The Association are very keen to host the exhibition match and will continue to liaise with Hockey WA on this.</li> <li>- It was suggested to circulate the turf opening and Roadshow to other Associations. Once we received promo material through then Claire will pass on.</li> <li>- We need to ensure all dignitaries are aware of the event early. Rick Wilson, Peter Watson, CoA councillors. Dinah/Claire to liaise with CoA.</li> <li>- Promotional material/Save the date is required.</li> </ul>	
Richard/Courtney/Dinah	Liaise to arrange purchase of items and equipment from Grants to ensure acquittal.	\$500 left for Winter Sports to be spent on food training in 2020.
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>Andre/Courtney/Dinah</p>
ALL	<p>Fuel to Go &amp; Play – online training for HealthWays Grant. Everyone encouraged to complete including any support staff.</p> <p><a href="#">Fuel to Go &amp; Play online training</a></p>	As soon as practical
Courtney	RSA and Approved Manager Training – expression of interest logged.	Alex to follow up on best value Approved Manager and RSA training.
Sam/Damien	Outcome of Grounds Shed Request for relocation. The City has listened to LGSHA concerns and other locations for the shed are being considered.	Shed now going back in same spot. Good result for the Stadium
Claire	Send reminder for constitution compliance for clubs	Request update at next delegates meeting
Sam	Submit Kitchen design to City of Albany for approval	Now handed over to Alex and David. Update next meeting.
Claire	Face to Face RevSport Training	Webinars are proving very useful and clubs are working their way through the requirements.



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		Association need to set payment classes and any additional registration questions so that clubs can open their registrations.  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.
Claire	Send copy of Draft Updated Bylaws to committee to review	16 <sup>th</sup> Jan 2020.  Also planned to catch up with Ron and Shauna to review with Hudson.
Claire and Alex	Winter Sport Application Form – ALAC	ASAP
Courtney	Associations Online – Lodge Information Statements	ASAP
Courtney/Claire	Calendar of Events for 2020 to be finalised and delegates meetings set	Prior to 3/2
Courtney	Update Clubs WA contact list	ASAP
Claire	Update Board details – website, to Hockey WA & CoA	ASAP
Claire	New club contacts required for 2020 Season	31 Jan
Marisa	2020 Sponsorship & Funding (dept Sport) & liaise with CoA	

5.1.2 Circular Motions – As passed on email communication

NIL

### 5.1.3 Election of Board of Management for 2020

The executive committee proposed as follows;

#### **President** – Alex Bott

Moved Claire Teale, seconded Courtney Robinson - Carried

#### **Vice President** – Hudson Field

Moved Claire Teale, seconded Courtney Robinson - Carried

#### **Secretary** - Claire Teale

Moved Hudson Field, seconded David Marsh - Carried



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**Treasurer** – Courtney Robinson

Moved Claire Teale, seconded Hudson Field - Carried

**Facilities Director** - David Marsh

Moved Claire Teale, seconded Courtney Robinson - Carried

**2020 Country Championships Director** – Marisa Edwards

Moved Claire Teale, seconded Hudson Field - Carried

**Marketing and Promotion Director** – Damien Stevens

assigned based on email communication

Moved Claire Teale, seconded Courtney Robinson - Carried

A vacancy existed on the board, Andre Gabriel expressed interest to be elected

Board accepted nomination. – Carried.

**Development Portfolio** - Andre Gabriel

Moved Claire Teale, seconded Courtney Robinson - Carried

There remains one director vacancy on the board. This is not required to be filled but can be at a later time to allow for the Board to seek specialist skills as required to fill any gaps to deliver on the 2020 Strategic Plan requirements.

### 6. Finance



191231 - Balance  
Sheet.pdf



191231 - Cashflow  
Statement .pdf



191231 - Profit &  
Loss .pdf



191231 - Unpaid  
Bills .pdf

Acceptance of Financial Reports for the period ended 31st December 2019

Seconded – Andre Gabriel

Carried

### **Business arising from Finance Report**

Election of Office Bearers

Under the constitution the, Executive Committee is to determine the office holders of the association from within the Executive Committee.

The four positions were determined as follows;

President – Alex Bott

Vice President – Hudson Field



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Secretary - Claire Teale

Treasurer – Courtney Robinson

### **Account Signatories**

Discussions required in relation to who would be signatories to the Associations bank accounts. Following resolution was put forward

"That the signatories to all bank accounts held by the Lower Great Southern Hockey Association Inc will consist of the following positions of the Executive Committee;

President - Alex Bott

Vice President – Hudson Field

Treasurer – Courtney Robinson

The accounts held by the LGSHA are as follows:

Bendigo Bank

Cash Management Trading Account

BSB: 633-000

Acc: 155203409

Westpac

Westpac Community Solutions One

BSB: 036-168

Acc: 296 487

Name: The Lower Great Southern Hockey Association Inc

Westpac

Westpac Business Loan

BSB: 036-168

Acc: 29-6428

Name: The Lower Great Southern Hockey Association Inc

Westpac

Westpac Term Deposit

BSB: 036-168

Acc: 39-0668

Name: The Lower Great Southern Hockey Association Inc

Sam Brown to be removed as a signatory from the above listed accounts of the LGSHA.

A letter to this effect be written to the respective banks authorising the signatories listed above to be updated.

Carried



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

### **Treasurer Spend Limits**

"The Treasurer proposes at \$3,000 per transaction spend limit to expenses relating to the normal course of running the association activities without requiring the Executive Committee approval. "

Carried

"Hockey WA and City of Albany payments can exceed this amount without board approval."

Moved – Courtney Robinson, seconded Hudson Field - CARRIED

### **Liquor Licence Hours of Trading**

Restricted Licence means restricted hours. If we wanted longer hours, most days of the week we will need to apply for a full licence (approx. 6 months). Due to the time restraints, a restricted club licence would be applied for with the follow hours proposed.

Proposed

Monday - 5PM –9PM

Tuesday - 5PM – 9PM

Wednesday - 5PM -10PM

Thursday - 5PM – 10PM

Friday - 5PM – 12AM

Saturday - 12PM – 12AM

Sunday - 12PM – 9PM

Carried. Courtney to notify Clubs WA and Richard Doak to organise new Certificate 39 and 40's to be lodged.

### **Assistance from Casey Gabriel (Doak)**

"The treasurer requests the assistance of Casey Doak to Pay Bill & Wages, Enter in MYOB. All to be viewed by Treasurer beforehand.

Add a signatory to Bendigo". Casey will only be able to create transactions, not approve.

### **Budget to be set for 2020 (Feb meeting)**

Treasurer requested items from portfolio directors to be included for February meeting

Discussed

- Laptop for secretary. \$1000 received from Health for Hockey Comp to be put towards laptop purchase. Claire to see Retravision.

Moved – Claire Teale, seconded Courtney Robinson CARRIED

- Rebrand promotions

Courtney suggested we could use ARK funding the rebrand the Association. It was decided a fresh brand was required to engage and promote the sport of hockey. Also, to advertise our low fees for juniors and set standard templates for our Board to use. \$3,000 was proposed. This includes print advertising

Moved – Courtney Robinson. All in Favour – Carried

- Turf Levy



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It was proposed to adjust the way in which turf levies are collected. In the past this has been included in game fees which makes it difficult to track and also collected. It was therefore proposed to set a turf levy at \$10 per person. Discussion was had whether this should be a per player fee or per grade played. It was decided and proposed to charge a junior AND senior levy.

Motion – “To set a Turf Levy fee at \$10 per junior and \$10 senior player registration captured and paid through RevSport”

All in Favour – Carried

### 7. Directors Reports

Verbal Reports given by directors at the meeting as first for 2020.

Development – Dinah and Andre

TAP starting 8<sup>th</sup> February. A grant has been submitted to assist with costs associated. Looking at a number of possible guests including past premier league players and a nutritionist.

A number of schools are booked for 2020, and the Toni Cronk workshop date is still be confirmed.

### Facilities – David Marsh

Will need to complete a handover with Richard Doak. A number of items are outstanding for the final inspection to be completed by the City of Albany for the occupancy permit. This is also required to be completed for the submission of the Liquor Licence and Building Permit for the kitchen to proceed.

Once Building permit obtain will seek a cabinet maker to get started asap on new kitchen.

Will get a contractor to fix disabled toilet door. – seeking approval up to \$600 to get door fixed. Carried.

### 9. New Business

Need to push for the Summer 7s competition to be kickstarted. Marisa will be primary contact. Claire offered to assist in bar to minimise costs associated with wages.

Next meeting to have ½ hour session prior for delegates to get the season underway.

### NEXT MEETING

**Location Albany Hockey Clubrooms: 3<sup>rd</sup> February 2020**

	Date	Time	Location
February	3rd	6.30pm	AHC
March	9th	6.30pm	AHC
April	13th	6.30pm	AHC

### MEETING CLOSURE – 9pm