



Lower Great Southern Hockey Association Inc Board of Management

Board of Management Committee Meeting Minutes Tuesday 22nd October 2019

1. Welcome

Location: Albany Hockey Club Rooms

Present: Sam Brown, Courtney Robinson, Richard Doak, Claire Teale, David Marsh, Hudson Field

By special invite: Dinah Gordon

Apologies: Damien Stevens

Meeting Opened: 7pm

2. MINUTES OF PREVIOUS MEETING

Resolved that the minutes of the meeting held on 9th September 2019, previously circulated by email be taken as read and be accepted as a true and accurate record of that meeting.

Seconded – Richard Doak

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



**10 September to 19
October 2019 Meeting**

Accept correspondence as tabled.

Seconded – Sam Brown

5. BUSINESS ARISING

Action items to be tabled and updated from last meeting

Who	What	By When
Richard/Sam/Damien	Collaborate to create EOI and set turf price. Discussion that Large Rolls would be set at \$150, and small rolls at \$50. Preference for allocation should be given to those who have an association with hockey locally either as a player, member or sponsor. If any stock remaining then distribute to those remaining. Thanks to Richard Doak for giving up time to conduct the EOI, meet with interested parties, and all the work in assisting pick up and collection of monies.	Resolved
Richard/Sam	Emergency Procedures. Check with CoA if a generic version for their venues.	Next Meeting
Dinah/Dave/Courtney	HockeyWA Roadshow has been locked in for 14 th and 15 th March 2020.	Dinah – Next Meeting



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	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	
Richard/Courtney/Dinah	Liaise to arrange purchase of items and equipment from Grants to ensure acquittal.	Ongoing. Richard and Courtney to provide update next meeting.
Courtney/Dinah	Collaborate to ensure ARK Grant executed as required. Keep lists to ensure transparency for grant reporting. 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. Courtney/Claire/Dinah to develop guidelines for awarding the funds and present at next meeting	Ongoing update next meeting Claire/Courtney/Dinah
Claire	Letters of thanks for Doug Cole and Ron Hodgson for commitment to Junior Umpiring Development	Claire to send.
Damien	Collection of Just Hockey Sponsorship as per agreement, and possible extension. Damien currently working with Just Hockey and other sponsors for next year.	Update next meeting
ALL	Fuel to Go & Play – online training for HealthWays Grant. Everyone encouraged to complete including any support staff. Fuel to Go & Play online training	As soon as practical
Sam/Courtney/Richard	Stoddard Appliance Grant – have we heard anything?	Waiting for update – next meeting
Sam/Damien	Turf replacement started Monday 23 rd September Progressing. Under layer complete. Turf top layer starting to go down week starting 28 th October 2019.	
Courtney	RSA and Approved Manager Training – expression of interest logged.	Reminder for next meeting. To remain on action items until actioned next year.
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.	Update next meeting.
Claire	Send reminder for constitution compliance for clubs	Due date 31/10/2019
Sam	Submit Kitchen design to City of Albany for approval	Next Meeting
Claire	Face to Face RevSport Training	Due date 31/10/2019
Claire	Send copy of Draft Updated Bylaws to committee to review	Prior to next meeting
Sam	Follow up Smoke Free Signs for Building	Prior to next meeting
Claire	AGM Notice Required for 2/12/2019	02/11/2019

5.1 Business Arising from Correspondence

Bus Issues for Presentation Night in Mt Barker – 6 People needed to take taxi's back to Albany due to "extras" getting on the bus and taking the seats. Board discussed and agreed an oversight. There were enough seats allocated for those booked on the way over. Appropriate measures were taken when the error was realised, and impacted parties will be reimbursed for the cost of taxis on the night. **Courtney will follow up account details for payment.**

DO Conference Friday 25th October – Dinah will be attending. Any costs to be provided to the Treasurer for reimbursement.

Adam Scott nominated for HockeyWA Volunteer of the year. Congratulations to Adam.



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Smoke Free Outdoors locations from City of Albany – signage provided by ALAC. Couldn't locate these within the building therefore Sam will follow up with Jude.

5.1.2 Circular Motions – As passed on email communication

14/10/2019 - Proposed to pay 40 hours accrued TIL for Development Officer – All Approved

16/09/2019 - Reimbursement of \$100 per car for Taxi's required after Presentation Evening. – All Approved

02/10/2019 - Activ8 (Georgia Wilson) Hockey Invoice for \$10,000 – All Approved

6. Finance



190930 - Accounts
Payable .pdf



190930 - Accounts
Receivable .pdf



190930 - Balance
Sheet.pdf



190930 - Banking
Transactions .pdf



190930 - Profit &
Loss Report.pdf



YTD - Profit & Loss
Report.pdf

Seconded –

Business arising from Report

Mt Barker set their game fees higher than the CoA for 2019 and did not provide this information to LGSHA until sending the invoice. This meant game fees were understated and additional costs are unable to be re-couped by the Association. Estimated loss is approx. \$600. Treasurer to contact MBHC prior to setting fees for 2020 and it was suggested a turf agreement between LGSHA and MBHC is required.

The presentation night income and expenses have not yet been released by MBHC, even though it was requested by the Treasurer. MBHC firmly believe this is their event and will therefore retain this information. Courtney to forward ticket sales collected over the bar to MBHC and ensure guidelines set by LGSHA are available for future events.

7. Directors Reports



191014 President
report.pdf



191022 Vice
President Report.pdf



Facilities



Marketing and
Promotions Director R

Nothing to report from Development as covered in DO report.

Business Arising from Reports

MOTION – “that the budget for the kitchen be raised from \$30,000 to \$50,000 to cover the necessary costs of appliances required”.

Endorsed – 5 – 1

Decision – “3 door Fridge to be purchased through Retravisation”

Decision – “Change table to be purchased locally if possible, limit of \$600”

8. Committee Reports



2019-10-22_DO
Report.pdf

Development Officer – Dinah Gordon

Request for support to run Toni Cronk – Goal Keeping sessions in early 2020 to come from ARK Funding.

Endorsed – 6 – 0

9. New Business



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RevSport Training – Online session for first look. Webinar 3 – 5pm Thursday October 24th

Follow up face to Face training Friday November 22nd 6 – 8pm. Centennial Oval – Training rooms. Supper provided.

Send notification to Clubs and Delegates.

NEXT MEETING

Location Albany Hockey Clubrooms: 11th November 2019

	Date	Time	Location
December	9th	7pm	AHC
January	13 th	7pm	AHC
February	10 th	7pm	AHC

MEETING CLOSURE – 8.45pm