



## Management Committee Agenda - Minutes

15 May 2023

**Attendance:** Dwight Graham, Janine Curtis, Nick Osborne, Andrew Trenfield, Katrina Easton, Hannah Morgan, Donna Watts-Endresz, Veronica Lange, Olivia Lane

**Apologies:** Liz Gold, Jane Stoodley, Jayne Gavenlock, Amy Kahler, Lauren Jukes, Jackie Jukes, Jacqui Garcia

**Management Committee Meeting Opened: 6.07pm**

1. **Previous Minutes:** The Secretary moved that the minutes from the previous meeting held on 3 April 2023 be accepted as a true and accurate record.  
**Seconded: Dwight.**  
**Carried**
2. **Action Items:** Nick reviewed the open action items in Attachment 1
3. **Correspondence:** See attachment 2.
4. **Out of session Business:**
  - Exec agreed to offer 50% subsidy for coaches who wish to purchase hoodies [*Waratah Exec 2023* group chat 15 April 2023]
  - Exec agreed to provide hoodies for all Juniors using the Tilly's sponsorship [*Tilly's Sponsorship Discussion 2023* Exec group chat 26 April 2023]
  - Exec agreed to provide training shirts to all junior teams and training singlets to 17s team using Tilly's sponsorship, with potential top-up from Club funds [*Tilly's Sponsorship Discussion 2023* Exec group chat 26 April 2023]
5. **Treasurer's Report:** The Treasurer presented the April report at Attachment 3. Nick noted that since adopting the new purchasing process (per Committee Meeting 23 February 2023 para 9) the Club has indeed made a profit on the online sales of uniforms. The Treasurer then moved that the April report be accepted.  
**Seconded: Donna**  
**Carried**
6. **Registrar's Report:** The Registrar advised that there was nothing significant to report, with casual and late registrations occurring without difficulty. He advised that one of the NSG-Skills players (Frankie Woo) wanted to play in a team. Because our 7s team was at max capacity, NNA arranged for Frankie to play for another team, although she remains part of Waratah Netball Club.
7. **Secretary** – Janine and Bec Farquharson have volunteered to be NNA NetSetGo Skills Coordinators. A volunteer from Kotara is also assisting, plus allocated NNA rep players. This involves running the activities for approx 30 x NSG each Fri night.

8. **Coaching Convenor Report.** The Assistant Coaching Convenor advised that all teams have appropriate coaches and managers. He advised that Ash Philips had to withdraw as the coach of the Raptors for personal (non-netball related) reasons. Bec Farquharson offered to take on the role, noting that she would still be available to play.

9. **Umpiring Convenor's Report (Donna).**

- The new process of only one learner umpire per game is working well. Junior umpires have said that it shows them positioning on the court and gives them confidence. It also controls the game. Recent Souths / West game in the 12yrs Div 1 both coaches were very impressed with the standard of our junior umpire Amy, and have passed to Di Burns how successful the Waratah system of training umpires is working.
- Donna will be sending an email to all managers to request more volunteers to assist with the support role for the second half of the season. Friday Night games junior umpires are encouraged to come and umpire the Under 8's (with appropriate support). This game is a good opportunity for them to practice in a less intense environment.
- The Nettas should be umpired by a competent or badged umpire who has experience with young children, as it is a very different type of umpiring skill.
- Senior umpiring is working well. We are using Waratah umpires to swap duties, giving our less experienced umpires lower divisions and our badged / competent umpires on the higher divisions.
- Managers need to ensure when they assign their umpires, in line with the NNA umpire development handbook (Attachment 4: APPENDIX B - TIPS FOR THOSE WHO WILL COACH AND MENTOR UMPIRES)

**ACTION:** Donna to advise Friday night coaches that they are responsible for the umpiring duties for their own games

[Afternote: Message passed to coaches. No action required]

**ACTION:** Hannah to send Nick email with details of proposed junior coaching development concept [Afternote: Email sent. Nick to action potential training opportunities] **[AI #76]**

**ACTION:** Coaches/managers to find out if any junior umpires want to develop their umpiring, as there are opportunities available to umpire additional games

10. **Uniform Coordinator Report - nil**

11. **Publicity Report (Donna)**

Facebook likes and followers are up, and there is a lot of engagement in our posts. Instagram is working well. Donna is ensuring that she is tagging our sponsors on relevant posts, and sharing posts from our sponsors on our Facebook Page. Members are encouraged to send through photos, videos and stories. The first story will be a spotlight on the CATS and an interview with the captain (Donna will get the questions done this week). The top performing post was the launch of the Tri-Series with 581 impressions, a reach of 397 and engagement of 962.

12. **Sponsorship status update (President) – nil**

13. **Fundraising (Lauren)**

- Trivia is planning is well underway. All team managers have been messaged about donations and to let teams know about payment etc.
- Winter Warmers Raffle will be organised after trivia is finalised (to replace the Mothers Day Raffle) **[AI #73]**
- Pie drive will be getting organised after Trivia

#### 14. Social Coordinator

- Paint & Sip on Sat night 5 August (ticketed event). Aiming for 40-45 people and would prefer pre-payment through online ticketing. Kat will look at options such as StickyTicket or EventBrite
- Liz is chasing up photographer for team photos and will arrange date. **[AI #77]**

#### 15. Other Business: nil

#### 16. Next Meeting Date: Monday 26 June 6pm

**ACTION:** Secretary to approach club for room availability for next meeting – 6pm.

#### Dates to note:

Trivia night – Saturday 20 May

Coaches and managers briefing session #2 – 3pm Sat 10 June

Paint & Sip – Sat 5 August

**Meeting Closed: 6.59pm**

Janine Curtis, Secretary

## Attachment 1: Open Action Items

	Action Item	Source	Lead	Due by	Status
1	Review of these Action Items	SSC	Secretary	Closed	Standing agenda item at start of meeting
2	Regular review of goals and tasks	SSC	Secretary	May 2023	Standing agenda item two or three times per year
3	Review GBS activity	Dwight	Dwight	Closed	Write a scoping paper to Exec. Raised at Committee Meeting. EOI submitted to NNA
4	Survey the teams re 2022 and 2023	Jane	Jane	Closed	Raise a survey for Presentation evening Outcomes recorded in OneDrive <i>2022 End of season questionnaire</i>
5	Responsible use of Facebook	Nick	Nick	Closed	Facebook site needs to be moderated Comms Officer is moderator
6	Need to regenerate our 3 x 3 promotion	Isobel	Isobel	Closed	Distribute at presentation
7	Nick to review all Duty Statements at end of season	CM 03 Aug 22	Nick	Closed	Complete – no changes required
8	Nick to review Fundraising and Sponsorship Policy	CM 03 Aug 22	Nick	Closed	Complete - uploaded
9	Nicole advised waiting on response from MyClubMate about the inclusion of mandatory delivery costs	CM 03 Aug 22	Nicole	Closed	In progress Nick to take carriage. 3/2/23 Nick discussed with and sent email to MCM 16/2/23 MCM response imminent 23/2/23 Committee decided to include delivery fees in Uniform Cost. Nick has cancelled the MCM request for work
10	Treasurer to advise members on what fundraising is used for	CM 03 Aug 22	Treasurer / Registrar	Closed	Draft in process with Nick and Dwight CM 24 Feb: No longer required.
11	Exec to work on new design options for GBS uniform	CM 03 Aug 22	Nicole	Closed	GBS uniform approved by Exec.

	Action Item	Source	Lead	Due by	Status
12	Promote rego through Club signage	CM 03 Aug 22	Nicole	12 Oct 22 <del>April 2023</del> July 2023	MWBC advised they would be happy to have their sports club signage up permanently. [Nick] 28/11/22: Quotes received. [Nick 29/12/22]" Nick has received 10 x coreflute signs 900mm x 600mm CM 23/01/22. Meeting will defer decision re large sign until later in the season. For April meeting. CM 03/04/23. Meeting will defer decision re large sign until at least July
13	Replace Bowlo Logo [Sexualisation of Mae West]	CM 03 Aug 22	Secretary	12 Oct 22	MWBC acknowledged receipt of our corro and have requested us to provide a logo design for netball. New design approved by Bowlo Board via email.
14	Lower ring heights for juniors	SSC	Jane	27 Mar 23	Put the case to the NNA AGM (27 Mar 23), with the pros and cons articulated in a motion. NNA has responded to Jane via email Thursday, 19 January 2023 10:37 AM advising that they will make available adjustable/removable rings for Friday night games
15	Use of Social Media Platforms	SSC	CommsO / Secretary	12 Oct 22	More guidance required on group messaging protocols – this to be added to the current policy, ensuring it is in line with NSW Social Media Policy
16	Sportsmanship to be promoted	SSC	CommsO / Coaching Convenor	10 Jun 23	Regular promotion on Social Media / Pre season Briefing Agenda item for mid-season coaches' meeting
17	Comms Officer role needs support	SSC	Exec	12 Oct 22	Create new position of Assistant Comms Officer / Photographer Asst CommsO created and filled AGM 12 Oct 22
18	Coaching Convenor role is too broad	SSC	Exec	12 Oct 22	Create new position of Assistant Coaching Convenor. Position created & filled AGM 12 Oct 22
19	Coaches not aware of mentoring opportunities	SSC	Asst Coaching Convenor	Closed	Emphasise coaching mentoring at pre-season briefing
20	Gain info on how new members found out about the Club	SSC	Registrar	<del>01 Jan 23</del> May 2023	Add question to Registration form – "How did you hear about the Club?" Question added. Registrar to review for Strategic Planning review mid-season
21	Incentives to bring in new players / retain current players	SSC	Exec	Jan 23	Possible reduction in rego fees for introducing a member? CM 12/11/22 – it was decided to not pursue this action.
22	Incentives to bring in new players / retain current players	SSC	Uniform Coord	Jan 23	CM 22/11/22 Liz to source quote for 30 backpacks for junior players and provide to Exec

	Action Item	Source	Lead	Due by	Status
23	Incentives to bring in new players / retain current players	SSC	Uniform Coord	Closed	CM 22/11/22 Liz to source quote for 30 drink bottles for junior players and provide to Exec CM 24/1/23 Will not pursue incentives, but Liz will explore drink bottle options for Club members to purchase Some sales at Rego Day.
24	Promote our uniform options	SSC	Uniform Coord	Closed	Get stock of junior uniforms ready for sale of rego day Ordered
25	Promote our uniform options	SSC	Uniform Coord	Closed	Get stock of uniforms ready for sizing on at rego day Ordered
26	Promote our uniform options	SSC	Uniform Coord	Closed	Get stock of hoodies ready for sale by rego day Liz to get quotes
27	Promote our uniform options	SSC	Uniform Coord	Closed	Get stock of scarves ready for sale by rego day Liz to get quotes Min order of 100 is too expensive at this time.
28	Reinstate the Super Netball bus	SSC	Exec	2023	CM 24 Feb: Not required in 2023
29	More regular email updates for upcoming events	SSC	(Asst) Comms Officer	Closed BAU	Generate short sharp reminders for Club timings and messages for email distro as well as FB, Insta, Website
30	Update / refresh Club website	CM 29 Jun 22	Asst CommsO / Nick	<del>Jan 23</del> 2023	CM 24 Feb 23: Nick to engage MCM to see if we can separate database from website, and maintain emails. Intent is to possibly revert to PlayHQ website options. 3/2/23 Nick discussed with and sent email to MCM who will send other design options via email.
31	Explore vacation care activity or come and try netball session through WEMOOSH for example. Bec available to assist.	CM 12 Oct 22	<del>Alex / Bee</del> Strat Planners	2024	Strategic Planning Committee action for 2024
32	Secretary to approach NNA for expected timeline for outcome of GBS submission	CM 12 Oct 22	Secretary	Closed	Email and response 13 Oct. Expect answer to GBS in next couple of weeks.
33	Dwight and Liz to discuss presentation costs and gift policy as part of the budget	CM 12 Oct 22	Treasurer / Liz	Closed	
34	Dwight to consider how the \$2000 was allocated this year to include Nettyheads	CM 12 Oct 22	Treasurer	Closed	Nick has confirmed that NettyHeads grant should be allocated to NettyHeads (or similar) event by 31 May 21
35	Liz to approach her insurer to see if premium increases and report to Exec	CM 12 Oct 22	Equipment Officer	Closed	Liz confirmed premium not affected
36	Katrina to arrange pre-season drinks/photo session	CM 12 Oct 22	Social Convenor	Closed	
37	Bec to speak to Carebears for January dates to host Bowlo Friday night raffles	CM 12 Oct 22		Closed	
38	Donna will add promo of Friday night raffles to Facebook	CM 12 Oct 22		Closed	Regular updates in progress Business as usual

	Action Item	Source	Lead	Due by	Status
39	Liz to purchase second hand uniform items (determine reasonable cost)	CM 12 Oct 22	Uniform Coord	Closed	Process in action.
40	Rego Day Saturday 18th February. Registrar to manage and to request support	CM 12 Nov 22	Registrar	Closed	Complete.
41	Coaching Briefing Day Saturday 18 <sup>th</sup> March.	CM 12 Nov 22	Asst Coaching Convector	Closed	Planning Complete – No further action required
42	Dwight to contact Alex re photo money donation to MND Charity	CM 12 Nov 22	Treasurer	Closed	
43	Dwight and Jackie to confirm Final Function drinks vouchers invoice	CM 12 Nov 22	Treasurer	Closed	
44	Confident Girls Foundation target those who are financially disadvantaged.: Jane to circulate info to Exec and Janine to take lead on application	CM 12 Nov 22	Janine	Closed	Application Submitted. Club advised that we were unsuccessful
45	Updated Club Calendar to be developed for release in January	CM 12 Nov 22	Lauren / Kat	Closed	Calendar developed and website updated.
46	Exec to appoint MPIO from Exec	CM 24 Jan 23	Exec	Closed	23/2/23 Jane appointed as she has done the training
47	Exec to determine Selection Panel	CM 24 Jan 23	Exec	Closed	23/2/23 Jackie, Lauren, Dwight
48	Nicole to contact Nettyheads and check availability for 2 x Tuesday afternoons for juniors	CM 24 Jan 23	Nicole	Closed	03/04 update from Nicole - Nettyheads – they have been pretty full and pending numbers they may find it tricky to secure enough coaches to offer a midweek clinic. They could do a Sunday session or after June long weekend their coaches schedules will free up and will allow a Monday for Thursday night Replaced by AI #75
49	Donna to design flyer re raffles and email through to Jackie	CM 24 Jan 23	Donna	Closed	Complete
50	Donna and Jackie to communicate “who, what and how” to do raffles via group chat	CM 24 Jan 23	<del>Donna</del> Jackie, Nick	Closed	23/2/23: Who and What have been completed, however the meeting agreed that a cheatsheet was warranted. 15/5/23: Jackie noted that the cheatsheet is not required.
51	Kat to provide various family-friendly social activities ideas for February meeting	CM 24 Jan 23	Kat	Closed	Complete – business as usual
52	Janine to book 4 x courts for 9am – 4pm for Sat 1 <sup>st</sup> April for Gala	CM 24 Jan 23	Janine	Closed	Booked 30/01/23
53	Nicole to follow up with Tillys Childcare re sponsorship	CM 23 Feb 23	Nicole	Closed	Sponsorship agreed. However Nicole requested to share emails with Executive for recording purposes.
54	Dwight to send invoice for Currawong Aviation Training Services to Nicole	CM 23 Feb 23	Dwight	Closed	Complete, payment received

	<b>Action Item</b>	<b>Source</b>	<b>Lead</b>	<b>Due by</b>	<b>Status</b>
55	Secretary to ensure that Waratah members attending NNA AGM are aware of information re NNA Committee proposal	CM 23 Feb 23	Janine	27 Mar 23	Closed
56	Donna to craft a letter for donations for Mother's Day raffle	CM 23 Feb 23	Donna	01 Mar 23	Closed
57	Lauren to correspond with Bec to arrange teams / correspondence with BTAC re Gala Day	CM 23 Feb 23	Lauren	01 Apr 23	Closed
58	Lauren to contact OWP re: interest in our Gala Day for senior teams	CM 23 Feb 23	Lauren	01 Apr 23	Closed
59	Janine to contact Cheryl to ask for independent senior team contact details for involvement in our Gala Day	CM 23 Feb 23	Janine	01 Apr 23	Closed
60	Liz to add CATS sponsor logo to game bags	CM 03 Apr 23	Liz	Closed	The meeting confirmed the following: CATS and O.P. Finance Logo to be placed on Game Bags. CATS logo to go on all Tri-series training singlets CATS logo to go on Champs hoodies. O.P. Finance logo to go on 23s and Opens hoodies
61	Dwight to follow up with Open Plan Finance re 23s sponsorship invoice	CM 03 Apr 23	Dwight	Closed	Complete. O.P Finance has transferred money
62	Nick to engage NNA Registrar re NSG-Skills plan on 22 Apr 23, and to see if NSG support packs are available from NNA	CM 03 Apr 23	Nick	Closed	Complete – via telecon 05 Apr 23: NNA Registrar will email details to all NSG – Skills players and cc WNC Registrar. NNA advised Registrar that NSG does NOT provide bibs etc like previous years
63	Nick to convene Strat Committee	CM 03 Apr 23	Nick	30 Jun 23	
64	Strat Committee should investigate the causal factors in why we lost over 40 members from 2022	CM 03 Apr 23	Nick	30 Jun 23	
65	Strat Committee Chair to create a 'lessons learnt' document.	CM 03 Apr 23	Nick	25 Apr 24	
66	Registrar consider the "really late registration" factor when building teams	CM 03 Apr 23	Registrar	30 Jan 24	
67	Registrar be observer in 2024 selections, but NOT a selector	CM 03 Apr 23	Selectors	30 Jan 24	
68	Reimburse the \$30 umpiring fee per player for Opens and 23s	CM 03 Apr 23	Dwight	Closed	All refunds have been done
69	Liz to bank cash from uniform sales	CM 03 Apr 23	Liz	22 Apr 23	
70	Exec & Jane to discuss inviting other non-Tri-Series sponsors to launch on 12 April	CM 03 Apr 23	Exec	Closed	
71	Nick and Nicole to get a more detailed update on all sponsorship arrangements	CM 03 Apr 23	Nick / Nicole	Closed	

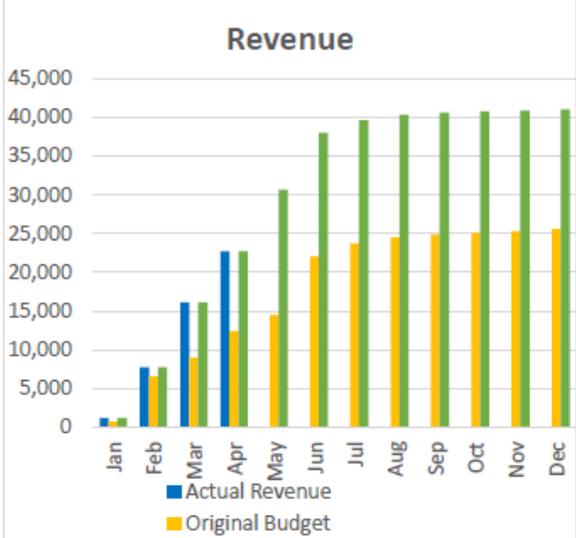
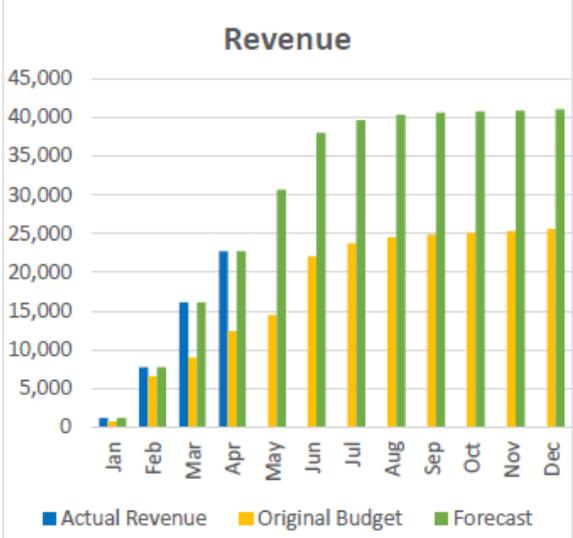
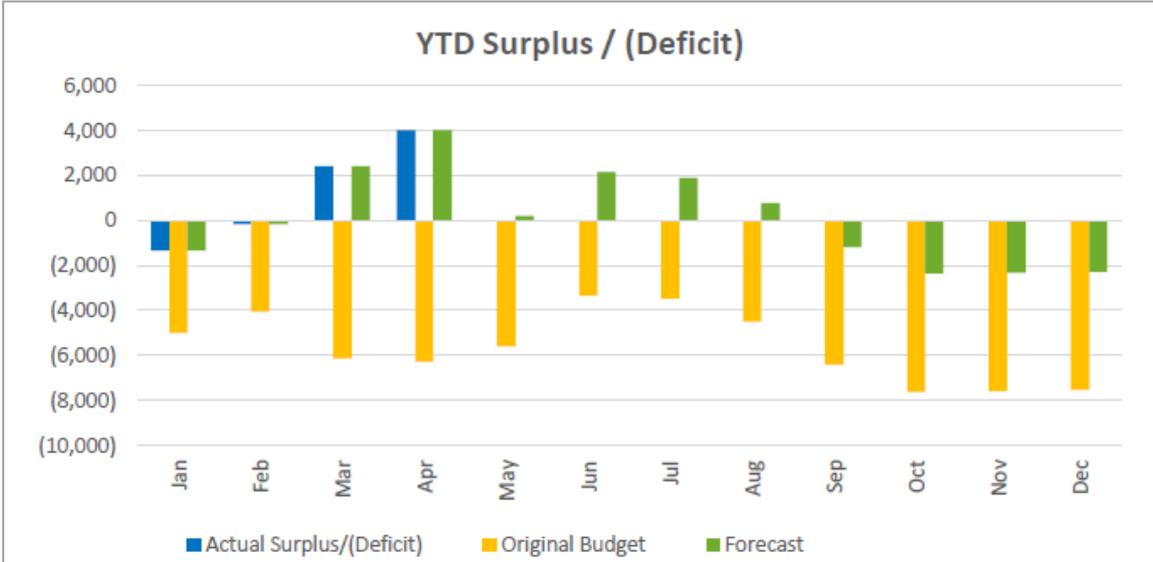
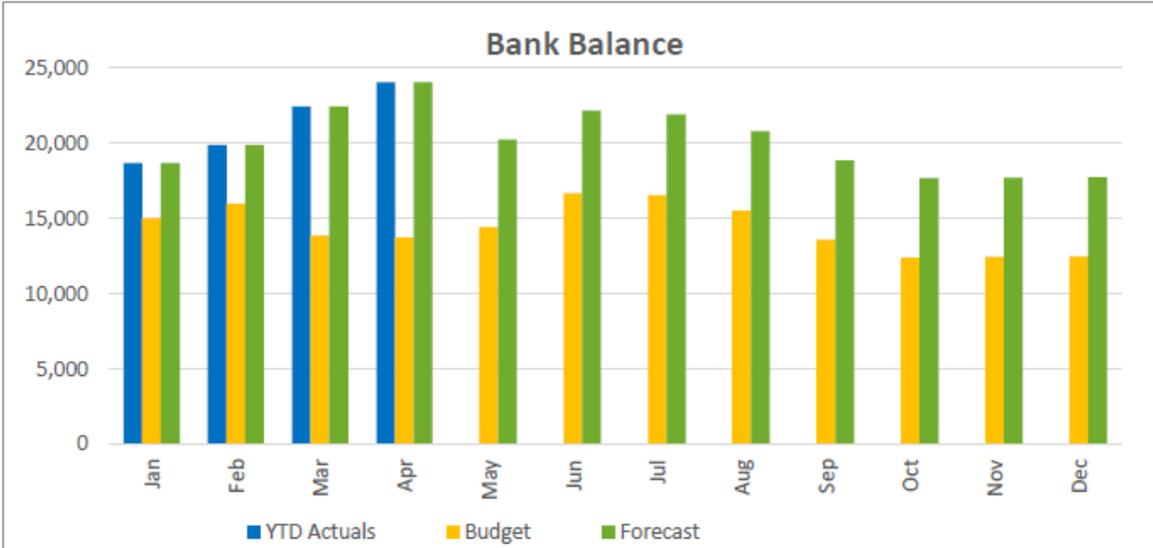


## Attachment 2: Correspondence

IN	OUT	RESPONSE	ACTION
13/04 NNA advised that after canvassing 7yrs teams, a decision was made NOT to use modified goal posts.			
30/04 Congrats from NNA on a job well done on our club being rostered on for duty in Round 1			
04/05 Invitation from NetballNSW to attend NetSetGo function in Sydney on Sunday 21 May		Nil Exec available to attend	
05/05 NNA email about role of supporting umpires		Communicated to our umpiring convenor	
05/05 Reminder from NNA: Mindful of residents (noise and parking) and rubbish left behind Correct uniform worn No scooters/bikes Review INF Rules of Netball (especially 9.3 stoppages) Review Borrowed Player Policy			
06/05 NNA dedicated rounds Lace up for Melanoma 26/27 May Indigenous 24/25 June Mental Health 21/22 July Weird & Wacky Hair 18/19 Aug			



**April 2023 Finance Report**



## Notes

### YEAR-TO-DATE VARIANCES

**At 30 April we had \$24,035 in the bank, which is \$10,300 above where we had budgeted. The year-to-date operating result of a profit of \$4,019 is also \$10,300 better than budget.**

The main drivers in the result being different are:

- \$11,682 of registrations, which is \$3,182 ahead of budget and \$2,682 above the whole year budget. We have 2 more teams than I budgeted and most senior teams are full of players.
- Sponsorship of \$6,000 is \$3,500 more than the YTD budget. This is due to the unbudgeted receipts of the Currawong Aviation Training Services (\$3,000) and OP Finance (\$3,000) sponsorships related to the Triserries
- Apparel (uniforms):
  - Sales of \$3,911, are \$3,411 more than budgeted
  - Purchases of \$11,907, are \$2,672 ahead of budget
  - The net difference of \$7,996 is covered by sponsorships for the Triserries, and Molycop and Tillys sponsorships
- Court hire is showing \$1,243 under budget but this is merely a timing issue, as I had budgeted the lights payment to NNA in April and they have been paid in early May
- Preseason costs are \$2,124 under budget due to not running Nettyheads sessions.

### FORECASTING

**I am forecasting we will have \$18,138 in the bank at year end, which is \$1,877 below where we started the year but \$5,648 ahead of the budget. I am also forecasting the end of year to be a loss of \$1,877, which is \$5,648 ahead of the budget.**

The significant improvement over the budget is due to:

- Year to date variances outlined above
- Sponsorship agreements totalling \$11,000 still to be received:
  - Unbudgeted sponsorship agreement with Tilly's for juniors worth \$4,000. This is budgeted to be totally offset by purchases, hence a neutral financial affect.
  - Year 2 of the Molycop sponsorship of \$2,500, which is also fully offset by purchases (apparel)
  - I am forecasting \$1,000 additional apparel purchases (on top the Tilly funded purchases) to cover a possible shortfall in the Tilly's sponsorship compared to what is planned to be purchased.
  - The Bowling club \$3,000 annual sponsorship and
  - I have budgeted to receive another Port Waratah grant of \$1,500.
- A number of smaller variances

### Other

- There are three players on payment plans, with \$365 owing and most are on track.



## Waratah Netball Club Inc

### Financial Report

YTD, ending 30 April 2023

Income	2023 Month Budget	April Month Actuals	Variation Fav / (Unfav)	2023 YTD Budget	2023 YTD Actuals	Variation Fav / (Unfav)	2023 Budget	Forecast	Variation Fav / (Unfav)
Registration	500	692	192	8,500	11,682	3,182	9,000	11,422	2,422
Sponsorship & Grants	2,500	3,000	500	2,500	6,000	3,500	7,000	17,000	10,000
Fundraising	150	459	309	650	1,137	487	2,180	2,180	-
Pie Drive Income	-	-	-	-	-	-	5,500	5,500	-
Apparel Sales	200	2,501	2,301	500	3,911	3,411	500	4,111	3,611
Other Income	50	-	(50)	200	1	(199)	600	51	(549)
Presentation Fees	-	-	-	-	-	-	800	800	-
<b>Total Income</b>	<b>3,400</b>	<b>6,651</b>	<b>3,251</b>	<b>12,350</b>	<b>22,731</b>	<b>10,381</b>	<b>25,580</b>	<b>41,064</b>	<b>15,484</b>

Expenditure:									
Coach and umpire deve	83	70	13	333	525	(192)	1,000	925	75
Equipment	21	95	(74)	83	95	(12)	250	230	20
Coaching Equip & Balls	250	330	(80)	500	330	170	750	750	-
Pie Drive Costs	-	-	-	-	-	-	5,000	5,000	-
Trivia Night	-	-	-	-	-	-	-	-	-
MyClubMate Fees	-	200	(100)	-	465	(465)	500	465	35
Preseason	2,500	376	2,124	2,500	376	2,124	2,700	2,576	124
Presentation	-	-	-	-	-	-	5,000	5,000	-
Presentation Vouchers	-	-	-	1,060	1,060	-	2,060	2,060	-
Court hire	100	200	(100)	1,450	208	1,243	1,850	2,058	(208)
Registration	-	330	(330)	3,090	3,676	(586)	3,090	3,676	(586)
Apparel Purchases	500	3,638	(3,138)	9,235	11,907	(2,672)	9,735	19,507	(9,772)
Fundraising Costs	21	-	21	89	-	89	300	224	76
Miscellaneous Costs	73	-	73	290	70	220	870	470	400
<b>Total Expenditure</b>	<b>3,547</b>	<b>5,039</b>	<b>(1,492)</b>	<b>18,631</b>	<b>18,712</b>	<b>(81)</b>	<b>33,105</b>	<b>42,941</b>	<b>(9,836)</b>
<b>FY18-19 Inc/(Exp)</b>	<b>(147)</b>	<b>1,612</b>	<b>1,759</b>	<b>(6,281)</b>	<b>4,019</b>	<b>10,300</b>	<b>(7,525)</b>	<b>(1,877)</b>	<b>25,320</b>

Bank Account		Petty Cash	
Balance at 01 Jan 23	20,016	Balance at 01 Jul 21	292
Total Credits	22,731	Income:	
Total Debits	18,712	Outgoing:	
Current Balance	<b>24,035</b>	Closing Petty C	<b>292</b>

Net Worth		Outstanding Debtors	
Bank Balance	24,035	Registration	-
Petty Cash	292	Uniforms	-
Less debtors	-		
<b>Net Worth</b>	<b>24,327</b>		
<b>Increase/(Decrease)</b>	<b>4,019</b>		

check ok

check ok

*DJ Graham*  
Dwight Graham  
Treasurer

