



Management Committee Meeting Minutes Monday 16 May 2022

Present: Nicole Cadogan (arrived 6.20), Dwight Graham, Janine Curtis, Nick Osborne, Jackie Garcia, Nikki Spence, Jane Stoodley (arrived 6.30pm), Isobel Stoodley, Erin Berlin (via phone), Ellie Stanley (via phone joined 6.35pm), Liz Gold via phone, Donna Watts-Endresz (via phone until 6.37pm), Bec Farquarson (via phone), Alex (via phone joined 6.40pm)

Apologies: Caitlin, Jackie Jukes, Veronica Lange, Sarah Walker (Goldies Mgr), Lauren Jukes, Amy Kahler, Amber Collits, David Cadogan,

Meeting Opened: 6.08pm

1. **Previous Minutes:** The Secretary moved that the previous minutes on 4 April 2022 be accepted as a true and accurate record.
Seconded: Dwight
Carried
2. **Outstanding Business:**
 - **The Athletes Hub** – President has not had any response or update on proposal
 - **Response from NNA re: training court allocation/ lighting.** Helen has responded advising of the details that were already provided by Amber. Registrar will re-phrase the question to NNA to ensure clarification.
ACTION: Registrar
 - **Goldies training** - Amber to provide update on if court has been booked for Goldies on Fridays from 4-5pm and need lights. Amber has sent and will confirm
ACTION: Amber to confirm if court booked and if lights booked
 - **Committee members to review Duty Statements** This will remain a standing agenda item
ACTION: Committee members.
 - **Fundraising and Sponsorship Policy review.**
ACTION: Registrar to conduct review not later than 31 August 22.
 - **Molycop shirts & singlets** – There was discussion re the process and timing for new players to receive MolyCop shirt and the training singlet. President to advise Treasurer of rough costs expected. All Molycop shirts and singlets now provided to seniors. Juniors' shirts have been delivered to juniors
ACTION: Liz to create process for next year and review with Nick
 - **NNA Borrowed Players Policy** – covered in Correspondence

- **Strategy Sub Committee.** Nick to pursue with volunteers (Dwight, Jane, Isobel, Janine, Veronica, Jacque) mid-season. This will remain a standing agenda item
ACTION: Registrar.
 - **Clarifications or Wet Weather training discussions** (Howzat, budget). Cost to hire courts can exceed \$200pw for juniors and seniors each week. As a guideline, the Committee agreed to pursue alternate venue if rain events interrupt consecutive sessions and to re-evaluate as season progresses and our budget of \$625 diminishes. It was agreed that coaches or managers can approach the Exec a couple of days beforehand for in-principle agreement to use Howzat. It was noted that there is also option for players to contribute to cover cost of court hire.
- 3. Out of session Business:**
- **OZTJ price increase/Uniform Delivery.** Sarah Walker raised frustrations about delay in uniform supply, noting it was not anyone's fault but feels a formal letter of complaint could be made by Club. Nicole advised that an email has been sent to OZTJ regarding our frustrations. Nicole advised all outstanding uniforms have now arrived except for one delivery which has gone missing – following up through courier. Nicole has changed 3week delivery timeframe to 4weeks. Nicole thanked everyone for patience and understands frustrations. Now hoping for smoother and streamlined process. OZTJ expected the Club to order bulk lots with one delivery address. Less than 3 items now incurs an extra \$10 delivery fee. Customer cost remains the same as before but smaller contribution to WNC. Still cheaper than previous supplier (The Netball Shop).
ACTION: Nicole to follow up MCM to advise of inclusion of mandatory delivery costs added prior to ordering page
ACTION: Next year we aim to combine uniform orders amongst new team. Secretary to add to end of season review meeting
 - **Port Waratah Coal Services event** – Secretary update:
Storylines Community Partners Event 7 April at Noah's. Event well attended across variety of sectors. Storylines website now live, features images of each organisation. Janine suggested we send images through to PWCS for inclusion of their website and/or create a thank you post recognising their support.
ACTION: Donna to send through to PWCS (Janine to provide email address)
ACTION: Nicole to take photos of players in new shirts at training on 17/05
 - **Waratah Netball Club Policy – Coaches and Officials Subsidies v4.** Updates have been completed and policy is online
- 4. Treasurer's Report:** The Treasurer presented the report at Attachment 1 and moved that the report be accepted:
Seconded: Nick
Carried
- 5. Registrar's Report.**
The Registrar noted that there are still some complications with PlayHQ. He has been liaising with NNA with respect to refunds, and advised that on 16th May 2022 we received the NSW registration refunds from NNA for:

Ella Di Donna \$63.74,
Mia Lawler \$63.74
Ebony Shelton \$63.15.

He also noted that Ally McArthur (Capris) has 'registered' with PlayHQ, and the Club fee has been taken (\$47.56), however the registration has not appeared in the Club PlayHQ, nor in NNA. NNA Registrar is still working the issue, and has been in contact with NNSW. Meanwhile Ally McArthur can continue to play for Capris.

- 6. Uniform Coordinator Report.** Uniforms ordered prior to mid-April have all been finalised and delivered to players. As this is a new supplier and a completely new way of ordering the uniforms a system was required to ensure all orders are completed in a timeframe of 3 weeks as advised by the supplier. This timeframe has also taken longer for some orders places recently and a follow up email to the supplier has been done awaiting reply. The new system for ordering / paying / receiving has been put in place and simplified and the spreadsheet is being updated accordingly and Liz has been keeping a daily watch on the orders as they are processed and then sent for delivery. Payments take a while to hit the bank account from MyClubMate (MCM). Liz recommened a starting balance to be in the account at the start of each season to allow payment to supplier as soon as order is made whilst awaiting MCM to send. Liz thanked everyone for their patience as we sort out this new uniform system.

ACTION: Liz to contact Dwight if money is needed into account

- 7. Umpiring Convenor report (Ellie)** We had a very successful umpiring day. Nick has given feedback (below) and Ellie is definitely open to more feedback. It was a trial but was worthwhile to do. For umpiring we have had a few communications with NNA for various reasons, in particular umpires for the Goldie's game where the officials were called due to poor umpiring. We have a few umpires in our Club in the NNA Tier programs and we are working on getting some of our junior umpires get their gold awards at the moment.

(Nick update)

The Umpiring Foundation Course that was held on 23 April 2022, and was well attended. He highlighted the excellent work by Ellie to get 17 of our mainly junior members there, and he noted the excellent achievement against the following Club Goals:

- 1.4 To maximise attendance at Club events
- 4.1 To enjoy our training, games, and Club activities
- 6.2 To have all coaches, managers, and umpires developed under the Netball Australia Pathways
- 6.3 To have at least five badged umpires in the Club by the end of 2022

Nick pointed out the following opportunities for improvement

- Have presenters / mentors get together a week beforehand to plan discussion points
- Send out login info beforehand so members can be already logged in
- Allow time to sort out welcome and login
- Have each member enrol in course before they come – and reimburse members when they complete the course (ie certificate). He expressed interest in how many members actually complete the course as they may not have imperative to finish once they left the Bowlo, especially when they don't have a financial interest in it

- Use a large screen to project the course onto while players are working it. He suggested that the Exec may consider buying a Club projector, pointing out that it could have multiple uses: trivia night, Committee meetings, presentation night, training sessions.
- Make it much more interactive (ie using the projector). Show the question, discuss it with everyone, and then get them to put in their answer.
- Provide simple morning tea – biscuits and juice.
- Provide feedback form to attendees

8. Coaching Convenor Report. Nick provided update on pre-season session with coaches held on 27 April 22. He noted the following:

- Amber couldn't make it, so Nick 'hosted' the meeting with valuable input from others, in particular Jane. A copy of the presentation is in OneDrive under 2022/Coaching Convenor. The presentation covered:
Coaches duties, responsibilities, skills, and attributes
Managers duties and role
Working with children checks
What the Club can do to help
NNSW Pathways
Q&A Session
- A question was raised about whether we provide Waratah shirts (not the Molycops) to Managers. Our policy allows the Exec to make the decision – however the last meeting discussed the financial support but did not come to a decision. *Updates are at Item 15*
- We noted some old info in the website re Code of Conduct. Nick fixed it that night with a link directly to NSW website, but highlights we need to keep a check of policies and docs on our website.
- The discussion at point above came from recommendation to provide hard copy of Code of Conduct for players to sign early in the season (at rego). We confirmed that we could add a "tick" to the rego page (like we used to have in MyClubMate), but hard copy signature seemed a better way to ensure members read and noted the Code.
ACTION: Nick to raise in final end-of-season review Committee Meeting agenda.
ACTION: Registrar to add WWCC number to registration page for 2023 season

9. Publicity Officer Report. Our Facebook page continues to have great interaction. The Carebears story on NNA Facebook was one of the most viewed posts in the last 12 months. Donna will now add more hashtags and @'s to increase our digital footprint. Instagram is going well and the stories are a great way to advertise our upcoming events. Donna requested all to keep the photos and stories coming.

10. Fundraising Report:

- **Pie drive** has been booked in for pick up Friday 24th June. We will need at least two volunteers to split deliveries etc. Nicole will know more
- **Trivia night** is getting there. Questions will be done later this week.
Team managers to start asking for payment of players/parents attending.
Need an MC for the night (Nicole)
Will approach the Bowling Club in regard to a bottle for games.
Lauren will start organising winners' prize, lucky door, heads and tails prizes.

Lauren will put out a message asking teams to provide prizes for the tombola raffle.
Theme is “decades”

ACTION: Nicole to organise the tickets and communication of logistics with managers.

ACTION: Donna to add trivia flyer on Facebook for team managers to share

Bunnings Wallsend BBQ has been booked for Sunday 26th June. Still waiting on final details but teams will have to have some volunteers 2 or 3 per team. Duties will be handed out once I know more.

Mother’s Day BBQ – Profit \$192.50

11. Correspondence: See attachment 2.

12. Club Photography – Janine provided update on service offering from That’s My Pic.

ACTION: Janine to advise That’s My Pic that we will not take up the offer

ACTION: Nicole to organise Kayla on an upcoming Saturday morning to take photos, Superstars to come to courts on a Saturday.

Committee agreed that charity partner for proceeds of photo sales would go towards Motor Neurone Disease NSW via Alex from Wedgetails

13. Goal posts for sub-juniors covered in correspondence

14. Provision of Waratah shirts for managers – only 2 managers (Caitlin & Sarah) don’t have shirts.

ACTION: Liz to ask Caitlin and Sarah if they would like a manager’s shirt. The Committee approved purchase of 2 x shirts should Caitlin and Sarah request them.

ACTION: Nicole to get hoodies placed on uniform ordering website

15. Purchase of Club portable projector – for use at trivia night, end of season presentation, coaching/umpiring courses, committee meetings etc

Jacque advised her husband works in AV and may have screen and projector available. Trial for trivia night and as needed

16. Sponsorship status (President) President provided update on:

- Molycop signage in Maud St
ACTION: Nicole to update cost of signage and fence options
- Mayfield West Bowling Club outcome confirmed successful

17. Grants. Nick expected an outcome to our application to the Local Sports Grants Program (NettyHeads \$2000 and Senior rego \$5000) in April, but has not yet had a response.

18. Coaches book - Via Jane, Veronica would like a coach’s book

ACTION: Dwight will arrange purchase of 5 x coach’s books

19. Withdrawing player - a Spitfires player (Kelsey Hankin) had major injury in first game. As she has claimed insurance through NNSW, ineligible for NNSW and NNA refund of registration.

Dwight moved motion that WNC refund our Club portion (\$81.85)

Nick seconded.

Carried

20. Next Meeting Date: Wed 15 June

ACTION: Secretary to approach Bowling Club for room availability for next meeting.

Dates to note:

Trivia night 4 June – looking for volunteers to help on the night

Pie drive collection day – 24 June

Bunnings BBQ Wallsend 26 June – looking for 2-3 volunteers from each team

Meeting Closed: 7.37pm

Janine Curtis

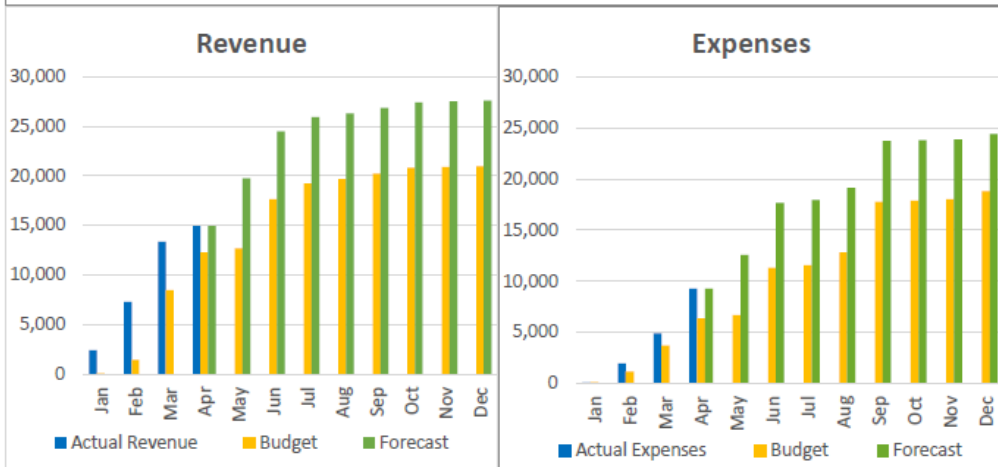
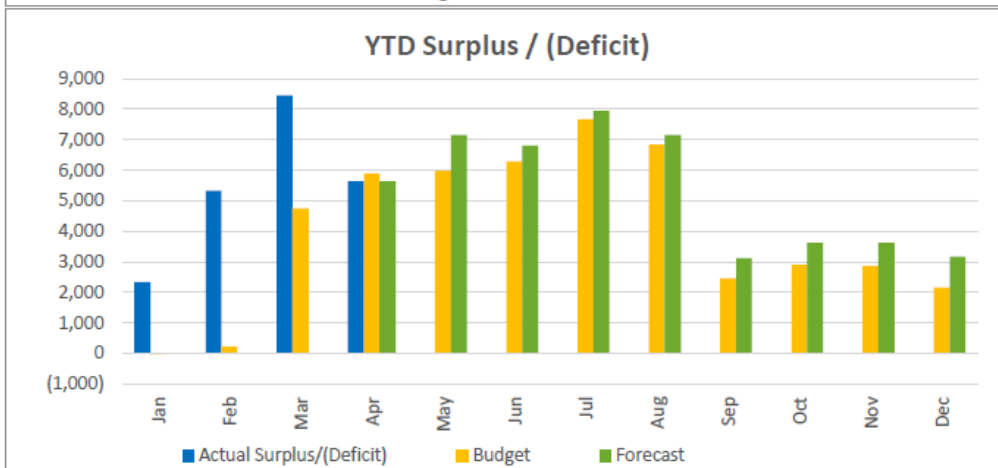
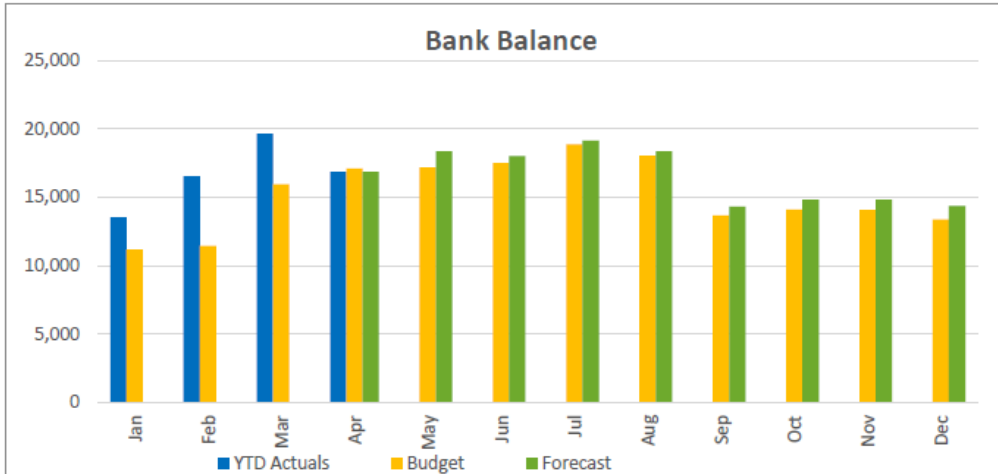
Janine Curtis
Secretary



Attachment 1: Treasurer's report



April 2022 Finance Report



Notes

YEAR-TO-DATE VARIANCES

At 30 April we had \$16,864 in the bank, which is \$249 below where we had budgeted. The year-to-date operating result of a profit of \$5,643, which is also \$249 below the budget.

The main variances in the result are:

- We received the NSW Grassroots Sport grant (\$1,000), MolyCop sponsorship (\$2,500) and the Port Waratah sponsorship (\$1,500). I had estimated we would get the Port Waratah and hence we well are ahead of the sponsorship budget.
- \$840 of sponsorship received for the Kittyhawks. This is offset by uniform purchases
- A total of \$7,012 of registration fees were received, which is \$1,487 ahead of where I budgeted, due to more registrations than I expected but coming out of COVID, this has been difficult to predict. The majority of refunds for coaches, assistant coaches and families have now been paid.
- Uniform sales are now going through our account. In addition we have purchased additional singlets and molycop shirts. Hence, we are \$648 ahead in our uniform sales budget and \$2,679 ahead in our uniform purchase budget.
- Court hire fees are ahead of budget by \$469 and \$600 remains. We will have to be careful not to exceed this budget, particularly with the forecast continued wet weather.

Forecasting

I am forecasting we will have \$14,388 in the bank, which is \$1,002 more than budget. I am also forecasting the end of year surplus to be \$3,167, which \$1,002 more than budget.

There are some increases in both revenue and costs changes:

- \$2,500 from Molycop as per recent the agreement – Nice work Nicole
- \$1,500 from Port Waratah
- \$1,000 grant from Netball NSW for grassroots netball post COVID
- \$840 of sponsorship received for the Kittyhawks
- \$680 of registration fees being more than I budgeted
- Increased equipment purchases (potentially bags) of \$2,500, paid for by sponsorship
- Additional uniform purchases of \$2,500 (MolyCop shirts and training singlets) paid for by sponsorship.

Other

- Two players are on payments plans and making regular payments to reduce their debts
- We are yet to receive the Bowling club sponsorship (\$3,000).



Waratah Netball Club Inc

Financial Report
YTD, ending 30 April 2022

Income	2022 Month Budget	April Month Actuals	Variation Fav / (Unfav)	2022 YTD Budget	2022 YTD Actuals	Variation Fav / (Unfav)	2022 Budget	Forecast	Variation Fav / (Unfav)
Registration	1,800	(18)	(1,818)	5,525	7,012	1,487	6,115	7,377	1,262
Sponsorship	1,500	1,000	(500)	4,500	5,850	1,350	4,500	8,850	4,350
Fundraising - Trivia	-	-	-	-	-	-	1,200	1,200	-
Fundraising - Other	-	-	-	500	-	(500)	1,000	1,000	-
Pie Drive Income	-	-	-	-	-	-	4,500	4,500	-
Uniform Sale	400	585	185	1,400	2,048	648	2,000	2,598	598
Other Income	83	-	(83)	333	-	(333)	1,000	667	(333)
Presentation Fees	-	-	-	-	-	-	650	650	-
Total Income	3,783	1,567	(2,217)	12,258	14,910	2,651	20,965	26,841	5,876
Expenditure:									
Coaches Courses	42	778	(736)	167	1,135	(968)	500	1,300	800
Equipment	-	-	-	-	-	-	500	1,000	500
Coaching Equip & Balls	200	-	200	750	223	527	750	800	50
Pie Drive Costs	-	-	-	-	-	-	4,000	4,000	-
Trivia Night	-	-	-	-	-	-	-	-	-
MyClubMate Fees	-	-	-	-	-	-	470	470	-
Preseason	400	-	400	1,500	1,015	485	1,500	1,015	(485)
Presentation	-	-	-	-	-	-	4,700	4,700	-
Presentation Vouchers	-	-	-	-	-	-	800	800	-
Court hire	50	77	(27)	800	1,296	(496)	1,000	1,796	796
Rego & Other Refunds	-	-	-	-	20	(20)	-	100	100
Social Memberships	-	-	-	-	-	-	280	280	-
Uniform Purchases	1,900	3,519	(1,619)	2,900	5,579	(2,679)	3,500	7,549	4,049
Fundraising Costs	-	-	-	-	-	-	-	-	-
Miscellaneous Costs	50	-	50	250	-	250	800	600	(200)
Total Expenditure	2,642	4,373	(1,731)	6,367	9,267	(2,900)	18,800	24,410	5,610
FY18-19 Inc/(Exp)	1,142	(2,807)	(3,948)	5,892	5,643	(249)	2,165	2,431	266

Bank Account		Petty Cash	
Balance at 01 Jan 22	11,221	Balance at 01 Jul 21	292
Total Credits	14,910	Income:	
Total Debits	9,267	Outgoing:	
Current Balance	16,864	Closing Petty C	292

Net Worth		Outstanding Debtors	
Bank Balance	16,864	Registration	-
Petty Cash	292	Uniforms	-
Less debtors	-		-
Net Worth	17,156		-
Increase/(Decrease)	5,643		

check ok

check ok

DJ Graham
Dwight Graham
Treasurer

Attachment 2: Correspondence

IN	OUT	RESPONSE	ACTION
06/04 - enquiry new player		Nick responded and was not able to place player into a team	
	07/04 to NNA – suggested temporary amendment to order to Borrowed Player Policy	02/05 - followed up for a response and was advised that a temporary measure has been made to policy. Can now play three games up before deemed up on fourth game	ACTION: Janine to communicate change to coaches
07/04 - Jane shared article about modern coaching		Janine saved in correspondence folder for reference	
11/04 That's my pic – offering of club photography services			Covered above
24/04 NNA Indigenous Round 27/28 May seeking volunteers NNA hosting Cobar (sister city) - EOIs for participation		Noted	
26/04 NNA Update from NNA on de-registrations/ refunds, still awaiting refund from NNSW			ACTION: Nick to advise when refund received from NNA
29/04 NNA – update on responses from clubs surveyed on sub junior goal posts. Of 15 x U8s – 5 responses all YES. Of 18 x U9s – 6 responses all NO.		Janine saved in correspondence folder for reference	ACTION: Jane to follow up
05/05 NNA Lights Request/Payment			ACTION: Nick to follow up
08/05 Gala day request from an U11s coach		President responded advising we do not have any upcoming gala days	
	10/05 President to NNA advising of a Capris player testing COVID positive after the match		
	10/05 Lauren request approval from Bunnings Wallsend for sausage sizzle fundraising on 26/06 (PLI provided)		
16/05 NNA advised they have now provided the refunds for 3 x players into our account as per Item 5			ACTION: Registrar & Treasurer to refund players.