



Management Committee Minutes

03 June 2024

Attendance (via vidcon): Dwight Graham (Chair), Nick Osborne, Bec Farquharson, Andrew Trenfield, Hannah Morgan, Blake Curtis, Nicole Cadogan, Laura McAllister, Liz Gold

Apologies: Jane Stoodley, Janine Curtis, Nadine Gallaway, Donna Endresz, Tess Carruthers, Erin Cullen, Lauren Jukes, Veronica Lange, Mel Simpson, Renee Nicholes, Jaquie Garcia, Nikki Spence, Kat Easton, Jackie Jukes,

Meeting Opened: 6.00pm

1. **Previous Minutes:** Registrar moved that the minutes of the previous minutes of 30 April 2024 true and accurate.

Seconded: Bec

Carried

Nick moved that the minutes of the Exec Extraordinary meeting of 17 May 2024 were true and accurate

Seconded: Dwight

Carried

2. **Action Items:** Nick reviewed the Action Items in Attachment 1.

3. **Correspondence:** See Attachment 2.

4. **Out of session Business:**

- Exec held an extraordinary meeting 17 May 2024 and unanimously approved investment of \$15,000 into fixed term deposit.
- The Exec endorsed Sponsorship Sub-committee recommendations [AI 154]. Exec chat 11 – 15 May 2024 refers. Details of the meeting are in Attachment 3, and stored at 2024\Secretary\Minutes\080524 - Sponsorship Sub Committee.pdf.

5. **Registrar's Report:** (Nick)

- As per Action Item #129, Nick reported the following info regarding retention, and will include more details following the exit survey outcomes of AI #130:

Returning Players from 2023	127
New Players	64
Total 2024	191
Non-returning from 2023	50
Growth	+14

***Numbers are players only, and do not include NPM registrations**

- The Committee noted that although the number of new players is a positive sign, the number of Non-returning members should be addressed. The details provided by the exit survey will be instrumental in mitigating our loss rate.

6. **Treasurer's Report:**

- The Treasurer presented the May report in Attachment 4 and moved that it be accepted.

Seconded: Nick

Carried

- Dwight moved a motion of thanks to the organisers of the Trivia Night.

Seconded: Nick

Carried

7. Coaching Convenor Report:

Senior Coaching Convenor - Hannah:

- Following up on Nicole's email regarding court-side behaviour, I'd like to provide some guidance on how to handle any concerns about umpiring. If, as a coach or manager, you believe there is an issue with the umpiring, please send your manager or a parent/supporter to the office to request assistance at your court. An NNA official will assess the situation and provide support if necessary.
- AFTERNOTE: NNA advised in committee meeting 03/06 that the quickest way to enact this assistance is to call the NNA office on 4929 4200 and they will send someone over ASAP.
- While I am confident this isn't typically an issue for Waratah, it's important to address any instances where a parent/supporter is acting in an abusive or negative manner toward an umpire. If you observe such behaviour, please speak to them as soon as possible and politely ask them to stop. A simple word should suffice; there is no need to be harsh. I understand it can be challenging to manage this while coaching, so if you feel uncomfortable or unable to do so, please ask your manager for support or reach out to myself, Bec, or any of the Executive team.
- If the behaviour persists, it is crucial that we address it promptly. We will intervene and have the necessary conversations to ensure a positive environment.
- To add, I am here to support you during training sessions and games. Please do not hesitate to reach out if you require assistance with anything. Whether you need an extra hand at training or someone to attend and support you at games, I would be more than happy to help.

Junior Coaching Convenor Bec

- NNA advised that the Hunter is one of the lowest regions for accredited coaches. They are asking that all coaches have a minimum of their Foundation Course completed. If any of our coaches have not completed please do so and send through to Bec. Cost for the Foundation Course is \$70. Club will reimburse up to \$100 for course fees.
- NNA has also advised that they will pay for all coaching courses.
- NNA has advised that they have a budget for equipment that can be used by all clubs. This equipment will be stored in the storage container at the back of courts 11 and 12. They are asking for any suggestions for equipment that clubs would like. Please send ideas through to Bec.
- Awaiting on dates from Tiff from Nettyheads for our junior session and coach the coaches session. Looking for early-mid July with both being run on the same day (on a Sunday). Once dates have been received will put it out to all junior teams. For the Coach the Coach session this is available for all existing coaches and anyone who is wanting to get into coaching.

8. Umpiring Convenor's Report (Donna)

- Umpire training was organised for the end of school holidays in April, but cancelled due to lack of members available to attend. I have offered to attend training to assist umpires with any questions. The umpire training was to demonstrate positioning on the court for umpires, correct use of hand signals and to clarify new rules. This training would have been beneficial for all unbadged umpires age.
- Our umpires have been doing a great job. Thank-you to Rachael Liddell who has been amazing with our junior umpiring support and mentoring. Thanks to Bec for all her on-going support and mentoring of junior umpires
- The process of allocation of senior umpires to games is going well. Due to the amount of washed out games all teams that participated in the paying for their umpires will be refunded the money at the end of the season.

Junior Umpiring (Rachael Liddell)

- I've been supporting the Ravens and Renee has been supporting the Kittyhawks on a Friday night with their umpiring for the Carebears. I'm seeing great knowledge and confidence increase with those who have been regularly umpiring. It's great starting point for them as next year they will be 12 and commence the comp umpiring and start of the award progressions.
- I'm supporting the Cruisers with their duties but haven't been able to help Capris as I coach that timeslot. Thanks to those that have stepped up and supported Capris.

- I've nearly now got my head around what is required by NNA for our junior umpires to be progressing through the Bronze, Silver and Gold awards and currently liaising with NNA umpires about having some assessed for Silver and Gold.
- I'm enjoying my new role helping juniors with umpiring as I love umpiring.
- Please reach out if you have any junior players wanting to ask questions or have a go. I'm always here to answer questions

Junior Umpiring (Bec Farquharson)

- Superstars are still needing umpires for their 8am game. NNA have reached out and asked if we have any umpires who are working on their Bronze, Silver or Gold awards to put them on the Superstars games. If anyone is working on these awards please contact Bec and she will co-ordinate dates.
- I have also reached out to the coach of the U11s South Wallsend team advising that if any of his players would like to learn umpiring with support to contact me, and I have also done the same with Linda Spruce from Maryland Wallsend to see if they have anyone interested

9. Communication Officer Report

- Nil to report. The Committee agreed to take this off the standing agenda and move to the end of season Washup meeting

10. Sponsorship Report (Blake)

- Nil to report

11. Uniform & Equipment Coordinator Report (Liz)

- Liz advised that we have orders in for approx. 40 hoodies for the Sponsorship money.
- Liz also advised that there will be several invoices to pay asap for requested clothing.

12. Fundraising Report (Lauren)

- Raffles

Raffles have been getting a good turn out. Let's please encourage teams to come along and support the Club. Noting not many junior teams have dates if they could organise a team dinner or something along those lines on one of the raffle nights, that would be an excellent way to support the Bowlo.

Feb 2nd	Sabres
March 1st	CATS
April 5th	23s
May 3rd	Spitfires
June 7th	Raptors
July 5th	Cruisers
August 2nd	Hornets
Sept 6th	Avengers
Oct 4th	Titans
Nov 1st	Mae's
Dec 6th	Wedgetails

- **Trivia night – Sat 25th May**

An awesome turn out. With 105 tickets sold and over \$700 taken on the night. We have made a profit of approx \$1400 – we are just waiting on expenses to be finalized.

- **Pie Drive**

Pick up from Bowling Club Friday 5th July.

Hand out 25th May, receive back 15th June

Reminder for all teams to let players know. I'll let everyone know who will be collecting these on the day.

13. Social Coordinator (Nadine)

- Nil to report

14. Tri-Series Report (Jane)

- With the season at the half way point, the teams are building slowly. The CATS and Sabres have one win each and have had some strong tussles which aren't reflected in the final score. The Valkyries have been besieged by injury and illness and are yet to score a win but have shown moments of potential from which we hope to grow. The rain interrupted season has been challenging but the teams have stayed positive and training hard.
- We have been pleased to be able to facilitate the pathway by utilising a number of players from the 21/2 Spitfires. The experience they gained is invaluable and is promising for the future growth of Waratah

15. Any Other Business:

Carnivals

- Laura asked about the potential Carnivals and requested some more information. Bec will give Laura some details at training.

Club Photos

- Liz is after someone to take Club Photos, and to lock in a date. We have potential photographer, however we may need an alternate plan.
- We will need to get a couple of dates, and see how that fits with the teams. We will aim for Round 10, 11, 12 as the potential photo days.

ACTION: Liz will ask coaches and managers to send info to Liz for photos options. [AI 163]

Social Membership

ACTION: Nicole will organise Bowlo social membership for our members [AI 164]

Presentation Event

ACTION: Liz to engage Nadine re end of season presentation. [AI 165]

16. Next Meeting: Tuesday 30th July 2024 at 6.00pm

Meeting Closed: 7.05pm

Nick Osborne
Registrar

Committee Action Items as at 03 June 2024

	Action Item	Lead	Due by	Status
2	Regular review of goals and tasks	Secretary	May 2024	Standing agenda item two or three times per year
12	Promote rego through Club signage	Nicole	July 2023	3/6/24: Met up with manufacturer to discuss location and idea – currently sitting with them to do a design
30	Update / refresh Club website	Asst CommsO / Nick	01 Jan 24	5/2/24: Nick has sent options to MCM and he and CommsO are waiting for a design to come back. 30/4/24: Nil to report
31	Explore vacation care activity or come and try netball session through WEMOOSH for example. Bec available to assist.	Strat Planners	2024	Strategic Planning Committee to review in 2024
	NEW ACTIONS FROM 06 Sep 23			
106	Amy to draft a change proposal re NNA forfeit rules for the Executive (Action: Secretary) to present to NNA	Janine	CLOSED	Email sent to NNA Secretary 16 Nov 23 5/2/24: Nick advised that he had an impromptu and informal discussion Donna Harrison. Details recorded in item 3 of meeting 05 Feb 24. 3/6/24: Janine has discussed with NNA and is satisfied with response.
110	Strat Rec #1: Set up a Netball board in the Bowlo	Nicole	01 Jan 24	5/2/24: Nicole we have a position for it, but waiting to see what is on it. Donna to provide a mockup 4/3/24: Ongoing
112	Strat Rec #5: Create a Comms strategy	CommsO	CLOSED	CommsO presented the Marketing Strategy, and will implement it and report against it in future meetings. 3/6/24: Remove from Standing Agenda and review in Washup Meeting
113	Strat Rec #6: Design an infographic to present our goals and values to the membership	Liv	01 Jan 24	5/2/24: With Liv no longer available, this will have to be taken up by someone else. Nick is seeking volunteers.
119	Source quote for new gazebo bag	Dwight	CLOSED	03/06/24: Dwight has contacted Extreme Marquees contacted and has quote. Exec has endorsed purchase of replacement.

	Action Item	Lead	Due by	Status
	ACTIONS FROM 27 Nov 23 Committee Meeting			
124	Strat Rec #12: Continue to promote and attend more Carnivals	Team Managers	CLOSED	Business as usual.
127	Strat Rec #14: Create a fun acronym/ jingle/ song / catch phrase to encompass our values	Strategy Committee		
128	Strat Rec #15: Implement recognition and reward to those that refer / recruit a friend	Exec	07 Sep 24	26/11/23: Nick to add question to registration in PlayHQ, and to track info across the season. Committee will then consider recognition at, for instance, end of the season 30/12/23: Question added to PlayHQ
129	Strat Rec #16: Create and review a retentions metric, and report back to Committee at end of season	Registrar	30 Sep 24	03/06/24: Nick provided simplistic numbers, and will compile a more detailed report using data captured at AI #130
130	Strat Rec #17: Develop an exit survey	Strategy Committee	30 Jun 24	To be completed in company with AI #129.
132	Follow up sponsorship interest with Makin Mattresses.	Sponsorship Officer	01 Jan 24	Delayed awaiting appointment of new Sponsorship Officer 4/3/24: Blake needs more details from Kat Easton. 30/4/24: Blake has made contact and is awaiting a response
136	Communicate the importance of our sponsorship relationships (particularly the Bowlo)	Sponsorship Officer / CommsO	01 Jan 24	Ongoing
139	Ensure @waratah emails are added to safe sender filters	All Committee Members	CLOSED	No further action required
	ACTIONS FROM 05 Feb 24 Committee Meeting			
147	Dwight to send Nadine some social ideas from CATS	Dwight	CLOSED	Business as usual
	ACTIONS FROM 30 Apr 24 Committee Meeting			
153	Registrar to raise recommendations from Registration Washup at end of season review session	Registrar	30 Oct 24	
154	Liz to chair a sponsorship subcommittee and send recommendations to Exec	Liz	CLOSED	Recommendations endorsed by Exec out of session. Details stored in Onedrive at 2024\Secretary\Minutes\080524 - Sponsorship Sub Committee.pdf
155	Donna to advise Coaches and Managers of Umpiring Development options	Donna	CLOSED	Completed
156	Nicole to add Blake as Facebook Admin	Nicole	CLOSED	

	Action Item	Lead	Due by	Status
157	Coaches and managers to get photos of their teams in uniform	Janine	CLOSED	Business as usual. Teams are being more proactive in promoting team and Club socials.
158	Blake to source novelty cheque options	Blake	CLOSED	Completed
159	Regularly remind dates of upcoming raffle night and importance of attending into Coaches & Managers Chat	Lauren	CLOSED	Dates on website and StackTeam App. No further action required.
160	Create Facebook post about upcoming raffles each month	Emily Donna	Ongoing	Intent is to advertise to our community via social media to encourage attendance and to promote our sponsor
161	Investigate dates/times of finals series of Suncorp Super Netball and holding viewing at MWBC	Nadine	30 May 24	Looking at GF which is being held on 03 Aug at 1900h and if the game can be played on the Bowlo TV.
162	Send any photos of junior players wearing Tillys merchandise to Bec.	Bec	30 June 24	Bec to chase this up. Tilly's wanted photos to be able to display them at their Childcare centre to show they support community, and to promote WNC as a potential Club for their attendees to join.
	ACTIONS FROM 03 June 24 Committee Meeting			
163	Liz will ask coaches and managers to send info to Liz for photos options	Liz	30 June 24	
164	Nicole will organise social membership for our membership	Nicole	-	
165	Liz to engage Nadine re end of season presentation.	Liz	-	

Attachment 2: Correspondence

IN	OUT	RESPONSE	ACTION
16/05 – promotional email from Waukivory Estate farmstay weekender			Nil
24/05 – promotional email from Core Recovery – recovery facility based in Gateshead			Nil
26/05 – NNA notifying details for First Nations Round scheduled for 31 May/1 June			Nil
27/05 – NNA notifying Council meeting to be held on Mon 3 June at clubhouse 7.30pm		Janine Curtis and Jane Stoodley attending	Nil
29/05 – NNA email re: inappropriate sideline behaviour and disciplinary policy		Nil	WNC has circulated to all our members



Sponsorship Sub Committee Meeting

Wednesday 08 May.

Attendance via Vidcon: Nick Osborne, Liz Gold, Donna Endresz

Meeting Opened 7.45

1. The sub-committee was formed in response to AI 154 of 30 April 2024.
2. The sub-committee acknowledged the available funds via sponsorship as per Table 1

From	Amount	Notes
CATS	\$3000	Already allocated to Tri-series purchases
Anonymous	\$500	Already allocated to Shooting skills session
Local Sports Grant	\$3,449	Must be spent on NettyHeads and Gazebo
Tillys	\$4,000	Total sponsorship was \$5000, but \$1000 has already been spent on apparel for this year.
Bowling Club	\$4,000	
Molycop	\$2,500	
TOTAL	10,500	

Table 1 – Available funds

3. The sub-committee discussed options against the following criteria:
 - a. Value for money
 - b. Potential for sponsorship acknowledgement (ie placement of logos)
 - c. Utility to Club membership
4. After discussion, and particularly noting some of the recommendations that had been provided separately from other Club members, the sub-committee provided the recommendations for dispersal of sponsorship as per Table 2

Priority	Recommendation		Source	Comments
1	Juniors Hoodies	\$2000	Tillys	Apprx 40 x \$50 for new juniors. Tilly's logo
2	Additional Balls	\$1000	Bowlo	With CATS logo for continuity with already ordered balls
3	Hoodies subsidy	\$2000	Tillys	Approx 65 hoodies at \$30ea. Members to pay approx \$25
4	Gazebo Canopies	\$1000 \$500	MolyCop, Bowlo	For new Gazebos that are procured via Local Sports Grant. Note that cost is very unlikely to be this high. Canopies to have all major sponsors on it (Bowlo, Tilly's, MolyCop, CATS(?))
5	Umpire shirts	\$1000	MolyCop	Up to 20 shirts at \$50ea. Based on new Molycop shirt design
6	3 x Table skirts	\$300	Bowlo	All with sponsors' logos
7	Drawstring bags for patches	\$500	Molycop	
8	Ball caps	TBA	Bowlo	Setup costs, caps to be sold idc
8	Scarves	TBA	Bowlo	Setup costs, scarves to be sold idc

Table 2 – Recommended Dispersal

5. Notes:
 - a. **Junior Hoodies:** This is commensurate with 15 May 2023 decision to provide hoodies for all Juniors using the Tilly's sponsorship
 - b. **Additional Balls:** As per Dwight's request, we recommend \$1000 be allocated to additional balls. We recommend they have the CATS logo on them to standardise with other balls.
 - c. **Hoodies subsidy:** We recommend the Club subsidise hoodies for those that wish to buy them. \$30 per subsidy, with member paying \$25. Tilly's logo on back. , "Netball Club" to be added below Waratah on the back.
 - d. **Gazebo Canopies:** The gazebos bought from Grant Funds to have yellow canopies with all major sponsors logos on them. Indicative prices for canopies are from \$700 each, but further costings are required. Hence \$1500 allocated to them
 - e. **Umpire Shirts:** The sub-committee recommends buying all Club umpires specific umpiring shirts based on the Molycop design. This will provide an incentive to umpires, and provide good reputational effect for the Club
 - f. **Table Skirts:** This is relatively cheap branding for tables that are used for rego, selections, and could be used for raffles. All sponsors logos will appear on the table skirts.

g. **Drawstring bags:** For bibs and pinnies. Low cost, with Molycop logo on them.

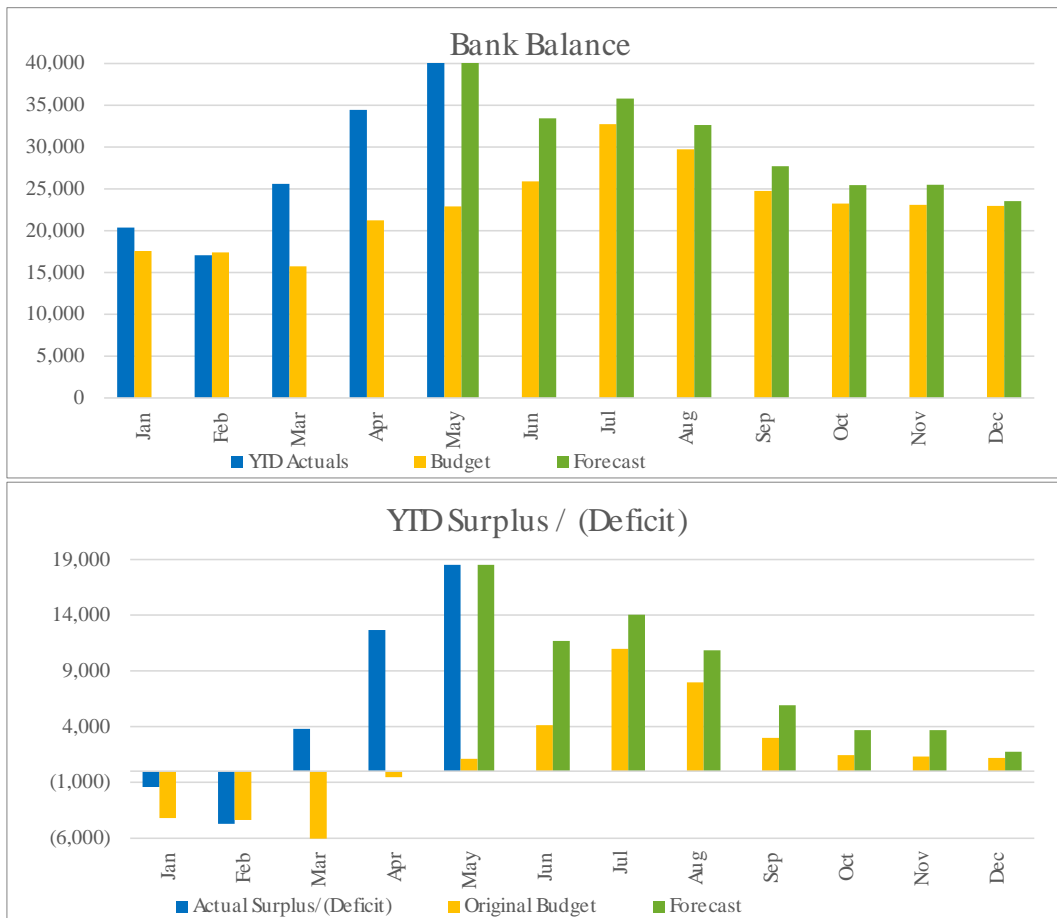
h. **Ball Caps and Scarves:** We recommend the Exec consider paying for setup to procure caps and scarves. These will be for on-selling as Club merchandise (therefore most of cost will be recovered). There seems to be clear interest in buying Club merchandise, particularly from junior player parents.

6. **Meeting Closed 8.15pm**

Nick Osborne



May 2024 Finance Report



Notes

YEAR-TO-DATE VARIANCES

At 31 May 2024, we had \$40,2878 in the bank, which is \$17,406 above where we had budgeted. The year-to-date operating result of a profit of \$18,505 is also \$17,406 above where we had budgeted.

The main drivers in the result being different to budget were largely timing issues (and which will catch up in the following months):

- Total registration revenue of \$14,398, which is \$2,358 above budget (a permanent variance). Note: we have 2 more teams than I budgeted.
- \$15,000 of sponsorships has been received:
 - o \$4,000 from Mayfield West Bowling Club
 - o \$3,000 from Currawong Aviation Trainings Services (budgeted to be received)
 - o \$500 for Nettyheads shooting clinics (not budgeted)
 - o \$5,000 from Tillys (budgeted \$4,500 to be received later in the year)
 - o \$2,500 from Molycop
- Apparel (uniforms) is always difficult to forecast:
 - o Sales of \$5,590 are \$3,240 ahead of budget
 - o Purchases of \$9,568 are \$1,357 less than budgeted



May 2024 Finance Report

- The main driver of the difference between the purchases and sales is the purchase of Triserries uniforms, Molycop shirts, coaches shirts, additional pinnies and subsidised coaches hoodies, which is paid for by sponsorships and club reserves
- Court hire is \$605 below budget due to the NNA lights charges being \$445 less than forecast.

Forecasting

I am forecasting we will have \$23,532 in the bank at year end, which \$566 more than budget. I am also forecasting the end of year result to be a profit of \$1,750, which is also \$566 more than budget.

The key drivers in this forecast being different to the original budget are:

- The variances noted above
- Reinstating of the fundraising revenue from the Bowling Club Friday night meat raffles totalling \$1,500 for the year
- The loss of OP Finance as a Triserries sponsor (\$3,000)
- Apparel sales are estimated at \$5,590 and purchases at \$10,924. This assumes \$4,000 of Tillys and \$1,000 more of Molycop related purchases.
- Purchase of balls (\$1,800).

Other

- I am in the process of shifting \$15,000 into a term deposit account to gain interest revenue (est \$675)
- Payment Plans: Currently 2 players, owing \$81.



May 2024 Finance Report



Waratah Netball Club Inc

Financial Report
YTD, ending 31 May 2023

Income	2023 Month Budget	May Month Actuals	Variation Fav / (Unfav)	2023 YTD Budget	2023 YTD Actuals	Variation Fav / (Unfav)	2023 Budget	Forecast	Variation Fav / (Unfav)
Registration	400	889	489	12,040	14,398	2,358	12,479	14,498	2,019
Sponsorship & Grants	2,500	4,000	1,500	8,500	15,000	6,500	16,000	18,449	2,449
Fundraising	95	2,174	2,079	380	2,550	2,170	1,750	3,390	1,640
Pie Drive Income	-	-	-	-	-	-	7,000	7,000	-
Apparel Sales	200	695	495	2,350	5,590	3,240	2,500	5,690	3,190
Other Income	-	37	37	20	167	147	20	207	187
Presentation Fees	-	-	-	-	-	-	1,150	1,150	-
Total Income	3,195	7,795	4,600	23,290	37,704	14,414	40,899	50,384	9,485
Expenditure:									
Coach and umpire development	83	70	13	417	115	302	1,000	1,450	(450)
Equipment	21	-	21	104	-	104	250	1,500	(1,250)
Coaching Equip & Balls	125	-	125	625	616	9	750	3,041	(2,291)
Pie Drive Costs	-	-	-	-	-	-	6,500	6,500	-
MyClubMate Fees	500	-	500	500	516	(16)	500	516	(16)
Preseason	150	-	150	900	547	353	1,250	2,797	(1,547)
Presentation	-	-	-	-	-	-	8,000	8,000	-
Presentation Vouchers	-	-	-	-	-	-	1,300	1,300	-
Court hire	150	1,345	(1,195)	2,000	1,395	605	2,145	2,145	-
Registration	-	174	(174)	6,555	5,901	654	6,555	5,901	654
Apparel Purchases	500	-	500	10,925	9,568	1,357	10,925	14,668	(3,743)
Fundraising Costs	16	367	(351)	65	367	(302)	300	517	(217)
Miscellaneous Costs	20	-	20	100	174	(74)	240	298	(58)
Total Expenditure	1,565	1,956	(391)	22,191	19,199	2,992	39,715	48,633	(8,918)
FY 18-19 Inc/(Exp)	1,630	5,839	4,209	1,099	18,505	17,406	1,184	1,751	18,404

Bank Account		Petty Cash	
Balance at 01 Jan 23	21,782	Balance at 01 Jul 21	292
Total Credits	37,704	Income:	
Total Debits	19,199	Outgoing:	
Current Balance	40,287	Closing Petty C	292

Net Worth		Outstanding Debtors	
Bank Balance	40,287	Registration	-
Petty Cash	292	Uniforms	-
Less debtors	-		
Net Worth	40,580		
Increase/(Decrease)	18,505		

check ok

check ok

DJ Graham
Dwight Graham
Treasurer

