



# Management Committee Minutes

## 17 June 2025

**Attendees:** Nicole Cadogan, Nadine Gallaway, Nick Osborne, Teesha Scott, Liz Gold, Laura McAllister

**Apologies:** Janine Curtis, Jane Stoodley, Donna Endresz, Dwight Graham, Erin Cullen, Hannah Morgan, Holly di Matteo, Tess Carruthers, Veronica Lange

**Meeting Opened:** 6.30pm

1. **Previous Minutes:** Nicole moved that the minutes from the previous meeting held on 29 April 2025 be accepted as a true and accurate record.  
**Seconded:** Liz  
**Carried**
2. **Action Items and Business Arising:** Nick reviewed the Action Items in Attachment 1. The following updated actions were agreed:
  - **AI #210:** Nicole to set up file in one drive and link to be sent out with business rules for end of year photos at presentation. This is to ensure that while we provide a repository for photos, we do not fill the folder with multiple copies of the same photo.
  - **AI #210 (cont):** Teesha asked if there was a protocol with Facebook photos, and how (or if) the person who posts photos includes a small commentary to accompany the photo. Nicole advised that she would ask for the commentary to be included when a photo is posted, and that the commentary is the responsibility of the person posting, as they will have the background to the photo.
3. **Correspondence:** See Attachment 2. No action required
4. **Out of session Business:**
  - Exec approved the use of sponsorship funding for hoodies. For new NSG, and new members for teams up to 21s. Senior players will receive a subsidy as per 2024. *[Exec vidcon and chat 05-06 May 2025]*.
  - The Exec agreed to refund Grace McCluskey \$57.00. Grace registered for Tri-series 23s, but was injured in NNA rep game after playing only two rounds for Waratah. *[Exec Messenger chat 25 May 25]*
  - Exec approved the use of 2 x WNC umbrellas for prizes for trivia night *[Exec email 13/05]*
5. **Registrar's Report:**
  - The Registrar advised that he had entered Mia Melenewycz and Sophie Di Matteo into MyClubMate as late NetSetGo registrations. Both had registered via the NNA link; however NNA had forgotten to pass their details on to the Club. Liz advised that they are both in receipt of NSG hoodies.
6. **Treasurer's Report:**
  - The Treasurer (not present) provided the May report in Attachment 3 and moved (in absentia) that it be accepted.  
**Seconded:** Nick  
**Carried**
  - The Treasurer (in absentia) moved that we re-invest our fixed term deposit for 12 months at 4% return. This would yield ~\$600 in revenue compared to in a transaction account which attracts zero interest.  
**Seconded:** Nick  
**Carried**
7. **Coaching Convenor Report:**
  - Nil report

## 8. Umpiring Convenor's Report

- See Other Business

## 9. Communication Officer Report

- See Action Items and Business Arising

## 10. Sponsorship Report

- Blake has had to step away from the job of Sponsorship Officer. The Exec has taken over the role and will follow up the excellent work Blake has done. The position will be vacant until next AGM, unless someone volunteers to take the role on for the remainder of 2025.

## 11. Improvement Sub Committee (ISC) Report (Nick)

- First ISC meeting (virtual) was held on 25 May 25, with Nick Osborne, Donna Endresz, and Laura McAllister. Full committee also includes Holly Di Matteo, Nadine Jones, and Mandie Rodgers. Minutes are at OneDrive\2025\Improvement and also on [website](#).
- ISC will focus on three key questions:
  - What MUST the Club do better?
  - What SHOULD the Club do better?
  - What COULD the Club do better?
- Surveys were sent to Past and Present members (separately). ISC will re-convene 22<sup>nd</sup> June to consider the responses. Nick advised that the number of responses was very low (one response from Past members, 10 responses from Current members), so Laura will send out the link via the coaches and managers' chat.

## 12. Uniform & Equipment Coordinator Report (Liz)

- Game balls purchased at end of 2024 are not in good condition. They have faded or lost grip or changed shape. Liz has gone back to the supplier about the condition of the balls, and the supplier has requested photos of some examples. Liz has requested teams send in photos, but none have submitted any yet. Liz will send out a reminder.
- All hoodies have been ordered and delivered to those who ordered.
- Team photos are organised for **27 Jul 25** from around 2.00pm at the Bowling Club. A block of times to be offered for teams to nominate. It was agreed in July 2024 to move the photos session to the Bowlo to reduce the impost on teams who have to umpire, or come before their games. It will also make coord simpler. Photos will cost \$5 per photo. Laura to assist in editing in photos, and Nicole will assist Liz in organising and advertising the photo shoot.

## 13. Fundraising & Social Coord Report

- No report was provided; however it was noted that the Trivia night was successful. Initial indications are that we raised approximately \$900 profit. Liz reminded the meeting that a few people asked for the night to be faster, however Liz pointed out that the scorers needed time to mark the results. Therefore, the night cannot go a lot faster than it did. Notwithstanding, people had a very enjoyable evening, and it flowed well.

## 14. Tri-Series Report

- Nothing significant to report.

## 15. Other Business:

- **Grading.** On 23 May, Nick submitted an EOI for the 12yrs Kittyhawks be regraded down to Div 3 from Div 2 but the application was not successful. Renee Nicholes (Kittyhawks Coach) was on the NNA Grading Committee and reported that she got the Grading Committee to send an EOI out for the top team below to swap, and that team didn't want to do that in case it set a precedent. The Grading Committee will be meeting to propose changes to the constitution and policies to present at the August AGM. Renee did note that the Committee did regrade four teams through the EOI, so that is a small step forward to improving this for all teams.

- **Umpiring.** There was some discussion in the Umpires chat that under-confident umpires did not seem to be getting the support they wanted. It was noted that we did not hold an Umpiring Course for juniors this year (there was little interest when Donna first offered the course). Nicole advised that the Umpiring Policy was clear, but we should ensure that everyone understands the policy. Nick suggested that the Umpiring Sub-committee review the policy. The ISC will add umpiring to the Improvement discussion, but meanwhile the Umpires will offer to run a training session for umpires. **AI #224**
- **NNA Meeting Minutes:** Nicole asked if anyone had seen minutes of the last NNA Meeting. Nick suggested that they may not come out until a couple of weeks before the next NNA meeting.

**16. Important dates:**

- **Saturday 28 June 2025:** Teams have office/canteen duties from 12 - 5pm. Roster will be disseminated to required teams
- **Saturday 19 July 2025:** Senior drinks at the Bowling Club
- **Saturday 26 July 2025:** Teams have office/canteen duties from 12 - 5pm. Roster will be disseminated to required teams.
- **Sunday 27 July 2025:** Club Photos at Bowling Club
- **Saturday 19 August 2025:** Senior drinks at the Bowling Club
- **Saturday 30 August 2025:** Canteen/office duties. This is during finals week, so will need to wait for who is playing finals. Times will be 2.30 - 5pm.

**17. Next Meeting:**

- Tuesday 29 July, 6.30 – 7.30

**Meeting Closed:** 7.07pm

## Committee Action Items

as of 17 June 2025

	Action Item	Lead	Due Date	Status
2	Regular review of goals	Secretary	Ongoing	Standing agenda item two or three times per year 26/8/24: Nick to review at the End of Season Washup on Sunday 22 September at 10.00am. 15 Oct 24: Nick advised that goal review did not occur due cancellation of wash-up meeting. He recommended an out of session review with Execs 20 Feb 25: Nick advised that he wanted to set up a "Continuous Improvement Sub-committee". See AOB item in minutes of 20 Feb 25.
30	Update / refresh Club website	Nick	01 May 25	5/2/24: Nick has sent options to MCM and he and CommsO are waiting for a design to come back. 26/8/24: Nil update 15 Oct 24: Nick to review in 2025 20 Feb 25: Nick recommended deferring until after rego. Nick to progress icw Emily Reed 17/6/25: Raised as part of Improvement Sub Committee action
	<b>NEW ACTIONS FROM 06 Sep 23</b>			
110	Strat Rec #1: Set up a Netball board in the Bowlo	Nicole / Donna	CLOSED	5/2/24: Nicole advised that we have a position for it, but waiting to see what is on it. Donna to provide a mockup 26/8/24: Donna still working on design 17/6/25: It was agreed that this action was no longer required.
	<b>ACTIONS FROM 27 Nov 23 Committee Meeting</b>			
129	Strat Rec #16: Create and review a retentions metric, and report back to Committee at end of season	Registrar	30 Apr 25	03/06/24: Nick provided simplistic numbers, and will compile a more detailed report using data captured at AI #130 17/6/25: Actioning through the Improvement Sub Committee
130	Strat Rec #17: Develop an exit survey	Registrar	30 Apr 25	To be completed in company with AI #129. 17/6/25: Nick sent Exit Survey to past members, and Feedback Survey to current members on 04 June on behalf of the Improvement Sub Committee.

	Action Item	Lead	Due Date	Status
	<b>ACTIONS FROM 30 July 24 Committee Meeting</b>			
168	Arrange photo day, aim for early in season, Sunday afternoon at Bowling Club	Liz	CLOSED	14/06/25: Liz has photos booked for 27th July at Bowling Club.
	<b>ACTIONS FROM Club Wash-up Discussion</b>			
195	Exec to consider a uniform refresh	Exec	01 Jan 25	For Improvement Sub-committee [AI #214]
197	The role of the Manager to be promoted especially where coaches are taking on multiple teams.	Coaching Convenors	01 Feb 26	Ensure it goes into coaches briefing in 2026.
	<b>ACTIONS from Sponsorship Meeting 08 May 24</b>			
199	Buy additional gazebos and canopies	Registrar	01 Mar 25	20/2/25: Nick advised that he is waiting on quotes from Oztrail and Extreme Marquee. He will then provide submission to Exec for consideration. 29/4/25: Nick has requested hi-res images of Club Logo from Emily Reed (the original creator) for the canopy design.
	<b>ACTIONS from meetings 15 Oct 24</b>			
201	Club Spirit Trophy (HerelfYouNeed) and Senior Club Player (Teesha) to be returned to Bowlo	Secretary Hannah	CLOSED	29/4/25: Bec will follow up with HIYN Senior Club Player trophy has been confirmed as at the Bowlo 08/06/25: Bec confirmed that Club Spirit has been returned
203	Liz to buy drawstring bags and table skirts	Liz	31 Dec 24	20 Feb 25: Poll for bags to come as there are mixed feelings about the need for them. The quote for skirts on request
	<b>ACTIONS from meeting 20 Feb 25</b>			
204	Selection guidelines to include pre-meeting guidance and Head Selector option	Nick	30 Jun 25	Improvement committee action [AI #214]
205	For selections, a previous season wrap up/summary, EOI, preferences and registration info all in one place	Nick	30 Jun 25	Improvement committee action [AI #214]
206	For selections, a pre-brief would be useful so that everyone knew their roles and tasks.	Nick	30 Jun 25	Improvement committee action [AI #214]
210	Comms Officer to consider best way to receive images and text related to games, social activities	Nicole	30 Aug 25	17/6/25: Nicole to set up file in one drive and link to be sent out with business rules for end of year photos at presentation
213	Blake to contact Cryoking re sponsorship expectations	Blake	CLOSED	29/4/25: ACTION: Blake to provide update 17/6/25: No further action required.
214	Nick to form 'Improvement' sub-committee	Nick	CLOSED	29/4/25: Nick sent request for volunteers on 27/4/25. 17/6/25: First meeting convened 25 May 25. The ISC will report to the Management Committee as Business and Usual

	Action Item	Lead	Due Date	Status
	<b>ACTIONS from meeting 29 Apr 25</b>			
219	Create the Sponsorship sub-committee	Nicole	CLOSED	Dwight will create a spreadsheet of Sponsorship and Grant income, and add the planned and current expenditure. This will be presented to the Exec for endorsement, and if endorsed becomes the record. 17/16/25: Close
220	Umpire Convenors to confirm coverage is organised for Unicorns and Carebears (Friday night games)	Donna Rachael	CLOSED	17/6/25: Umpiring is covered
221	Confirm with Exec if sponsorship funding available for new complimentary hoodies for NSG 2025 season	Liz	CLOSED	17/6/25: Exec approved the use of sponsorship funding for hoodies. Exec vidcon and chat 05-06 May 2025
222	Create Club Coaches email information in lieu of Coaches and Managers Briefing	Hannah, with Bec & Nick in support	CLOSED	Coaching convenors agreed that as we are halfway through the season, this can wait until 2026 when they will arrange an early coach and managers' briefing.
223	Arrange Nettyheads like training session for Junior players	Bec, with Hannah and Nick in support	15 May 25	17/6/25: NettyHeads are no longer a functioning entity. Nick recommended that we find an alternative option that would still meet the intent of the Local Government Sports Grant. See Exec Chat 11-12 May 25.
224	Umpiring Sub Committee to offer additional training session	Donna	30 Jun 25	

## Attachment 2: Correspondence

IN	OUT	RESPONSE
	30/04 Request for age exemption for Tri-Series 23s to NNA	Dwight met with NNA President however the request was denied
<p>05/05 NNA Update advising We are implementing a <b>new Day Registration process</b> which is to be completed prior to coming to the courts via electronic devices.</p> <p>For Day Players that are not already a registered member of Netball NSW, they will need to create an account with PlayHQ and can use the following link: <a href="https://www.playhq.com/netball-australia/register/6bb9a6">https://www.playhq.com/netball-australia/register/6bb9a6</a></p> <p>There is an information sheet(cheat sheet) at each office now, together with a QR Code to assist with the process. Any issues, please contact Sam Rumbel on 0407 953293 or email <a href="mailto:registrar@newcastlenetball.com">registrar@newcastlenetball.com</a></p>		
10/05 – NNA advised an umpiring duty wasn't fulfilled on 10 May and warning letter received		Umpiring Convenor advised it was accidentally missed due to human error.
<p>19/05 NNA advised upcoming meeting on 26 May. Summary:</p> <p>Lighting on courts 13 14 is due soon</p> <p>Looking for additional boys to join 14yrs rep team</p> <p>Constitution was changed to say only the President of a Club couldn't hold an NNA executive position and took out the other club position holders</p> <p>Do not park in Athletics Field car park at any time</p> <p>Day regos are all done online now</p> <p>Ask the other team before videoing/photographing as there are players in the comp from juniors to seniors who do not want things posted online. Also familiarise with netball NSW photography policy</p>		<p>Janine Curtis, Nicole Cadogan and Steve Wilkinson attended.</p> <p>Key points communicated to coaches/managers</p>

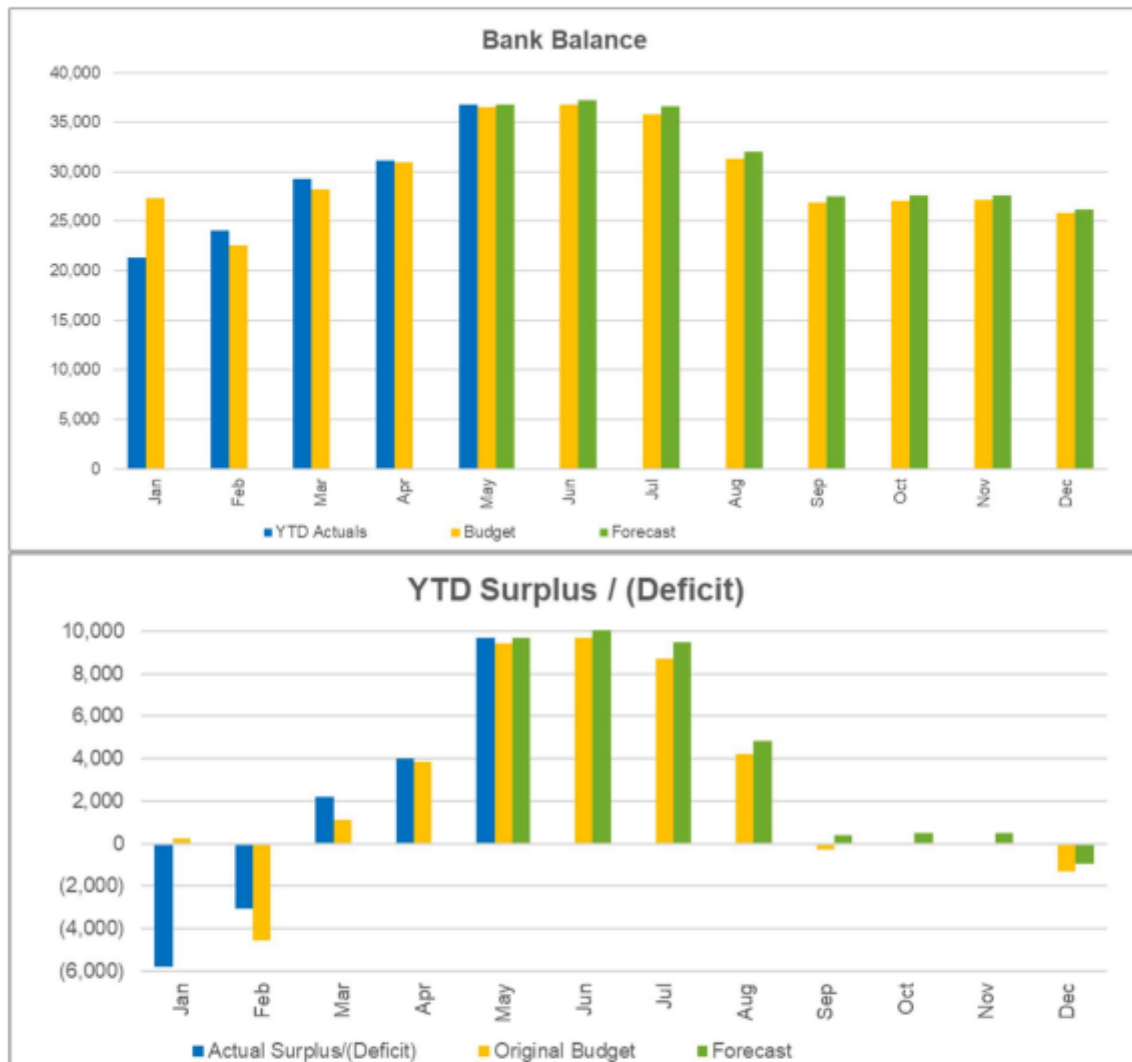
IN	OUT	RESPONSE
	20/05 Umpiring Convenor to NNA to check on fairness of umpiring duty allocation across teams which varies from 7 to 11 duties.	NNA advised that with 4,800+ games to allocate umpires to in our Winter Competition, there does arise some inconsistencies with allocations. These inconsistencies were addressed this year and we are confident that more even allocations will be improved moving forward in 2026.
	On 23/05, Nick submitted an EOI for the 12yrs Kittyhawks be regraded down to Div 3 from Div	02/06 NNA advised outcomes of grading request (not-supported) for Kittyhawks, as above
25/05 NNA advised details for First Nations Round to be held on 30/31 May		
29/05 Woolworths Netball Grants are open till 29 Aug with funding for clubs looking to improve facilities, upgrade equipment, or make netball more accessible for young players, there's \$2,000 grants available for 40 centres		
05/06 NNA issued warning as advised scoresheet was not completed correctly		Communicated to team, and reminder to complete fully sent to all coaches/managers
12/06 Invitation to attend NetSetGo Coordinator function Sat 12 July 3.30-4.30 followed by 2 x free tickets to Giants vs Mavericks game at Ken Rosewall Arena Sydney		If interested, please contact Nicole Teesha taking the tickets



## Attachment 3: Treasurer's Report (May 2025)



### May 2025 Finance Report



### Notes

#### VARIANCES

As at 31 May 2025, we had \$36,822 in the bank, which is \$300 above budget. The year-to-date operating result of a profit of \$9,704 is also \$300 above budget. However, there are some large variances underpinning these results:

#### Revenue variances

- Sponsorships and grants revenue is \$1,500 ahead of budget after receiving \$11,000 during May and we have received a further \$3,500 in early June, after month end close off.
- Apparel sales are \$1,174 below budget, with this fluctuating from year to year and hoodies being funded by grants or subsidised, resulting in less sales than predicted.



## May 2025 Finance Report

### *Expenses variances*

- The Equipment line is underspent by \$2,050, with the two new gazebos yet to be purchased.
- Development is \$1,873 under budget. It is unclear how much more will be spent.
- Court hire is underspent by \$1,600, due to NNA not yet invoicing court hire, which is estimated to be \$1,400
- Apparel expenses are over budget by \$2,586, with \$4,716 spent in May, largely funded by sponsorship from Tillys and Molycop.

### **FORECAST**

At this point I am forecasting to have \$26,163 in the bank at the end of the year and reporting a small loss of \$955 for the year. However, purchases related to sponsorship could vary this result. close to the original budget.

### **OTHER**

Nil.

## May 2025 Finance Report



### Waratah Netball Club Inc

#### Financial Report

YTD, ending 31 May 2025

Income	2025 Month Budget	May Month Actuals	Variation Fav / (Unfav)	2025 YTD Budget	2025 YTD Actuals	Variation Fav / (Unfav)	2025 Budget	Forecast	Variation Fav / (Unfav)
Registration	900	296	(604)	15,036	15,090	54	15,486	15,290	(196)
Sponsorship & Grants	4,000	11,000	7,000	12,500	11,000	(1,500)	12,500	14,500	2,000
Fundraising	2,200	943	(1,257)	2,950	1,975	(975)	4,850	4,350	(500)
Pie Drive Income	-	-	-	-	-	-	6,500	6,500	-
Apparel Sales	650	610	(40)	5,510	4,336	(1,174)	6,000	4,826	(1,174)
Other Income	20	(410)	(430)	(716)	(786)	(70)	54	(646)	(700)
Presentation Fees	-	-	-	-	-	-	1,200	1,200	-
<b>Total Income</b>	<b>7,770</b>	<b>12,439</b>	<b>4,669</b>	<b>35,280</b>	<b>31,615</b>	<b>(3,665)</b>	<b>46,590</b>	<b>46,020</b>	<b>(570)</b>

<b>Expenditure:</b>									
Development	200	-	200	3,050	1,177	1,873	3,250	2,277	973
Equipment	-	-	-	2,050	-	2,050	2,050	2,000	50
Coaching Equip & Balls	-	-	-	500	351	149	750	750	-
Pie Drive Costs	-	-	-	-	-	-	5,700	5,700	-
Preseason	-	-	-	600	355	245	750	705	45
Presentation	-	-	-	-	-	-	8,400	8,400	-
Presentation Vouchers	-	-	-	-	-	-	1,500	1,500	-
Court hire	1,500	-	1,500	1,600	-	1,600	2,125	2,125	-
Registration	-	1,800	(1,800)	7,575	7,038	537	7,575	7,038	537
Apparel Purchases	-	4,716	(4,716)	9,500	12,086	(2,586)	13,900	14,296	(396)
Miscellaneous Costs	500	240	260	1,000	904	96	1,890	2,184	(294)
<b>Total Expenditure</b>	<b>2,200</b>	<b>6,756</b>	<b>(4,556)</b>	<b>25,875</b>	<b>21,911</b>	<b>3,964</b>	<b>47,890</b>	<b>46,975</b>	<b>915</b>
<b>FY18-19 Inc/(Exp)</b>	<b>5,570</b>	<b>5,683</b>	<b>113</b>	<b>9,405</b>	<b>9,704</b>	<b>300</b>	<b>(1,300)</b>	<b>(955)</b>	<b>(1,485)</b>

		<b>Petty Cash</b>	
Balance at 01 Jan 25	27,118	Balance at 01 Jul 21	292
Total Credits	31,615	Income:	
Total Debits	21,911	Outgoing:	
Current Calc'd Balance	<b>36,822</b>	Closing Petty C	<b>292</b>
Trading Account	20,496		
Uniform Account	1,326		
Investment Account	15,000		
Total Current Balance	<b>36,822</b>		

check ok

<b>Net Worth</b>		<b>Outstanding Debtors</b>	
Bank Balance	36,822	Registration	-
Petty Cash	292	Uniforms	-
Less debtors	-		
<b>Net Worth</b>	<b>37,115</b>		-
<b>Increase/(Decrease)</b>	<b>9,704</b>		

check ok

check ok

*DI Graham*

Dwight Graham  
Treasurer

