ESPERANCE HOCKEY ASSOCIATION

Executive Meeting

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| Time: | 7.04 pm |
| Date: | Tuesday 7th March 2023 |
| Location: | Aurelia’s & Zoom |
| Chair: | Ian O’Dea |
| Attendees: | Ian O’Dea, Ange Hill, Rachel Hoey, Henry Johnson , Sam Stubna, Sara Harcourt-Smith, Matt Ryan |
| Apologies: | Niccole Cooper, Jenna Gow |
| Minute taker: | Terri Herbert |

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|  | Item | Recommendations | Summary of discussion | | Actions | |
| 7.04pm | Minutes from previous meeting | Any business arising? | * Signatories - President, Treasurer & Secretary. Ian & Sara will need to pop into Westpac to get a Westpac Customer ID and fill in the required paperwork. * 2023 Credit Card Holders – President, Treasurer & Junior Coordinator – (I think need to confirm) Again need to order through the bank. * Key Register – Niccole only one who can request this and collect keys unless she writes and askes for others to be placed on here. Still to do up list of who needs what. * Tribunal Members Email – Nicc was following up for me for template. * Kitchen works – Terri followed up with Tania & JC Herbert Electrical regarding work to be done. * Cricket Lease - $1000 per year for the 3 year term (which ends this March 2023) to be invoiced please.   Queried power charges, lighting lock.   * Southern Ports Grant Acquittal – Niccole has filled form out, Matt to get photos then will follow-up and send off. * Registrations – Juniors run like last year but Minkey do a shorter session 8-10wks * Shane Tobin has organized for Softball to collect honour board tomorrow 8th March * Joy Scully happy to do new honour board just need to discuss what we want. – Light wood, open book type of thing with 4 sides to use. * QR Code sent out to everyone for registrations, Ange waiting on TopSigns for a quote for signs. | | * Ian & Sara to head into Westpac and sort out becoming signatories and having credit cards * Tash handed Ange her keys she will keep, Henry to ask Will Lewis for his, Terri to ask Dave Green for his and follow up any outstanding. * Terri to ask James regarding kitchen works if he can squeeze it in? * Sara to invoice cricket, lock to be placed on lights – Ian to follow up. * Sam will liaise with Joy Scully & Committee regarding new honour board design * Ange to follow up on TopSigns rego signs. * Rach to stocktake cleaning supplies, Clean West usually supply stock – contact to see what we usually have on hand for Busy Bee. | |
|  |  | Minutes of the previous meeting were read by all in attendance. They were accepted as a true and accurate record. | | Moved:  Ange Hill | | Seconded:  Terri Herbert |
|  | **Nomination and Election of Vacant Office Bearers for 2023 Committee Positions** | | | | | |
|  | Treasurer | Sam Stubna nominated Sara Harcourt-Smith, seconded Terri Herbert | | Accepted | | Elected |
|  | President’s Report |  | NIL | |  | |
|  | Correspondence | As below | Read and discuss as required | |  | |
|  | Treasurers Report  (Sara Harcourt-Smith) |  | NIL | |  | |
|  | Women’s Report  (Jenna G & Sam S) |  | * Jenna & Sam touched base, working on sorting fixtures out ASAP * Jenna did up poster regarding players interest. - Facebook, Esp Primary School, BOLIC * Sharks may need a few players * Mallee are now good for numbers | |  | |
|  | Men’s Report  (Henry J & Tom E) |  | * Draft fixtures are done, just needing final check. * Country week ladies 16-18th June, mens week after 23rd – 25th | |  | |
|  | Umpire Report |  | NIL | |  | |
|  | Registrar Report  (Ange Hill) |  | * Clarification on Junior / Minkey Fees | |  | |
|  | Junior Report  (Niccole Cooper) |  | NIL | |  | |
|  | **GENERAL BUSINESS** | | | | | |
|  | Junior Format |  | * Same as last year except Minkey * Minkey to now be GoldStix 8-10 week program * Minkey $10/wk. * Age group Pre-primary (4yr) & up. | |  | |
|  | Junior umpiring | Heath Email U/17 umpire junior games with senior mentors or umpire panel | * Discussion on U/17 & Senior umpires * Umpire & mentor panel workload * Each week senior teams do 1 game each week (men’s one team has to do two due to numbers) * One senior umpire and one junior committee organised umpire – seemed to work well. * Onus needs to be pushed back on teams to encourage, promote and develop umpires through junior ranks, to start and learn through junior games. * Input needed from each team * Association looking to develop umpires throughout season with Hockey WA | | * Captains to push back out to teams to encourage, promote and develop U/17 umpires doing junior duties. * Hockey WA to be doing umpire clinic throughout the season, all teams encouraged to send participants. Terri to follow up with dates etc and program with Kristen. | |
|  | Liquor Licensing Upcoming inspection - Investigation - INV82726 | 21st March Tuesday 9am  Emailed regarding off season & if inspection still required. | * Frasier & Ian possibly to be there if inspection goes ahead. | | * Terri to follow up email to see if inspection going ahead. | |
|  | ECS Pavilion Hire | Contracts singed  Keys & Alarm code given to Sue Thomason |  | | * Sara to invoice | |

**Correspondence:**

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| **DATE** | **FROM** | **INFORMATION** | **ACTION** |
| 07/03/2023 | Rhonda Wohling – ECS | Re: Booking of club rooms | Contracts signed, Treasurer to invoice for the hire. Forwarded email to treasurer. |
| 07/03/2023 | Containers for Change WA | Increase your fundraising with our free donation tracker, | Read & Filed |
| 07/03/2023 | John Simons | RE: [EXT] - Fwd: Liquor Licensing Upcoming inspection - Investigation - INV82726 | Emailed Johnny Whyte from DLGSC regarding postponing inspection? |
| 07/03/2023 | Chris Crosby – Hockey WA | 2023 Hockey WA Participation Campaign and our 'Game Time' Book | Forwarded to Exec committee & Men’s & Ladies Delegates. |
| 06/03/2023 | Heath McDonald | Junior umpiring | Forwarded to Exec committee. |
| 05/03/2023 | Sue Thomason – ECS | RE: Booking of club rooms | Read & Filed. Keys to be dropped of with alarm code for access during the week. |
| 04/03/2023 | Clara Tan – SCC | 26th SCC International Hockey 6s Tournament - Sunday 5 March 2023 Schedule | Read & Filed (Too late to forward on) |
| 03/03/2023 | Clubs WA | Labour Day Trading Hours and Pay Rates, AustralianSuper Webinars, A Spinifex Brewing Special Offer, and Nominations Open for WA Training Awards. | Read & Filed |
| 03/03/2023 | Johnny Whyte - DLGSC | Liquor Licensing Upcoming inspection - Investigation - INV82726 | Forwarded to President & Bar Managers (John Simons & Frasier O’Brien) |
| 03/03/2023 | Tania Wright | Re: Kitchen Work Electrical | Confirming jobs to be done and added one I missed. Read, noted & Filed. |
| 03/03/2023 | GameDay | GameDay Newsletter: March 2023 | Read & Filed. |
| 02/03/2023 | Tash Woodhouse | RE: AGM Minutes | Notifying me of the wrong treasurers report sent out with minutes for AGM. Noted and forwarded the amended report. |
| 02/03/2023 | Niccole Cooper | Re: Executive Meeting 21st Feb Minutes | Amendment to minutes – Noted & corrected. |
| 02/03/2023 | Clara Tan – SCC | RE: Accommodation for 26th SCC International Hockey 6s Tournament 2023 - 4 & 5 March 2023 | Change of ladies helping the women’s team out- Forwarded to Sonya |
| 02/03/2023 | Rachel Witheridge – Esperance Shire | RE: Maintenance required - pavers outside kiosk area | Confirming and thanking us for fixing the pavers, read & Filed. |
| 02/03/2023 | Graham Pilcher – Hockey WA | YMCC Junior Carnival | Forwarded to President & Junior Coordinator |
| 02/03/2023 | Jill Reynolds – Esperance Shire | RE: GSG Switchboards Upgrades & Set of Keys Held | Work not yet completed asked if we still wanted the keys returned? I replied saying they can keep them until the work is completed. |
| 02/03/2023 | Sue Thomason – ECS | Booking of Club Rooms | Replied with confirmation they could hire the club rooms will follow up with official email & contracts. |
| 02/03/2023 | Clara Tan – SCC | Team Briefing and At a Glance for 26th SCC International Hockey 6s Tournament 2023 | Forwarded to Perrin & Sonya – Team Delegates for SCC |
| 02/03/2023 | Good Sports | Get inspired by the Good Sports Awards winners | Read & Filed |
| 01/03/2023 | Game Day | Our new website has launched! 🙌 | Read & Filed |
| 01/03/2023 | Rachel Witheridge – Esperance Shire | FW: Maintenance required - pavers outside kiosk area | Replied with confirmation that we had fixed the issue with lose pavers at the top and will monitor throughout the season. Happy for her to have a look. |
| 01/03/2023 | Esperance Shire | All things Sporty! 🏀⚽⚾⛳🚴🎾🏁 | Read & Filed |
| 28/02/2023 | Jill Reynolds – Esperance Shire | Social Media for Clubs | Forwarded to Exec Committee – Ange to attend. |
| 28/02/2023 | Kristen Jerkovich – Hockey WA | RE: Esperance HWA Visit | Replied with umpiring & coaching again and let her know the earlier the better for dates, season start 29/4. |
| 27/02/2023 | Shayley McGurk Davy – Hockey WA | UPDATE: Hockey Operations | Monday, 27 February 2023 | Forwarded on to President – Ian O’Dea |
| 27/02/2023 | Justine McDonald | RE: EHA Keys | Read, Reviewed Key Register, Filed |
| 27/02/2023 | Sam Crawford – Cricket | Re: Pavilion Hire Dates - ESC | Permission to hire venue out acknowledged. |
| 27/02/2023 | Kristen Jerkovich – Hockey WA | revolutioniseSPORT National Transfer Guide | Forwarded to President & Registrar |
| 27/02/2023 | Esperance District Football Assn. <edfa@bigpond.net.au> | Football Fixtures 2023 | Forwarded to Exec Committee |
| 27/02/2023 | Corporate Support – Esperance Shire | Shire of Esperance - Lease Holders - Notification of new Corporate Support email address | Read, Noted & Filed |
| 26/02/2023 | Emily Hegney | Indoor hockey - last post | Read, posted to Facebook & Filed |
| 24/02/2023 | Ange Hill | FW: You've been sent a Flowcode from | Read & Filed |
| 23/02/2023 | Karel from ClubsHR | Revolutionise Your Club Operations with ClubsHR 🚀 | Read & Filed |
| 23/02/2023 | Australia Post | RENEWAL Post Office Box Invoice#40000013929411 | Scanned & sent to EHA Treasurer’s Email address. |
| 23/02/2023 | Chris Crosby | 2023 Goldstix Program Launch, FAQs and How to set up the program | Forwarded to President, Junior Coordinator & Registrar |
| 23/02/2023 | ECS Administration <admin@ecs.wa.edu.au> | Hire Request for Greater Sports pavilion | Forwarded to Exec Committee for approval |
| 22/02/2023 | Justine McDonald | RE: Vouchers up for grabs - short survey about our club – EHA not on list to select | Tried survey and it worked, replied to Justine. |
| 22/02/2023 | RAWLINS Ryan [PD12041] <Ryan.RAWLINS@police.wa.gov.au> | Re: Liquor Accord meeting - CANCELLED | Read & Filed |
| 21/02/2023 | Karel from ClubsHR | New partnership with ClubsWA and new features live 🚀 | Read & Filed |
| 21/02/2023 | Clara Tan - SCC | RE: Accommodation for 26th SCC International Hockey 6s Tournament 2023 - 4 & 5 March 2023 | Forwarded on to Perrin Guest & Sonya Dowsett. |
| 21/02/2023 | Associations and Charities Branch, Consumer Protection | Associations Newsletter - Issue 34 | Read & Filed |
| 20/02/2023 | Justine McDonald | FW: Talent Development Program | Forwarded to President , Registrar & Junior Coordinator & team delegates. |
| 20/02/2023 | Angela Hill | RE: Agenda Exec Meeting Tuesday 21st Feb 2023 | Added to agenda |

**Correspondence out:**

* **07/03/2023 – Email Johnny Whyte (Liquor, Racing & Gaming) Regarding inspection during the off season.**
* **04/03/2023 – Email Sue Thomason ECS regarding hire of club rooms with contract and details.**
* **02/03/2023 – Email Sam Crawford copy of cricket lease which ends this year.** **Re: Pavilion Hire Dates - ESC**
* **28/02/2023 – Email Emily Hegney approval to go ahead with grant application for funding for indoor.**
* **27/02/2023 – Email Justine about old key register and who has outstanding keys.**
* **27/02/2023 – Email Niccole asking for EAH Presidents keys to be handed over to Ian**
* **27/02/2023 – Email Jen Williams (Cc Niccole & Ian) asking for Junior EHA Keys to be handed over to Niccole.**
* **27/02/2023 – Email Will Lewis asking for A1 Gate Key to be returned.**
* **27/02/2023 – Email Sam Crawford (Cricket) regarding ESC hiring out grounds for sports carnivals.**
* **21/02/2023 - Email Jill Reynolds Esperance Shire with updated Association contact details.**
* **21/02/2023 - Email Melanie Banyard Hockey WA with updated Association contact details.**
* **21/02/2023 - Email Geoff Poole regarding the Talent Development Program supporting the RASP program with our key contacts and what we would like from the program – Developing our umpiring officials and coaches.**

**Meeting Closed: 7.44pm**

**Next meeting: General Meeting 21st March 6pm**

**Attachment 1.**

Dear Sir/Madam

**PREMISES INSPECTION: ESPERANCE HOCKEY ASSN INC**

**PREMISES INSPECTION: On Tuesday 21st March 2023 at approximately 11.00am** an Inspector from Racing, Gaming and Liquor will inspect your premises and in addition to the inspection the following documents will be examined: -

* **plans showing current definition (does not have to be displayed but on the**
* **licensed premises)**
* **licence document on display (normally on the wall in the bar area)**
* **incident and training registers available and being maintained**

A **sign at the main entrance** as detailed by s 116(5) of the *Liquor Control Act 1988* (“the

Act”), will also be inspected. Should you fail to produce any of the documents or display the

sign, an infringement notice may be issued.

**If this is a Club Licence or Club Restricted Licence the licensee is required to**

**complete and make available, the attached questionnaire.**

The Inspector will also conduct an inspection pursuant to s 99 of the Act that states: -

*(1) Every licence is subject to the conditions that the licensee —*

*(a) maintain the licensed premises at a standard that is reasonable having regard to*

*the class of licence the locality and the expectations of the public; and*

*(b) keep the premises and all fittings and fixtures in the premises thoroughly*

*cleansed, in a hygienic condition and in good repair.*

The Inspector has the delegated authority to impose work orders to ensure compliance with

the above section**. The Inspector will examine such things applicable to your class of**

**licence, but not limited to, the following: -**

 The glass washing machine will be tested with a digital thermometer and must maintain

a temperature of not less than 75° Celsius throughout the entire hot rinsing procedure.

Please ensure all glass washing machines and hot water systems are turned on and

fully operational at least 30 minutes before the inspection time.

 All plastic glass racks must be undamaged and rust free.

 The carpets and floor coverings of the premises must be clean and undamaged.

 The paintwork of the premises shall be in good condition and not flaking.

 The toilets must be clean and in good repair which includes privacy latches on all

cubicle doors, self-closing devices fitted and in working order on the main toilet door and

all air lock doors.

 All refrigerator and cool room door seals must be clean and not damaged.

 Smoke alarms in accommodation areas.

 General fire safety throughout the premises.

 All fluorescent lights within the food preparation and storage areas must be fitted with

protective covers or have shrink wrapped fluorescent light tubes.

 The flooring in all bar areas must be clean, adequately covered and either sealed with

an approved epoxy resin finish or covered with a commercial grade vinyl floor covering.

 All egress points will be examined to ensure compliance with *Health (Public Buildings)*

*Regulations 1992* as amended.

 **If this licence has an accommodation component attached such as but not limited**

**to a hotel licence or Extended Trading Permit – Lodgers permit** - fire safety items

such as smoke alarms and maintenance of fire emergency doors and fire safety

equipment will also be inspected.

Please contact me on (08) 6551 4944 if you have any specific requirements in relation to the

timing of the inspections or in the event you require any further related information.

Yours faithfully

Johnny WHYTE

PREMISES INSPECTOR

03 March 2023