



Annual General Meeting 23rd November 2023

Present:	Angela Hill, Matt Ryan, Ian O'Dea, Rachel Norwood, Taryn Thomas, Caitlin Wallace, Nia Stevens, Michael Zani, Niccole Cooper, Rhys Bratten, Nicolas Crane, Emily Hegney, Fraser O'Brien, Jon-Paul Adams, Jenna Gow, Sara Harcourt-Smith, Lyn Reid, Nicole Creed, Sophie Hoey, Tash McCarthy, Jan Clawson, Sam Stubna, Terri Herbert
Apologies:	Tash Woodhouse, Tom Edwards, Henry Johnston, Kayla McDonald, Bianca Guest
Returning Officer:	Jon Paul-Adams
Minute Taker:	Terri Herbert
Opened:	6.02pm

ORDINARY BUSINESS		DISCUSSION			
Previous Minutes	Minutes of the previous meeting were read by all in attendance. They were accepted as a true and accurate record.	Moved: Angela Hill	Seconded: Tash McCarthy		
Presidents Report	Presented by Ian O'Dea (tabled and attached)				
2023 Financial Report	Financial Statements were presented by Sara Harcourt-Smith and reviewed (tabled and attached)	Moved: Sara Harcourt-Smith	Seconded: Rachel Norwood		
Audit for the future		Moved:	Seconded:		
Nomination and Election of Office Bearers for 2024 Committee Positions					
<i>Ian O'Dea declared all positions vacant and Jon-Paul Adams became the returning officer to call for nominations.</i>					
President	Matt Ryan nominated Angela Hill	Accepted	Elected		
Vice President x 2	Angela Hill nominated Rachel Norwood	Accepted	Elected		
	Angela Hill nominated Matt Ryan	Accepted	Elected		

Secretary	<i>Tash McCarthy</i> nominated <i>Terri Herbert</i>	Accepted	Elected
Treasurer	<i>Jenna Gow</i> nominated <i>Sara Harcourt-Smith</i>	Accepted	Elected
Men's Captain	<i>Tom Edwards</i> self-nominated.	-	Elected
	<i>Matt Ryan</i> nominated <i>Rhys Bratten</i>	Accepted	Elected
Women's Captain	<i>Rachel Norwood</i> nominated <i>Sam Stubna</i>	Accepted	Elected
Junior Coordinator	<i>Angela Hill</i> nominated <i>Niccole Cooper</i>	Accepted	Elected
Junior Umpire Coordinator	No nominations put forward to be arranged in 2024		
Senior Umpire Coordinator	<i>Rachel Norwood</i> nominated <i>Tash McCarthy</i>	Accepted	Elected
Registrar	<i>Angela Hill</i> nominated <i>Nia Stevens</i>	Accepted	Elected
Bar Manager	<i>Matt Ryan</i> nominated <i>Frasier O'Brien</i>	Accepted	Elected
Kitchen Coordinator	<i>Angela Hill</i> nominated <i>Fiona Ryan</i>	Accepted	Elected
	<i>Angela Hill</i> nominated <i>Jan Clawson</i>	Accepted	Elected
Groundsman	<i>Matt Ryan</i> nominated <i>Ian O'Dea</i>	Accepted	Elected
Nomination and Election of 2024 Auxiliary Committee Members			
EDRA Representative	<i>Tash Woodhouse</i> self-nominated	-	Elected
Social Windup Coordinator	<i>Jenna Gow</i> self-nominated	-	Elected
RASP Representative	<i>Tash Woodhouse</i> self-nominated	-	Elected
Nomination and Election of 2024 Junior Committee Members			
U/17 Representative	No nominations put forward to be arranged in 2024		
J6/7/8 Representative	<i>Michael Zani</i> self-nominated	-	Elected

J4/5 Representative	No nominations put forward to be arranged in 2024		
J 2/3 Representative	<i>Ange Hill</i> nominated <i>Matt Ryan</i>	Accepted	Elected
Goldstix/Hook in2 Hockey Representative	<i>Jayme Bergman self-nominated.</i>	-	Elected
Carnival Coordinator	<i>Tash Woodhouse self-nominated</i>	-	Elected
Other Business			
Executive Committee Selection	Election of Office Bearers (a) The management of The Association shall be vested in an Executive Committee consisting of nine (9) committee persons from the office holders below (eight (8) committee persons if the position of Secretary/Treasurer is combined) elected for a one (1) year term as follow: <ul style="list-style-type: none"> i. The President ii. The Vice President iii. The Vice President iv. The Secretary v. The Treasurer vi. Men's Coordinator vii. Ladies Coordinator viii. Junior Coordinator ix. Registrar x. Umpire Coordinator xi. Kitchen Coordinator xii. Bar Manager xiii. Groundsman 	Executive Committee consist of the following roles for 2024 <ul style="list-style-type: none"> i. The President ii. The Vice President iii. The Vice President iv. The Secretary v. The Treasurer vi. Men's Coordinator vii. Ladies Coordinator viii. Junior Coordinator ix. Umpire Coordinator 	
Appoint or Review Auditor		Put forward to select an auditor at the time pending whom is available	
Annual Registrations & Team Fees	Setting Fees will be done at first Executive Meeting		
Signatories	ANZ currently President, Treasurer	Current list to continue plus Secretary (Terri Herbert) & Vice President (Rachel Norwood) to be added.	
Credit Card Holders 2024	Currently President (Ian), Treasurer (Sara), & Kitchen Coordinator (Fiona)	Discuss at next management committee meeting.	

Proposed Tribunal Members for 2024	Naomi White, Toby Perne, Lynn Reid, Heather James	Previous list plus these members to be sent invitations.
Key Register		Terri to update with handover of keys.
T McCarthy Email – Roles & Responsibilities	<p>What is the difference between Executive positions and Management committee in the Constitution? What are their voting rights? I believe it needs to be clearer in the fixture book whether a meeting is General, Management Committee or Executive Committee. As far as I'm aware from previous years on the committee, it's very rare that either Bar or Kitchen Manager or Umpire Coordinators, who are members of the Exec Committee, are present at meetings or share their reports.</p> <p>Some other non-Exec Committee positions could be introduced...</p> <p>A Communications Officer could be the link between committee and members and develop and implement policy on social media. It would also take some pressure off the Senior Captains/Coordinators and Secretary, Registrar, with the benefit of ensuring consistency across whatever is being sent out to our members and sharing publicly.</p> <p>Another that has previously been discussed, but perhaps needs to be revisited - a Fundraising & Promotional Officer. Someone to look at leads and maintain commitments for grants, sponsorship, partnerships etc. as well as managing merchandise and other promotional material.</p> <p>Perhaps one of the crucial missing links at present is a Junior Development Officer. I am aware that in other associations this is a paid position, supplemented perhaps by Hockey WA. But as has been discussed time and again, could we utilise funds available through EDRA to pay suitably experienced/qualified individuals for their time running some extra sessions throughout the season?</p>	<p>To be discussed further at next management committee meeting.</p> <p>a. JDF to be created for these roles</p> <p>b. Roles to be put out on Facebook to gauge interest.</p>
Meeting Closed 6.35pm		

Next Scheduled Management Committee Meeting: 8th February 2024

Signed as a true and accurate record



Angela Hill
President

Attachment 1. – Presidents Report

A warm welcome to everybody and thank you for attending tonight especially all our Life Members, Rick Holman, Ang Hill and John Symonds.

A big thank you goes to you – all our members for making this an awesome season. We had 233 juniors and 155 seniors and 28 non playing members this year.

Association teams went away to Bunbury & Narrogin Junior Carnival, Club Champs, Ladies and Men's Country Week and the Great Southern Carnival with mixed results. We run a umpiring clinic mid season with Angela Edwards from WAHA that was well attended and a Coaches session with Trid Woodhouse at about 5 hour's notice and we still managed to have 13 attend.

A huge thank you to our committee for their advice and support in my first year as President, without such a strong, dedicated and experienced committee the season would have had a lot more challenges than we had so thank you Terri, Sara, Rachel, Matt, Ang, Sam, Jenna, Henry, Tom, and Niccole. I think all the committee were also on the Turf Feasibility Committee which increased the workload significantly, also on that committee were Em Hegney, Tash McCarthy, Lyn Reid and Fraser. Together there has been a power of work done in an effort to make a Hockey turf a reality in Esperance. We aren't there yet so keep an eye on your email seeking your support.

A big thank you also goes to Jamye, Jan & Fiona in the kitchen for keeping the food up to us all and also to Fraser for keeping the drinks cold for us.

We have our fair share of State representatives' this year with Sophie Hallam in the State Country team, Rachel Norwood, Em Hegney, Aleisha Nelson, Jacqui Tonkin, Terri Herbert and Gail Anderson in the Ladies Masters and Tom Edwards, Sam Guest, Perrin Guest, Dave Stevens, Wade Stokes, Jon-Paul Adams, Matt Rollands, Sam Rollands, Ed Warren, Geoff Males and myself being selected in the WA Country Masters teams which is in Perth this year from the 22nd September to the 8th October if you like to see some more hockey.

I know there will be someone that I have forgotten but thank you to everybody who put up their hand to help out however big or small, It all helps make the Association run that bit smoother.

With that I hope you all have a great off season and I look forward to seeing you all again next season as we strive to bigger and better things.

Attachment 2 – Treasurer's Report

[Esperance Hockey Association - BalanceSheetReport \(1\).pdf](#)

[Esperance Hockey Association - ProfitAndLossReport \(1\).pdf](#)

The 2022/2023 Financial Year was another successfully profitable year for the association, with an overall profit of \$22,725.03 from the 1st of November 2022 to the 31st of October 2023. We have finished the year with a total of \$87,666.60 in the working account, \$823.37 on the VISA card account, and \$49,757.71 in the reserve account.

The association has been lucky enough to have received several donations and sponsorships throughout the year, for both the new Turf Project funding, and for the association.

Thanks to Emily Hegney, we received a grant for a total of \$1,533 from the Esperance Shire which has been put towards the purchase of equipment for Indoor Summer Hockey. This equipment was not paid for until the new financial year, and therefore is not shown in the current financials.

The Bar and Kitchen both returned a profit this season. A discrepancy on the overall amount spent on Stock Purchases for the bar was raised by Fraser when the yearly financials were sent out. This seems to have occurred due to a payment for stock from last season being paid for on the 31st of December 2022, therefore bringing the cost in to this current FY. If the amount of \$5,203.37 was removed and added to the previous year, they would have very similar values for the season. Taking this into consideration, the bar had an overall profit of \$8,431.94. Due to the change in menu within the Kitchen, there was a higher amount spent on stock throughout the year. This change has paid off with an overall profit of \$9,116.40, which is an increase from previous seasons.

There have been a few new changes come into effect at the completion of the 2022/2023 financial year. This includes the transition from MYOB to Quickbooks, which is a cheaper option while providing a greater range of ability within the program. We are also in the process of transferring all funds from our Westpac accounts to the new ANZ accounts. This change has been made as ANZ are providing us a better interest rate on the funds we have sitting in the accounts, as well as being easier to access both via phone and face-to-face. Since moving to ANZ we have opened 2 new accounts, which will service the new Turf Project Funds. This will allow us to keep the separation between funds received and bills paid for this project, and transactions specifically received and spent for the association.

The years financials' were reviewed by Kathryn Keefe, who is a registered Accountant in Bunbury. She has kindly donated her time to the association. For this we would like to thank her.

Kind Regards,

Sara Harcourt-Smith

Treasurer

Esperance Hockey Association

Mob: 0459 592 364

Attachment 3. – Auditors Report

I have reviewed the general ledger and financial statements of the Esperance Hockey Association for the year ended October 31, 2023.

As discussed, my review does not include verification of plant and equipment or stock on hand on the balance sheet and is limited to a review of the balance sheet and profit and loss statement and general ledger.

As discussed, source documentation for transactions early in the year (November - January) were not available on the digital MYOB platform and I did not have access to hard copies. On this basis I was unable to verify these transactions. There is also a discrepancy in the cash at bank closing balance of \$1000 due to a carry forward transaction from 2021 that, as discussed, needs to be rectified to ensure the balance going forward is correct. It is not a material amount in respect of the cash balance.

My review indicates that, subject to the above, the accounts are an accurate reflection of the financial position of the Esperance Hockey Association for the year ended October 31, 2023.

Regards

Kath Keeffe
Accountant
0400 601 128