

ESPERANCE HOCKEY ASSOCIATION
MINUTES OF EXECUTIVE MEETING HELD TUESDAY 22nd MARCH 2022

Time: 5.30pm

Date: Tuesday 22nd March 2022

Location: Greater Sports Grounds Pavilion

Chair: Niccole Cooper

Attendees: Matt Ryan, Tash McCarthy, Ian O'Dea, Angela Hill, Via Teams-Jen Williams, Henry Johnston

Apologies: Tom Edwards

Item	Recommendations	Summary of discussion	Actions
5.30pm			
Minutes from previous meeting	Any business arising?	<ul style="list-style-type: none"> Nil 	
President's Report	Verbal report		<ul style="list-style-type: none"> Nicc to book grounds through the Shire Nicc to receive a hand over from Justine- Secretary and Rachel- Treasurer to them be able to hand over to new executive Nicc to check all email and postal correspondence until new secretary elected
Correspondence	Read and discuss as required	<ul style="list-style-type: none"> Email from Justine McDonald re: Completion of change to Constitution and Job that need completing 	<ul style="list-style-type: none"> Addressed throughout meeting and minuted
Treasurers Report		<ul style="list-style-type: none"> No report Southern Ports Grant needs acquitting 	<ul style="list-style-type: none"> Nicc to follow up
Women's Report		<ul style="list-style-type: none"> Fixtures in progress Legs still low on numbers and asked if junior boy could be asked to fill in as GK General consensus that too early to the ask Junior boy as a more appropriate option may present itself prior to start of season. 	<ul style="list-style-type: none"> Tash to follow up on senior delegates & umpires Tash to feed back to Legs
Men's Report		<ul style="list-style-type: none"> Fixtures in progress 	<ul style="list-style-type: none"> Henry to ask Fraser for fixture template Henry to follow up on Senior delegates & umpires
Umpire Report	New umpiring Panel	<ul style="list-style-type: none"> Tash confirmed that Umpiring Panel will consist of Jacqui Tonkin, Sam Stubna, 	<ul style="list-style-type: none"> Umpiring panel to communicate with all umpires re: difference between F & B votes and names written on the front of the card

			Tom Edwards, Ian O'Dea, Henry Johnston and Tash McCarthy	
	Junior Report		<ul style="list-style-type: none"> Jen has been organizing grade coordinators, team coaches & manages 	<ul style="list-style-type: none"> Jen to complete fixtures
	Season Commencement		<ul style="list-style-type: none"> First fixture Saturday 30th April 2022 Busy Bee Saturday 23rd April 2022 from 9am- 2 representative from each senior team to attend 	<ul style="list-style-type: none"> Tash to compile an email to be sent to the Senior team contacts to advise them of information required for beginning of season.
	New Match Card		<ul style="list-style-type: none"> Tash presented new Match Card for final edit 	<ul style="list-style-type: none"> Tash to send Match Card to committee for final edit Tash to send out Match Card checklist to committee for final edit Once finalized Tash to get printed at "Express Yourself Printing" on card not paper
	Constitution update	Complete and lodge new constitution	<ul style="list-style-type: none"> Read through list from Clubs WA of "Process for Changing Your Club Constitution" 	<ul style="list-style-type: none"> Angela to follow up as Special Resolution was passed at the AGM
	Concussion Policy		<ul style="list-style-type: none"> Justine forwarded the new Concussion Policy from Hockey WA 	<ul style="list-style-type: none"> Motion- Nicc moved to accept the Hockey Australia Concussion Policy. Ange Hill seconded. Jen, Men's & Women's Captains & Umpiring Panel to ensure that all are aware of policy
	Keys	Keys need collecting from past committee members		<ul style="list-style-type: none"> Nicc to obtain list of current key holders Nicc to collect keys from Justine and Rachel M Jen to follow up with junior key holders
	Committee Roles and Responsibilities	Needs updating		<ul style="list-style-type: none"> Tash to send out to committee- everyone to work on prior to next meeting
	Empty committee roles	Secretary, Treasurer & Kitchen coordinator need filling	<ul style="list-style-type: none"> General discussion and names considered Justine emailed a list of Job that need completing as Secretary Agreed that a central cloud-based storage is required for all EHA docs 	<ul style="list-style-type: none"> Ange & Jen to ask certain individuals Jobs divided up Follow up with new secretary
	Covid Pan	Need new plan	<ul style="list-style-type: none"> New covid restrictions are in place 	<ul style="list-style-type: none"> Ange to follow up
	Kitchen Update		<ul style="list-style-type: none"> Meter box need to be removed, stove to be hooked up & power point behind fridge 	<ul style="list-style-type: none"> Nicc to ask JP to follow up Nicc to follow up

		<ul style="list-style-type: none"> Security Screens need removing from kitchen & side screens so that windows can be cleaned 	
	Challenge Cup	<ul style="list-style-type: none"> Discussed Juniors will have a dedicated date- to be confirmed Seniors to follow By Laws 	<ul style="list-style-type: none"> To be fixtured
	Horizon Power maintenance clean up day		<ul style="list-style-type: none"> Nicc to follow up

Next meeting: Tuesday 19th April 2022 6pm

Meeting Closed: 7pm

Signed as a true and accurate record



Nicole Cooper
President

