ESPERANCE HOCKEY ASSOCIATION

General Meeting

|  |  |
| --- | --- |
| Time: | 6.12 pm |
| Date: | Tuesday 21st March 2023  |
| Location: | Greater Sports Grounds Pavilion & MS Teams |
| Chair: | Ian O’Dea |
| Attendees: | Ian O’Dea, Angela Hill, Tash Woodhouse, Rach Norwood, Sam Stubna, Jenna Gow, Sara Harcourt-Smith, Henry Johnston (FaceTime), Terri Herbert (FaceTime), Christin Burns, Ami Gallagher, Tara Wells, Kyme Rowe (Non-Member Visiting) |
| Apologies: | Kayla McDonald |
| Minute taker: | Terri Herbert |

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| --- | --- | --- | --- | --- |
|  | Item | Recommendations | Summary of discussion | Actions |
| 6.12pm | Minutes from previous meeting | Any business arising? | * Liquor Licensing Upcoming inspection - Investigation - INV82726
* Signatories - President, Treasurer & Secretary.
* 2023 Credit Card Holders – President, Treasurer & Junior Coordinator.
* Key Register – Ian & Terri added to list of authorised people to order keys cut and to collect cut keys along with Niccole.
 | * All done & successful
* Completed & changed over
* Credit cards also sorted
* Nicc has emailed the locksmith to change approval to Ian & Terri. Once approved extra keys required will be ordered.
 |
|  | President’s Report |  | * Presentation of GoodSports awards to Nicc
 | * Congratulations again to Nicc for a well-deserved award!!
 |
|  | Correspondence | As below |  |  |
|  | Treasurers Report(Sara Harcourt-Smith) | Audit of Financials for 2022 completed and received. | * Tania has had the books Audited- attached below
 | * Tania to do handover with Sara
 |
|  | Women’s Report(Jenna G & Sam S) |  | * Close to fixtures being done.
* Gone with the option to have duties spread evenly over having an even spread of early vs late games.
* Numbers seem ok across all teams, some movement between teams, should be ok by season start
* Team delegates sorted.
* Terri updated delegates list and email list.
 | * Fixtures to be finalised for adding to booklet format.
 |
|  | Men’s Report(Henry J & Tom E) |  | * Tom done draft fixtures can get them out shortly
* Need to work out junior duties etc.
* Other than that pretty much done.
* Teams look pretty good so far seeding may stretch a few teams to start with.
 | * Terri email Tom & Henry delegate list so far
* Fixtures to be finalised for adding to booklet format
 |
|  | Umpire Report |  |  |  |
|  | Registrar Report(Ange Hill) |  | **REGISTRATIONS*** Registrations are open- slowly trickling in. Junior cut off date will be added to website.
* Please spread the word especially to juniors so that teams can be made up.
* Registration information to be sent to all schools.
* Please encourage non players to register also- $0 for non-playing Umpires, coaches, managers; $10 for Social members- supports our liquor licence and covers for any injuries/incidents.
* To be covered by insurance players should be registered before commencing training & before playing games.
* Hockey Australia have increased the player levy across the board by $7.50 except for Goldstix/Minkey from $0 to $20
* EHA has also slightly increased registration costs-
* Goldstix no change, still $80
* Juniors not playing seniors from $80 to $87.50
* Juniors playing seniors from $110 to $117.50
* Seniors from $95 to $105.50
* Senior Team fees $1800

**KIDSPORT*** After discussion with Jen Williams and Nicc Cooper (previous & current Junior Coordinator) we feel that Kidsport is a better fit for the Registrar. To do this I will need for it to be approved and minuted at this meeting to gain my own access to the Kidsport portal.

**WEBSITE*** Informative updates occurring in this space at regular intervals
* Contacts, Fixtures, Results, Ladders can all be found here
* New QR code to access website
* Please go here first before asking for info

**SIGNAGE*** Quote obtained from Topsigns $450 for x2 Rotary signs and x2 corflute signs- approved
* Purchased & completed- will be collected and displayed tomorrow
 | * Ange to place registration signs around town.
 |
|  | *Motion: Angela Hill as Registrar of the EHA be the newly appointed Kidsport Representative of the EHA.* | *Moved: Angela Hill* | *Seconded: Nicc Cooper* |
|  | *All in favor: Passed unanimously* |
|  | Junior Report(Niccole Cooper) |  | * Looking for U/17 (Nicki McKenzie keen to do this?) & 4/5 Coordinator
* Nicc to be carnival coordinator this year.
* Still to touch base with last year’s coordinators
* Discussed senior umpiring duties for juniors and how this may play out. Rostering U/17 to cover J7/8 but the 4/5 need responsible umpires. Duty of care needs to be provided to all kids with support and encouragement
* Mentoring to be a focus and helping people that put their hands up to umpire.
* Sam discussed a green shirt? Umpiring program to bring kids up through the ranks umpiring. Look into if Hockey WA have something similar. Need someone to run this, start it and stick with it, follow it through.
* Carnivals adding $30 on top of the cost to cover uniforms?
* Hoodies still available if anyone wants one.
 | * Nicc to approach previous grade coordinators and put feelers out to fill gaps
* Nicc to advertise Hoodies on Facebook page
 |
|  |  |  |  |  |
|  | **GENERAL BUSINESS** |
|  | Good Sports Award Presentation(Ian O’Dea) | Matt Presented Nicc with the framed certificates |  |  |
|  | Indoor Windup |  | * Indoor comp ran in Feb not many adults but quite a few children
* 5 weeks
* 20ish players a week (13 jun/7 adults)
* Next year to advertise it earlier, and get poster correct. Longer period say 10 week not on a Tuesday (squash) of Thursday (basketball)
* Pizza on last night
* Run junior earlier and seniors after
* Thinking with turf in mind
* Push no outdoor sticks must have an indoor stick – commit to more than one year.
* Possibly made $1,200 cost of course was $450
* Need new goals for next year.
* Em Hegney ran it and was great at it, very knowledgeable and supportive. Rach assisted.
 |  |
|  | Esperance Shire Small Community Grant | Successful $1,533Purchase EquipmentClaim grantAcquit -30th June 2023 | * Em Hegney to handle it all herself and ask us for help if needed.
* Tania to do handover to Sara
 |  |
|  | Turf Presentation |  | **SUMMARY OF EVENTS SO FAR*** 2019- Esperance Shire formed the Greater Sportsground Redevelopment Committee & formulated a Masterplan- endorsed in October 2021
* November 2021- EHA Formed a Turf Feasibility Group
* December 2021- Engaged Caroline Robinson from 150 Square (Strategic Consultant)
* March 2022- Survey emailed to all EHA members
* June 2022- On site meeting with Caroline- walk through, overview of EHA
* October 2022- Strategic meeting facilitated by Caroline with Executive Committee & Turf Group. Discussed survey results. Formulated an EHA 5-year Strategic Plan
* October 2022- EHA member information session
* October 2022- Emailed all members of progress including a full update of process so far, EHA Strategic Plan & the Esperance Shire Greater Sportsground Redevelopment Masterplan. Also published on the EHA Website.
* December 2022- Engagement of SportEng rather than NAJA. Same cost, better fit.
* March 2023- Zoom meeting with SportEng & Caroline
* March 2023- Meeting with Shire reps- Shane Tobin & Jill Reynolds
* Now we are waiting for 3 quotes from SportEng
1. 2 Turfs & new clubrooms including lights
2. 1 Turf & new clubrooms including lights
3. Grass field upgrade & new clubrooms including lights
* From 2024 onwards all turfs will be dry turfs due to international standards to save money and not discriminate from certain countries.
* Better funding if we follow in line with dry turf.
* Consultation costs will come up with $9,100 for 150Square and SportsEng
* Shire grant possibly 1/3, Sport & Rec possibly 1/3 and EHA 1/3 but realistically we would need 2/3 funding ourselves.
* Touch rugby may be able to combine to use clubrooms as they are starting up
* Looking at corporate and local funding to support us.
 | * Anyone with fundraising ideas to send them in to the committee – seeking support in any way to make this a reality.
 |
|  | Fixtures 2023 |  | * Training Schedule
* Umpire Lists
* Early vs late games, duties
 | * Terri to compile into book format and circulate to team delegates.
* Ange to publish on website
 |
|  | Umpire Clinic - Hockey WA |  | * No response will let everyone know once we have a date locked in.
 |  |
|  | Grant/Fundraiser Committee Position | Emily Hegney | * Rach wanted to possibly form a committee position for this year or an invitational member
* Emily Hengey as a Grant/Fundraising position to help with Turf
* Sole focus on grants
* Can only have 9 on exec committee but can
 |  |
|  | *Motion: To create a position on the committee for a Grant/Fundraising position* | *Moved: Rach* | *Seconded: Nicc Cooper* |
| *All in favor: Passed unanimously* |
|  | EDRA Update (Tash Woodhouse) |  | **RASP** (Regional Athlete Support Program):* EHA have 8 junior members who are a part of the program. They are the biggest group from all the sporting groups and have kept up their attendance throughout the year.  These members were nominated for the program for suitability and talent by hockey coaches in 2021.   It is a year long, state government funded program and includes online seminars and face-to-face workshops. Caleb Shipp was last year awarded a certificate for highest attendance in the program out of all the attendees from all the sporting clubs in Esperance.

**JUNIOR TRAVEL TRUST FUND** – through the EDRA and the Shire of Esperance :* Cannot be made retrospective to the travel for the event/training.
* Applications can now be made by parents to apply for this fund which can total $500.  It is to aid Juniors who have been selected in a State or Australian team.
* Website: <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwj-85-Xju39AhU21XMBHayAABMQFnoECAgQAQ&url=https%3A%2F%2Fwww.esperance.wa.gov.au%2Fpublications%2Fform-junior-travel-trust-fund-application&usg=AOvVaw3fOq38b2D6sBYYk-sVTGfP>

**REGIONAL ATHLETE TRAVEL SUBSIDY SCHEME**:* For accommodation and/or travel to attend an event/training when a person – aged 13-21 – is selected in a Regional or State team.
* Up to $350 of funding can be applied for.
* Must be made retrospective to travel/accommodation expenses for the event/training – within 3 months of the event/training
* It is also to aid Juniors who have been selected in a State or Australian team.
* Website for more information:

<https://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/regional-athlete-travel-subsidy-scheme/regional-athlete-travel-subsidy-scheme-guidelines#Application_process>**SPORTS STAR OF TH YEAR AWARD**:* Sports Star of the year – nominations are now open, anyone can nominate, needs more advertising.
 | * Tash to find out of Sports Star of the Year award is an online application now?
 |
|  | Life Member Photos(Rach Norwood) |  | * Rach brought some boards to put on walls and hang life member photos from
* Discussed what wall, where to put them, possible all around the clubroom so they are all at same level.
* Enough to do a length and a width, start
* Photos are all different and looking a bit motley, may need to leave them as they are as they are old and may fall apart if tampered with.
* Life members and/or state/national representations? Just keep life members
* Possible another honor board with state and/or national representation
 | * Rach to focus on life members to start with
 |
|  | Action List(Terri Herbert) | Outputs, Dates, GoalsContinue/Trial or scrap | * Keep going with it
 | * Terri to continue with action list from meeting notes.
 |
|  | Shire Christmas Party |  | * Wanting to support a local sporting association that is inclusive across female, male and junior players.
* Appealing, due to prices behind the bar
* Hockey Association would profit all expenses over the bar (our usual bar tab is around $4,500)
* Usage of the kitchen, toilet facilities and grassed area out the front.
* Setup would include a couple of marquees outside on the grass, and an outside buffet set up by our caterers.
* 15 December, commencing at 12:30pm and finishing around 4
* Horizon Power hired in 2021 for Xmas function was $300 and bond waivered.
 | * Terri to reply to Sophie
* In favour
* Bar manager needed
* Fee $300 hire fee
 |
|  | Pole Dance & Fitness Esperance | Hanna Klein**Attachment 2 – Conditions of Use and Fee** | * Space to run classes from, once a week to begin with
* Saturday morning, although I can be more flexible with days and times if this is not an option
* Require a minimum of 3.2m in height
* 4 poles I have are on portable stages which can be dismounted and would need to be stacked and stored in a corner of the room when not in use
* What would we charge, and if we could meet to discuss. Ian & Terri met 21st March and ran through the premises and options.
* Concerns over children being stored around equipment stored on site.
* McKenzie stadium is $130/hr?
* Too many people have concerns over this, not looking for a weekly hire but one days are ok.
 | * Terri to reply with a no.
 |
|  | Audit Report 2022 | Completed by Tina Francis, B.Com - Independent Bookkeeper**Attachment 1 - Report** |  |  |
|  | BUSY BEE REMINDER | 22nd April 9am2 people per team required.  | * Pavers ensure are stable
 | * Delegates to be notified. Henry Men’s WhatsApp, Terri Email, Sam Women’s WhatsApp
* Terri to contact Clean West to ensure we have enough cleaning supplies.
 |
|  | Legs FundraiserTara Well  |  | * Kids challenge cup going ahead
* Legs wanting to do some fundraising possibly to day after challenge cup
* Can they hire the bbq or use club facilities to do their bbq? Gas just to be refilled?
* Umpiring allocations, have a lot of juniors, wanting to pair with a mens team to help cover duties and mentor junior umpires possibly a formal arrangement.
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**Correspondence:**

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| **DATE** | **FROM** | **INFORMATION** | **ACTION** |
| 20/03/2023 | Jill Reynolds – Esperance Shire | FW: Now Open - Governance Development Program - Online Governance Series | Forwarded to Executive Committee asking for a nominee |
| 20/03/2023 | Tania Wright | EHA Hockey 2022 TB and GL Reports | Forwarded to Executive Committee & Added to agenda next meeting. |
| 18/03/2023 | Ian O’Dea | **Tribunal members** | Read, Forwarded letter I had been working on in reply. |
| 18/03/2023 | Shire of Esperance  | All things Sporty! 🏀⚽⚾⛳🚴🎾🏁 | Forwarded to Executive Committee & Team Delegates |
| 17/03/2023 | Kelly Waterhouse – DLGSC  | FW: Coffee and Chat - Australian Sports Commission - Resources for Clubs | Forwarded to Executive Committee |
| 17/03/2023 | Jill Reynolds – Esperance Shire | Social Media Workshop 2 | Forwarded to Executive Committee |
| 16/03/2023 | Angela Hill | Full Member Report for Liquor Inspection 21st March | Forwarded to President |
| 16/03/2023 | Clubs WA | Club TAB Online eLearning Required, Harmony Week Events, Road Safety Grants Awarded and a Club Manager needed at Alexander Park | Read & Filed |
| 16/03/2023 | Volunteering WA | Help Enhance Access to Volunteer Management Digital Resources | Completed |
| 16/03/2023 | Jill Reynolds – Esperance Shire | RE: Local Support Groups | Forwarded to Executive Committee |
| 15/03/2023 | Fabian Ross – Hockey WA | Kookaburra athletes seeking rental | Forwarded to President |
| 15/03/2023 | Jill Reynolds – Esperance Shire | Blue Tree Project | Forwarded to Executive Committee & Team Delegates |
| 14/03/2023 | Natalie Beevis – Hockey WA | NOTICE: 2023 Annual General Meeting & Elected Director Nominations | Forwarded to President |
| 14/03/2023 | Andrea Tuch – Good Sports | Good Sports Gold Medal Accreditation | Forwarded to Executive Committee & replied with thanks. |
| 14/03/2023 | Chris Crosby – Hockey WA | 2023 First Experience Hockey Programs Registry and Promotion | Forwarded to President & Junior Coordinator |
| 14/03/2023 | Kainaz Corda – Volunteering WA | Expired Insurances | Read, Certificate of Currency & Insurance Public Liability sent through. |
| 14/03/2023 | Sam Stubna | Re: 2023 Team Delegates | Read, Updated List & Filed |
| 13/03/2023 | Rachel Norwood | Inventory of Cleaning Products EHA | Read & Filed |
| 13/03/2023 | Fraser O’Brien | Re: GENERAL MEETING 21st March 2023 | Read & Filed |
| 13/03/2023 | Jill Reynolds – Esperance Shire | Booking Grounds | Online link for booking grounds to be completed once fixtures are finalised. |
| 13/03/2023 | Fraser O’Brien | Re: GENERAL MEETING 21st March 2023 | Queried meeting dates, replied with general & exec meeting days and times |
| 13/03/2023 | David Green | Key Register | Key Returned to Justine years ago and locks changed in 2021 – Removed from register. |
| 13/03/2023 | Rebecca Seinor – Esperance Shire | RE: Small Grant | Confirming accountability to be due 60 days from when your project is complete and happy for the funds to be spent on indoor hockey or outdoor hockey / coaching equipment. |
| 13/03/2023 | Emily Hegney | RE: Small Grant | Query accountability process, acquittal, & expenditure items to Bec @ Shire |
| 11/03/2023 | RAWLINS Ryan [PD12041]  | Liquor accord meeting 30/03/2023 | Meeting 30th March – Apologies placed. |
| 11/03/2023 | Justine McDonald | RE: Team Delegates 2023 | Herself & Heath to stay as delegates |
| 10/03/2023 | Sofie Hawke – Esperance Shire | **Enquiry - Use of Hockey Club** | Forwarded to Executive Members, added to agenda for next meeting. |
| 10/03/2023 | Karel from ClubsHR | Say goodbye to stress with ClubsHR 👋 | Read & Filed |
| 10/03/2023 | Scott White  | Re: Team Delegates 2023 | Read, Removed from List |
| 10/03/2023 | Rach Norwood | Re: Action List | Read & Filed |
| 09/03/2023 | Clubs WA | Human Resources Manual Available for WPS Subscribers, WA's Banned Drinkers Register, Meeting Assistance and Special Offers from our Sponsors | Read & Filed |
| 09/03/2023 | Tristram Woodhouse – Hockey WA | Coaching and officiating update | Forwarded on to Exec Committee. |
| 09/03/2023 | Rebecca Seinor - Esperance Shire | Small Grant | Read, acknowledged, forwarded to exec committee. |
| 08/03/2023 | Galloway Family  | Chelsea Ryan-Galloway u17 | Replied on 9/3/2023 with link to registrations on website |
| 08/03/2023 | Fraser O’Brien | Re: Liquor Licensing Upcoming inspection - Investigation - INV82726 | Read, Replied to email chain. |
| 08/03/2023 | Johnny Whyte - DLGSC | RE: Liquor Licensing Upcoming inspection - Investigation - INV82726 – STILL GOING AHEAD | Forwarded to Exec Committee & Bar Managers (John & Fraser) |
| 08/03/2023 | Ryhs Bratten | Team Delegate 2023 | Won’t be continuing but will stay on list until replacement found for handover so Sharks still get required info. |
| 08/03/2023 | Fraser O’Brien | Team Delegate 2023 | Happy to continue |
| 08/03/2023 | Rani Flynn | Remove from Mailing list as Sharks Delegate | Read, Replied & Filed |
| 08/03/2023 | Rachel McDonald | Re: EHA Keys | Read & Filed – Passed her key onto Tania (Treasurer) |
| 07/03/2023 | Tristram Woodhouse – Hockey WA | FW: Update from HWA Performance & Pathway | Forwarded to President |
| 23/02/2023 | Fabian Ross – Hockey WA | 2023 Participation Campaign | Found in Junk file – Forwarded to President 08/03/2023 |

**Correspondence out:**

* **20/03/2023 – Email to Kristen Jerkovich Hockey WA following up for date for their regional visit to do umpire clinic.**
* **20/03/2023 – Email to Ian regarding Tribunal Member draft letter**
* **15/03/2023 – Emailed Jill Reynolds regarding Local Support Services Available**
* **15/03/2023 – Emailed Good Sports regarding our concerns over “Policing our Policies”**
* **13/03/2023 – Email Jill Reynold’s Esperance Shire regarding Switchboard upgrades and our electrical requirements if they can be done at the same time?**
* **13/03/2023 – Email to Team Delegates notifying them of the Busy Bee on 22nd April and season start 29th April.**
* **13/03/2023 – Email to Team Delegates notifying them of the General Meeting on 21st March**
* **09/03/2023 – Email to Rach Norwood (Vice President) regarding ACTION list for committee member jobs.**
* **09/03/2023 – Email reply to Heath McDonald Regarding Junior Umpiring Duties.**
* **09/03/2023 – Email Luke Meadows Good Sports regarding concerns over policing polices set.**
* **09/03/2023 – Email Exec Committee & Team Delegates regarding Good Sports Gold Medal accreditation.**
* **09/03/2023 – Email Johnny Whyte (Liquor, Racing & Gaming) Regarding inspection requirements clarification.**
* **08/03/2023 – Email from Niccole to Esperance Locksmith adding Ian & myself onto the authorized register for the multi sports keys and requesting required keys to be cut.**
* **08/03/2023 – Follow up email Kristen Jerkovich Hockey WA regarding Umpire development clinics and Hockey WA visit to Esperance.**
* **08/03/2023 – Email 2022 Team Delegates asking if they will continue in this position for 2023 or if they have a replacement?**
* **07/03/2023 – Email Rachel McDonald querying her key which was never signed back in from treasurer.**
* **07/03/2023 – Email Niccole & Ian regarding key cutting requirements and locksmith needing letter from Niccole to add other members to registered permission list.**

**Next meeting: Executive Meeting April 2023 TBC**

**Meeting Closed: 7.29pm**

**Attachment 1: Audit Report 2022**

Esperance Hockey Association

Independent Audit Report

2022

I have inspected the Esperance Hockey Association’s trial balance as at 31 December 2022, general

ledger, income transfer statements, expense invoices and bank statements for the period 1 January

2022 to 31 December 2022.

Audit tests included a review of all available invoices and a sample of the income report to the

corresponding entries in the general ledger and bank statements, and a review of the entire general

ledger.

In my opinion, these records provide a true and accurate record of the financial position of the

Esperance Hockey Association as of 31 December 2022, and it’s income collected and expenses paid

for the period then ended.

Tina Francis, B.Com

Independent Bookkeeper

**Attachment 2:**

**Pavilion Hire**

FEES

The agreement of the hire fee will be $215.

CONDITIONS OF USE:

(a) to use the premises and equipment in a respectful manner, ensuring any breakages are reported to the secretary of the Esperance Hockey Association immediately;

(b) A committee member of the Esperance Hockey Association will unlock the pavilion on the morning of the XXXX and at the conclusion of the hire on the XXXX, check the premises and relock the building;

(c) not to remove the equipment or any part of it or any other property of the Greater Sports Ground pavilion and to ensure that the equipment and any other property of the Greater Sports Ground pavilion are left as found;

(d) to comply with any request by the executive committee of The Esperance Hockey Association and with all laws concerning the use of the premises and equipment including, without limitation, adhering to the guidelines of smoking on the premises and laws relating to the sale or consumption of alcohol (liquor will not be sold);

(g) to produce on request evidence of the User's ability and qualifications to supervise activities, on the premises, and/or equipment, which may result in risk of injury;

(h) to ensure that no illegal activity is carried out on the premises by persons on the premises with the User's knowledge;

(j) to leave the premises, including toilets and all routes of access and exit used by the User in a clean and tidy condition.

(k) to ensure appropriate supervision of and accept responsibility for the behaviour of persons using the premises or equipment with the User's knowledge;

(l) to vacate the premises on or before the authorised time on the day of use;

(m) The Esperance Hockey Association hold and pay an annual fee for full insurance cover on the Pavilion including Public Liability. The XXXX agree to pay the excess on any insurance claims they make during their term;