ESPERANCE HOCKEY ASSOCIATION

MINUTES OF EXECUTIVE MEETING HELD THURSDAY 25th MARCH 2021

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| Time: | 6.03pm |
| Date: | Thursday 25th March 2021 |
| Location: | 15 Moir Street, Esperance WA 6450 |
| Chair: | Niccole Cooper |
| Attendees: | Justine McDonald, Rachel McDonald, Stew McKenzie, Wade Stokes, Rachel Hoey, Tash McCarthy, Will Lewis, Ange Hill, Matt Ryan (as Junior coordinator proxy)  *Rachel McDonald was present until 6.35pm* |
| Apologies: | Jen Williams |

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|  | Item | Recommendations | Summary of discussion | Actions |
| 6pm | Minutes from previous meeting | Any business arising? | * No men’s beginner session to be held as no interest received. | * Men will play a lightening carnival on the same day as the ladies – 17th April |
|  | President’s Report |  | * Niccole read her report | * Attach to the minutes |
|  | Correspondence | Read and discuss as required |  | * Correspondence reviewed, nothing to discuss at this meeting |
|  | Treasurers Report  (Rachel M) |  | * Bar Shutters – 2 quotes came in. 1 for $3044 and 1 for $4500 * Goal sponsorship – 2 businesses have already paid, 1 business will not be continuing with their sponsorship * Kitchen upgrade – Rachel and Heath met with Aris from the Shire to discuss works needed to get the kitchen registered and usable | * McMullins and Ken Norton both quoted, Rachel will liaise with the quote that is most favorable to our needs * Remove the sign of the sponsor not continuing, approach other businesses to fill the 9 spare sides * Gyprock needs to be placed over all exposed brick walls * Esperance Plumbing will relocate the sink to the correct position and install an 50-100litre undersink grease trap * The light fixture needs a cover * We need a thermometer, paper towel dispenser & soap dispenser installed * The wood paneling needs covering * A stainless steel splashback has been ordered to put above the stove and on the underside of rangehood * Aris will try to get the paperwork through by the end of next week * Approval was given to Rachel to coordinate all work as required |
|  | Women’s Report  (Rachel and Tash) |  | * Beginner clinic – 10th April * Ladies Day – 17th April, not yet advertised * All teams are now looking good for numbers * Women’s Countryweek * Legs have reached out voicing their concerns about not having any umpires. They are willing to pay umpires to fill their duties * Tara Wells is the captain, Tash Woodhouse is the delegate * 2-3 teams are looking at a uniform change, what is the correct process? | * Only 1 person registered so far * If they have less than 5 show interest Rach will run individual session * The clinic will be readvertised now that the Hockey WA clinic has been * Players can pre-register * Tash will be the main contact * 9am rego, teams will be made * Hoping Stew will give a brief rules update * Ange to put on the website * Dinner at the Pier that night * It was suggested that both the men’s and ladies captains need to be actively involved in sourcing juniors for all senior teams * Sam Stubna, Ange Hill and Ang Jeitz have offered to coordinate * An agreement needs to be made. If the association provides umpires, the team needs to provide players who are willing to learn how to umpire so there is succession for future years * Justine will forward the correct process onto Tash and Rachel |
|  | Men’s Report  (Will) |  | * Cascade Cup not going ahead * Team numbers are looking good for all * Sharks, Condy and Rams have provided their training day and time. Castletown wouldn’t mind training with a ladies team. * CW organisers – Stew and Will * Great Southern * Fixtures | * Hold a lightening carnival instead on the same day as the ladies day – 17th April * Tash/Rach to ask ladies team delegates * Nothing organized yet * Draft done, just waiting on Fraser to double check |
|  | Umpire Report  (Stew) |  | * Republic of Hockey (previously Just Hockey) * Umpire Briefing * Attending training sessions * Junior umpires * J4/5 and J6/7/8 grades | * Are willing to supply shirts, whistles and cards * Are also happy to coordinate a purchasing scheme with Sportspower * Being an Olympic Year there are no new rule changes from Hockey WA except to be strong with cards * Hoping to hold 2 or 3 briefing sessions. Teams are encouraged to send as at least 4 players * 1st brief to be held on the 17th April for both ladies and men * Stew is happy to attend team training sessions and provide a 5-10 minute rule brief * What is obstruction – stick / body and how to correctly interpret aerial balls * Also happy to attend under 17’s training sessions * Hold a briefing for junior parents and coaches. Make it at trainings so its more team based * Junior committee to provide a core list of juniors who are willing to learn/be mentored. We need to foster the environment of hockey using our juniors moving forward * Main focus is on safety. Avoid danger, and keep the game moving and flowing. Don’t focus too much on feet |
|  | Registrar Report  (Ange) |  | * Opening registrations - Query from junior committee about when this can happen * Medical details and permission of photo taking * Dave Green – access to website to put results and reports up for juniors * Hockey WA – COVID | * Waiting on budgets so correct fee can be set * A check box for umpire interest and goal keeper interest to be added to registrations. Ange will miss our next meeting so once a price has been set Justine will forward and registrations can be opened * Ange confirmed she gives this reports to Jen each year. It was decided that Dave Green will also need a copy of the permission to photograph report as he takes a lot of photos * Ange will need to give a tutorial before allowing access. Rachel McDonald will need access to financial reports and it was decided that at least one other person needs full admin access. In 2021 this will be Niccole * Only require QR code to be displayed upon entry of the pavilion. Justine has already set up and will print and laminate a number of copies |
|  | Junior Report | Discuss minutes from their previous meeting | * Incorrect minutes * WWCC details * Future junior meetings | * A number of errors in the supplied minutes were identified. These will be taken back to the next junior meeting for editing * It was asked if the chairperson should be taking the notes and perhaps another member of the committee could do this to lesson the load * Be mindful that shorthand discussions and mentioning people’s names in distributed minutes is limited to necessity only * Email through to the registrar not the secretary * Either or both of the vice presidents to attend future meetings from now on. |
|  | Regional Roadshow  (Justine) |  | * Melissa and Katie arrive at 9.50am * Justine to collect sticks and balls from clubrooms and meet them at OLSOTS * Time schedule is: * OLSOTS- 10.15am * Esp PS – 12 noon * Castletown PS – 1.20pm | * Melissa had emailed voicing her concern as there were limited registrations for the Friday and Saturday session. * Stew happy to promote on a morning segment of Triple M to try and boost interest |
|  | Honour Board update  (Justine) | Permission to update. Shared names for secretary and vice president 2019/2020 | * Everyone in favour | * Justine to organize with Topsigns |
|  | Constitution update  (Justine) | * Justine meeting with Michelle at 4pm Wed 24/3 * Invoice $330 has been paid by the treasurer * 1st draft should be available for review in a fortnight |  | * Item adjourned until the next meeting but updated correspondence to be forwarded to the exec as it comes in |
|  | Budget – Junior and Seniors  (Wade) |  | * Using money in each committee. How is money being spent and recouped | * Budgets need to be done for both grades as there are many separate costs as well as the running of the association which is provided by all. The junior committee will provide a budge based on their expected spending for the year and the seniors will do the same |
|  | Financial Position  (Wade) |  | * What is our current financial position | * Provided by the treasurer in the financial report |
|  | Busy Bee date  (Wade) |  | * Goals cannot be put out until after 6th April * Usually takes about 3 hours | * 9am on Saturday 10th April |
|  | Fixtures  (Wade) | We have a start date but I haven’t seen any fixtures | * Drafts done * Clarification needed regarding junior game umpiring | * Provided to Justine * Seniors will only be given under 17 team duties. A list of players willing to do lower grades will be given to the umpire coordinator to work with junior umpires |
|  | Sponsorship  (Wade) | How is it working and what’s on offer | * Stew discussed the different levels of sponsorship that we could possibly offer:   + Naming rights $8000   + Outward facing signage $2000   + Inward facing signage $1500   + Men’s competition $2000   + Ladies competition $2000   + Under 17’s competition $1000   + J6/7/8 & J4/5 competition $1000 each   + Goal signage $250 | * We need to look further into what we can offer sponsors for their money * It was decided that a sponsorship committee would be formed. Nicc will write up a EOI blurb for potential committee members * Committee members will liaise with the treasurer * Once formed the committee members should approach businesses they regularly deal with * Should we approach farming enterprises? * Businesses not necessarily associated with hockey are usually more than happy to sponsor/donate if asked so we need to reach out * Association shirts are another option |
|  | David Green’s Query regarding CW  (Wade) | Is this a necessary discussion? |  | * Item adjourned until the next meeting |
|  | Men’s and Women’s CW and GS  (Wade) | Costs | * Information provided by men’s and ladies coordinators | * Discussed in coordinator reports |
|  | Turf Committee Progression  (Wade) |  | * Where are we at? | * Rachel Hoey to provide an update later in the meeting |
|  | Fundraising for the Year  (Wade) |  |  |  |
|  | Coffee Machine  (Wade) | Review quote and viability | * Committee members to review and vote on installing a coffee machine | * Everyone agreed a coffee machine would be a fantastic idea. Justine to forward the quote and information to Tania for her approval and input. Rachel needs to confirm we can afford it * An executive vote via email will be made |
|  | Club uniforms  (Wade) | Have they been completed? | * Sharks men completed * Sharks ladies – new uniform | * As discussed last year – Sharks will wear black shorts when playing Condy * Nicc provided a photo of the design they were looking at which shows it won’t clash with current uniforms. Justine to check our by-laws and provide the correct process to Nicc * Once confirmed an executive vote via email will approve or not approve the design |
|  | Process of grants in the future  (Wade) | Association first | * Grants need to be reviewed as what is the most important requirement for the association | * Grant submissions are time consuming so consideration needs to be given to those who are willing to do the work |
|  | Next meeting  (Wade) | We are not far from the start of the season. Are we having a delegates meeting?  Should exec be wearing their association shirts? | * Suggestion to change the AGM date * Delegates meetings? * Association shirts? | * If we change the AGM date we will probably need to first change our financial year or there won’t be enough time to get books audited/reviewed * The executive to decide on the best fit for our association * Delegate meetings can be held but there is no authority for voting. Meetings would be more of an information session * Not everyone has an association shirt as they were provided to cw players only. It was discussed that an assoc shirt be organized for anyone who would like to purchase. Roll this discussion to our next meeting * Committee members were reminded to please not wear individual team attire to association meetings |
|  | Greater Sports Ground Committee info presentation  (Rachel H) |  | * Map and details provided by Rachel | * Rachel discussed all 23 items which included:   + New outdoor netball courts   + Closing the road near the playground   + Roads around Ports to be one way only for traffic   + Access for emergency vehicles will be provided   + Tiered seating on the hill   + Combine hockey, footy, little athletics into one pavilion and employ a manager to oversee all running. The manager will not have an invested interest in any one sport. Look at opening the pavilion all week, money to be divided equally. You would become a member of all sports, not just your individual sport in order to access the pavilion   + More work needed on fee structure, ownership – what months do sports have ownership rights. Trying to get the right balance   + Sealing Brazier street entrance   + Rip up the old netball courts and replace with new soccer pitches   + Remove the old toilet block   + More tennis courts   + Replace Ports oval lights   + Old netball shed to be given to soccer   + Removal of Tuart trees and replace with a more user friendly species   + Building a new ag building with public toilets and a kitchen   + Cricket are looking at a rolled turf. Representatives from the WACA will be in Esperance in the next couple of weeks to provide them with costs |
|  | Replacing locks/padlocks and keys  (Justine) | Quote came in at $2700 for 15 padlocks and 7 locks.  Keys are $20 each  Do we replace all or do we only replace the 2 main doors? |  | * Item adjourned until the next meeting |
|  | Committee Roles and Responsibilities  (Justine) | Are there any changes needed? |  | * Item adjourned until the next meeting |
|  | One and All Program  (Justine) | We are locked in for Wednesday – who is running and what will we offer? | * Justine to send email to junior committee | * Email sent on Friday 26th March to Jen, Nicc, Wade and Stew |
|  | Governance Information Session  (Justine) | Overview of the meeting and recommendations to a better running of meetings | * Justine to send email providing an overview of the workshop | * Email sent on Friday 26th March to full executive committee * Justine to scan and forward full powerpoint notes to Jen |
|  | Request from Guildford Grammar School  (Niccole) | Len Fernades would like to run a clinic in Esperance |  | * Item adjourned until the next meeting |

**Correspondance:**

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| **DATE** | **FROM** | **INFORMATION** | **ACTION** |
| 7/3/21 | Sarah Moroney | Governance Training | Forwarded to committee and RSVP’d to Sarah with attendance |
| 8/3/21 | JP Adams | Questions regarding the season | Replied – minutes of committee to provide answers and available on the website |
| 9/3/21 | Krystal Wiggins | Reply no to roadshow for Nulsen |  |
|  | Pat McCarthy | Reply yes to roadshow for OLSS | Work out a schedule and respond |
| 10/3/21 | Karl Gurney | Reply yes to roadshow for Esperance | Work out a schedule and respond |
|  | Damien Pansini | Reply yes to roadshow for Castletown | Work out a schedule and respond |
| 10/3/21 | Sarah Moroney | April One & All Program date | Ask committee |
|  | Rachel Hoey | Turf Sub Committee request | For discussion at next meeting |
| 10/3/21 | Graeme Hall | Hockey WA AGM invite | Forward to Nicc |
| 11/3/21 | Lisa Williamson | J11/12 carnival | Forward to Junior Coordinator |
| 11/3, 18/3 | Clubs WA | Weekly memo | Read and forward to Stew and Wade |
| 12/3/21 | Kate Toop | Request from Munglinup PS to hire pavilion 19th March | Respond with contract. Forward contract to treasurer so invoice can be issued |
| 12/3/21 | Shane Tobin | GSG redevelopment concept plan meeting | Forward to committee. RSVP to Shane – Stew and Wade to attend |
| 12/3/21 | Stew McKenzie | Coffee machine quote | Forward to committee for discussion |
| 12/3/21 | Angela Edwards | Officials/Umpire briefing | Forward to Nicc and Stew |
| 15/3/21 | Stew McKenzie | Coffee machine quote for consideration | Forward to committee for discussion |
| 15/3/21 | Tamara Lynn | Free webinar – How to have safe celebrations & important role clubs play in community | Forwarded to John and Fraser |
| 15/3/21 | Dave Green | Accommodation quote, query regarding Perth players at CW | Fowarded to committee for discussion |
| 15/3/21 | Kath McQueen | Request to access the pavilion Thursday | I replied that I would meet her there with a key |
| 16/3/21 | Tash McCarthy | Email to women team delegates | No action – Tash has forwarded |
| 17/3/21 | Ami Gallagher | New family moving to Esperance | Forwarded to Jen, Tash and Rach |
| 18/3/21 | Tash McCarthy | Healthway Grant application | Forwarded to committee for approval before submitting |
| 18/3/21 | Nicole Morrison | EOI Volunteer Grant round | Forwarded to committee for discussion |
| 20/3/21 | Kayla Tonkin | Furies team info | Forwarded to Tash and Rach |
| 21/3/21 | Sarah Moroney | Promote your sport in the Tide for FREE | For discussion |
| 23/3/21 | Katie Walker | Forward email from Jon Hainsworth, Parks and Reserves supervisor with request not to use goals until after Easter | Forwarded to committee |
| 23/3/21 | Kurtis Andrews | Request to advertise his second hand goalie gear on FB | Forwarded to committee, vote and decision to be made |

* **Correspondence out:**
* RSVP to Sarah Moroney – Justine and Stew to attend Governance Training Workshop
* Jodee Marsh – Hire contract and invoice Outta The Shed
* All local primary schools regarding the Regional Roadshow school visits
* Kath McQueen - Hire contract and invoice Our Lady Star of the Sea PS
* Kate Toop – hire contract and invoice Munglinup PS
* Sam Crawford – request Dunn’s cleaning not go in until after the plumbers have changed the toilet cisterns
* OLSS, Esperance PS and Castletown PS – schedule of time for school visits
* Katie Walker – Greater Sports Ground Booking form

**Next meeting: Thursday 8th April. Time and place TBA**

**Meeting Closed: 8.55pm**