

ESPERANCE HOCKEY ASSOCIATION

MINUTES OF EXECUTIVE MEETING HELD 5th FEBRUARY 2021

Meeting opened: 6.05pm

Present: Justine McDonald, Rachel McDonald, Jen Williams, Ange Hill, Will Lewis, Fraser O'Brien (on invitation from Will), Rachel Hoey, Tash McCarthy, Niccole Cooper, Stew McKenzie (phone in intermittently)

Minutes – being the first meeting of the season there were no previous minutes

Presidents Report: (Nicc to email)

Correspondence In:

DATE	FROM	INFORMATION	ACTION
13/8, 19/8, 27/8, 3/9, 10/9, 17/9, 24/9, 1/10, 8/10, 15/10, 29/10, 20/11, 17/12, 7/1/21,	Clubs WA	Information brochure	Read, forwarded to Ian
13/8/20	Hockey WA	Play by the Rules – Taking images of children	Forwarded to team delegates
14/8/20	Dave Green	Confirmation email from Curtin Unilodge regarding refund on CW payment if we cancel due to COVID	Filed
14/8/20	Stew McKeznie	Confirmation email from Lodestar Apartments regarding refund on CW payment if we cancel due to COVID	Filed
16/8/20	Stew McKeznie	Hockey Australia 2021 Events Calendar	Forward to registrar to include on website
17/8/20	Lisa Williamson – Hockey WA	Countryweek nomination reminder	
18/8/20	Shane Tobin	Annual turf renovation schedule	Filed – won't affect hockey as its happening out of season
19/8/20	Katie Walker – Shire of Esperance	Reply from Parks and Reserves regarding net erection at GSG.	Will do more research for 2021
19/8/20	Shane Tobin	Tyres being left out	Parks & Reserve removed and took to the tip
24/8/20	Dave Green	Player permit for Angus Roberts to play CW	Filed
4/9/20	Sarah Moroney – Shire of Esperance	Regional Athlete Travel Subsidy Scheme	Forwarded to junior coordinator
7/9/20	Shane Tobin	EDRA meeting	Rachel Hoey attending
9/9/20	Michelle Hall	Harm Minimisation Documents	Forwarded to committee
14/9/20	Angela Edwards – Hockey WA	Service to Officiating nominations	JP forwarded to secretary and junior coordinator
14/9/20	Sarah Moroney – Shire	TOAST workshop invitation	Forwarded to exec committee
14/9/20	Shane Tobin	Grand final day information	Filed
17/9/20	Andrew Warren	Bus invoice for windup	Forwarded to treasurer
19/9/20	The Deli King	Nibbles invoice for windup	Forwarded to treasurer

25/9/20	Hockey WA	Countryweek fixtures	JP forwarded to CW captains
5/10/20	Trophy Kings	Trophy invoice	Forwarded to treasurer
22/10/20	Sarah Moroney	Funding opportunity for clubs registered with kidsport	Forwarded to junior coordinator
29/10/20	Sarah Moroney	HopeFM want to broadcast sporting results	Replied that our season has finished and will touch base next season
5/11/20	Clubs WA	Preparation of Harm Minimisation Documents invoice	Forwarded to treasurer
11/11/20	YMCC Hockey	Pathway high performance camp in Narrogin	Forwarded to junior coordinator
16/11/20	John Hyatt – Esp Cricket Assoc	Request to sublease building for the summer	Emailed to exec committee for review and input
22/12/20	Hockey WA	Junior indoor advanced development program	Forwarded to junior coordinator
8/1/21	Sarah Moroney	Contact details for Sally Hobson – Exercise Scientist & strength coach	Forwarded to Rach Hoey and junior coordinator
15/1/21	Kristen Jerkovich Hockey WA	Regional roadshow information	Forwarded to exec committee for review and input
21/1/21	Goodsport	Acknowledgement of accreditation for Level 3	Forward current policy to committee members for review
21/1/21	Stew McKenzie	Australian Games being played in Perth	Forward to Ange 4 th Feb to promote on website
28/1/21	Sarah Moroney	Community Grants program	Forward to committee 4 th Feb
2/2/21	Jodee Marsh	Request to access pavilion Easter weekend 4 th April	Forwarded to Committee decision to be made at the meeting
4/2/21	Forward from Ange	Prendiville Group Hotel information	Keep in mind for carnivals and forward as need arises
4/2, 11/2, 18/2, 25/2, 4/3	Clubs WA	Various information	Read
11/2/21	Shire of Esperance	Lease Variation fee invoice	Forwarded to treasurer
17/2/21	Sarah Moroney	April One & All program	Forwarded to committee for discussion
22/2/21	Sarah Maroney	Governance Training brochure	Forwarded to committee
24/2/21	Sarah Maroney	TOAST workshop	Forwarded to committee
25/2/21	Nicole Cooper	Request to submit a Sharks ladies team to the competition	Added as an agenda item for the AGM
26/2/21	Forward from JP	Ric Charleworth Classic teams	Forward to committee 4 th Feb
26/2/21	Forward from JP	Hockey WA AGM notice	Forward to president
1/3/21	Shane Tobin	Winter Healthy Sporting Club grant	Forward to committee for discussion
2/3/21	Dave Green	Request to put financial reports on the webpage	For committee discussion at meeting
2/3/21	Shane Tobin	Lotterywest grant info session	No committee member able to attend, Stew McKenzie will arrange another time to discuss
2/3/21	Stephen Miller	Request to hold Mouthguard Clinic on 27 th March	Forward to committee for decision
2/3/21	Shane Tobin	Drugs in Sport Webinar Live – Wed 10 March	Forward to committee, suggest promoting on the website
4/3/21	Hockey WA	Officials/umpire briefing	Monday 15 th March, 6.30pm
5/3/21	Cheryl Hoffman	Use of Clubrooms for Christian PS sports day 12 th March	For discussion at meeting

In House Correspondence to all members:

- AGM notice
- **Correspondence out:**
- Esperance Cricket Assoc sub lease agreement
- Kristen Jerkovich – Hockey WA regarding regional roadshow dates
- Email to Sam Crawford – Cricket secretary requesting permission to hold our AGM in the clubrooms
- Clubs WA contact details form
- Email to Sam Crawford – permission to use the grounds and clubrooms on weekend 27th / 28th for the roadshow

Correspondence adopted: Justine McDonald **Seconded:** Rachel Hoey

Treasurers Report:

Attached as presented at the AGM **Adopted:** Rachel McDonald **Seconded:** Ange Hill

Women's Report

- A beginners day will be held on 10th April
- A lightening carnival will be held on 17th April starting at 9am. Women will register, teams will be drawn up with a round robin system being played for the day. Dinner at the Pier for everyone involved
- Match reports will start again in 2021. A small write up that will be posted on FB and on the webpage
- The 'paid' umpire list will be available again, teams will be urged to participate in umpire mentoring to encourage more umpires within teams and discourage the use of paying others
- Sally Hobson is an Exercise Scientist and Strength and Conditioning Coach who has moved to Esperance. She is willing to run sessions specific to hockey. Rachel will ask Sally for more information regarding pricing, length of session, number of participants per session etc. Ideally we would look at offering 4 sessions once a week over 4 weeks. Payment is up front so participants need to commit

Men's Report

- Will would like to offer a 'beginners day' to men, he will consult with Rachel about the best way to go about it

Umpire Report

- Stew was not linked at this time but a few suggestions were made to put to him;
 - When a senior is rostered to umpire a 6/7/8 grade game can they have a under 17's player run with them to try and encourage that age group into umpiring. This suggestion will be made available to all under 17's players via the grade coordinator
 - Can a checklist be made available or can umpires be made aware on a regular basis what the difference is between the votes given to the Best and Fairest Players and those named on the front of the card. The named players are those who have gone above their normal capabilities on the day, not necessarily the best player of the match

Junior Report

- The Bunbury Discovery Parks have cancelled our accommodation for the junior carnival as the Caravan Park is under new management. Jen has been trying to source alternate accommodation, but it isn't looking hopeful
- The thumb drive containing all 2020 junior records crashed with the data being lost. Jen is doing her best to retrieve as much as she can from emails
- All committee positions have been filled; grade coordinators have been allocated with just the 2/3 grade vacant. There are still a few coaching positions that require filling and Jen is waiting to hear from the minkey coordinators

General Business as per agenda:

1. Regional Roadshow
 - Justine to contact all primary schools to gauge interest even though interschool sports days are being held on the same day. If no takers she will contact the high schools to see if it can be offered to the year 7/8's
 - Rachel commented that the level 1 coaching clinic is very beneficial
2. Honour Board update – didn't discuss
3. Kitchen
 - Esperance Plumbing will move the hand basin next week
 - Rachel is getting a price on a sheet of stainless steel for the splash back
 - It was decided we would add painting of the roof to our busy bee
 - It is still unclear who is following up on the grease trap. Rachel will ring JP to see where we are at
 - Niccole received a call from Katie at the Shire asking who the contact person for the kitchen upgrade would be. Nicc will give Katie Rachel's contact details
 - Tash has enquired into 3 separate businesses to see if they would be interested in hiring our kitchen and running it on Saturday's but she hasn't had any interest back
 - Will asked Tayah Gardner who organizes meals for squash on a Wednesday night but she declined
 - Tanya Wright has offered to coordinate the kitchen. This means juniors will need to supply a roster of volunteers during the morning and seniors in the afternoon
 - It was suggested that a male and a female be rostered on to both the bar and kitchen this season to share the work load. Everyone agreed
 - There is a Winter Healthy Sporting Club grant open at the moment but closes next Friday 12th March. Tash will have a look at it and see if it's something our club can be part of
 - The Food Safe online food and hygiene course will need to be completed by volunteers working in the kitchen. It would be ideal if every volunteer completed it but we will encourage at least one person per team
4. Sponsorship – goal posts
 - Rachel has contacted most businesses and is in the process of sending invoices
 - Rachel will look into The Bay Turf Club sponsorship package that they offer
 - Stew will look into a 2 or 3 level tiered sponsorship package and discuss with Rachel next week
5. Keys
 - Justine went through the current key allocations, who had what, how many were missing etc. It was decided that with 9 keys missing/lost/in circulation not returned that she would obtain a quote on rekeying the building
6. Constitution
 - The club's WA contact is currently on leave for the week. Justine will provide an update when she is able to have a discussion with Michelle
7. Subcommittees
 - Justine read through the current guidelines of subcommittees as per our current constitution. The formation and approval of the current Turf Subcommittee was not formed or approved correctly so Rachel Hoey will forward the required information to the exec committee for endorsement
 - It was pointed out that Nicc holds 2 positions within the association – President and Under 17's Grade Coordinator. The committee agreed that because the constitution says that Vice Presidents have the role to 'Oversee and ensure any subcommittees are responsible and accountable' there would be no conflict of maintaining both roles
 - The same will apply to Stew as he is a member of the turf subcommittee, Wade will solely oversee that committee
8. Setting fees
 - We still don't have enough information
 - Ange has confirmed that insurance payments to Hockey WA will remain at \$43 for adults and \$31.50 for juniors aged 9-18

- Justine asked Jen to calculate all expenses that she foresees juniors will incur this season including carnival costs covered by the assoc, equipment, windups etc. Rachel, Justine and Ange will do the same for the seniors
- 9. Review purchasing policy
 - Justine read over the purchasing policy that was developed in 2015. The committee are happy with it, with only one minor change needed
- 10. Committee roles and responsibilities
 - The committee were given the document prior to the meeting. There were a few jobs that needed amending
 - The document will be endorsed once all position holders have had a chance to review it, ie. the bar manager, grounds person
- 11. Adding financial reports to the website
 - It was agreed to offer a brief report each time one is presented at a meeting. The report will be attached to the minutes

Round table general business:

- Sean Lindsay is back on the radio – would anyone like to talk to him once we start? It was suggested to ask Stew
- Team numbers for men and ladies countryweek teams should be considered ASAP – men's and ladies captains to keep on top of this.
- Start date for 2021 season will be 24th April and grand final will be 18th September
- Jen will contact Kathy Miller confirming the Mouthguard Clinic for 27th March. Jen will also forward the flyer to Ange to put on the website
- Outta the Shed have asked if they can hire the pavilion on weekend 4th April. Everyone agreed yes. Justine to reply and send through contract of use and hire fee charge
- The Esperance Christian School would like to hire the pavilion on Friday 12th April for their sports carnival. Everyone agreed yes. Justine to reply and send through contract of use and hire fee charge
- The 'one and all program' is being held during the second week of the school holidays (12th – 16th April). It was agreed that we would commit to being involved as it would be a good way to encourage more players to hockey. Jen is going to check with the under 17's players who are coaching to see if they can help run the activities on the day. Justine to reply to the Shire. Jen can help with organization pre event but will be unavailable on the day

Meeting closed: 7.30pm

Signed as a true and accurate record

Nicole Cooper
President

Esperance Hockey Association

Treasurer Report

25th February 2021

Bank Account Balances as at 25/02/2021

Cheque account balance as at 31/12/2020 **\$22,351.58**

Less: MYOB Subscription January	\$48.00
DLGDCI – Bar Liquor License	\$301.00
2020 Audit	\$300.00
Kleenheat	\$69.30
Cleanaway	\$165.00
MYOB Subscription February	\$48.00
Clean Away	\$220.00
Shire of Esperance	\$215.00

Closing cheque account balance as at 25/02/2021 **\$20,985.28**

Accounts not yet paid from cheque account

- Australia Post	\$136
- Ken Norton Building – Kitchen Upgrade	\$7781.04

Invoices Overdue

\$58.00

Debit account balance as at 31/12/2021 **\$502.07**

Less: Woolworths – Treasurer stationary \$23.20

Closing debit account balance as at 25/02/2021 **\$478.87**

Reserve account balance as at 31/12/2020 **\$45,586.88**

Add: Interest January \$1.46

Closing reserve account balance as at 25/02/2021 **\$45,588.34**