



MANNING VALLEY HOCKEY ASSOCIATION INC.

2024 ANNUAL GENERAL MEETING MEETING MINUTES

The Annual General Meeting of Manning Valley Hockey Association was held on 24th October 2023 at Taree Hockey Centre Club House.

BUSINESS

1. Welcome by the President

Meeting opened at 6:00pm

2. Apologies

Anthony Lewis, Michelle Neal, Gloria Smith, Sally Hunt

Motion to move that the apologies are accepted. Moved by Scott Harry

3. Attendance

Tony Barton, Frank Birkefeld, Adam Scarff, Marlene Masters, Jane McNeill, Cathy Groth, Flynn Pereira, Gavan Pereira, Janine Kennewell, Katrina Green, Harley Bunyan, Stephen Booth, Katrina Green, Shane Green, Michael Hammond, Cindee Mason (Hammond), Keenan Bell, Alexander Bell, Nicole Clark, Shawn Muldoon, Donna Yarnold, Jana Box, Michelle Clark, Jason Sipek, Jill Allan, Claire Woollard, Scott Harry, Ashley Harry, Trent Hammond, Kelly Williams, Frank Birkefeld, Amanda Nicholson, Michelle Collier

4. Acceptance of the 2023 Annual General Meeting Minutes

Motion to move that the minutes of the 2023 Annual General Meeting of MVHA as circulated, be taken as read and confirmed. Moved by Marlene Masters Seconded by Jana Box

5. Association Reports

President Report by Tony Barton

2023 has been a year of significant change for Manning Valley Hockey Association. There have been many new projects initiated that will continue to generate income for the Association.

The Manning Valley Hockey Association Junior space is looking good. It is an area where we are starting to see growth with the changes that we have implemented in the last 2 years.

Manning Valley Hockey Association is hoping that our Junior programs and competitions will continue evolve and grow.

During 2024 our Target area will be upskilling our Coaches and filling the gaps where needed.

A big milestone for Manning Valley Hockey Association was the completion of the TLF.

The TLF will be officially opened at the beginning of the 2024 season.

With the TLF in use Manning Valley Hockey Association will move the focus to maximising the usage of our venue. Manning Valley Hockey Association is hoping to be allocated several State Championships in 2024

During the construction of the TLF Frank Birkefeld worked with contractors to keep costs down which resulted in there being Grant money left remaining.

Manning Valley Hockey Association is currently assessing how we maximise the remaining grant funding. Adam Scarff has applied for a Grant Variation which we are hoping to get a response on over the next few weeks. Manning Valley Hockey Association's main focus will be field lighting.

Manning Valley Hockey Association will keep an eye out for any upcoming Grant opportunities moving forward.

Manning Valley Hockey Association has a \$25000 per year Electricity cost. Pending grant availability the Board of Management would like to see Solar Panels installed with options to be Battery ready.

The Hockey Shop settled in to the first year of business. Not only does it provide Manning Valley Hockey Association with a continued income its aim was to also assist players with a reduced playing cost.

Currently we have the Social Competition up and running again with 14 teams participating with our Indoor Competition is also starting to get some traction.

Early predictions are that 2024 may be a difficult year for membership numbers due to the rising cost of living. Manning Valley Hockey Association will be focusing on trying to keep membership costs to a minimum.

Overall 2023 has been a fantastic year of change. Thank you to our valued and committed volunteers, Thank you to our members, Clubs and the Club Committees for their support during 2023.

Motion to move that the Presidents Report be accepted.
Moved by Donna Yarnold, Seconded by Jason Sipek

6. Financial Report

The 2023 Audit is in the process of being finalised. Manning Valley Hockey Association has recently moved into a higher Tax Bracket of \$250 000 and above which requires a comprehensive Audit to take place. Our Accountant has provided a draft copy of the Audit.

Manning Valley Hockey Association has grown in Income by \$100 000. The main contributors to the growth were the Bar, Canteen, Hockey Shop and Representative Uniform purchases.

It was a good first year with the new Reimbursement model in the Canteen.

The cost of the reimbursement model was \$18,000. \$11,000 of which was covered by the player levy. Manning Valley Hockey Association absorbed the remaining \$7000.

- The Hockey Shop showed a profit of \$6000. We are still holding stock ready for sale in 2024.
- Hosting the Women's Masters during 2023 resulted in a \$10000 gain
- Our Loan repayments are currently \$50,000

Manning Valley Hockey Association's net worth was \$570,00 which up %10 from \$517, 000 2022.

During 2023 we have seen some good gains in sponsorship.

A big thank you to Club Taree who continue to be our Major sponsor. Special thanks also to Johnson & Mongan for their In kind donation overseeing accounting tasks.

Lynn Brettle moved a motion to provide Johnson & Mongan with a certificate to display in their office. Seconded by Adam Scarff

The field signage sponsorship also added to our gains. We thank the businesses that have come on board.

It is important for us to remember to support the Businesses that support Manning Valley Hockey Association.

For a Draft copy of the 2023 Audit Financial Report please contact the Association Treasurer – Adam Scarff via email: treasurer@manningvalleyhockey.org.au

Resolution:

THAT the members of Manning Valley Hockey Association adopt the financial statements for the year ended 30 September 2023.

Moved by Adam Scarff Seconded by Amanda Nicholson

7. Election of Office Bearers in accordance with the Manning Valley Hockey Association Constitution.

Prior to the Election of the 2024 Committee Tony Barton thanked the outgoing committee for their dedication and support throughout 2023.

Tony Barton stood aside from the chair and Gavin Pereira stepped in as the Returning officer.

Position	Nominee	Nominated by	Seconded By	Carried
• President	Frank Birkefeld	Donna Yarnold	Amanda Nicholson	Yes
• Vice President	Anthony Lewis	Michelle Clark	Mark Atkins	Yes
• Treasurer	Adam Scarff	Frank Birkefeld	Michelle Clark	Yes
• Secretary	Marlene Masters	Lynn Brettle	Jane McNeill	Yes
• Ordinary Member	Stephen Booth	Shane Green	Raelee Booth	Yes
• Ordinary Member	Donna Yarnold	Jay Quince	Anthony Lewis	Yes
• Ordinary Member	Jana Box	Adam Scarff	Michelle Clark	Yes
• Ordinary Member	Janine Kennewell	Michelle Clark	Adam Scarff	Yes
• Ordinary Member	Keenan Bell	Donna Yarnold	Luke McLeod	Yes

- **Positions where no nominations have been received;**
Secretary – Nominations were taken from the floor.
Marlene Masters was nominated by Lynn Brettle and Seconded by Jane McNeill. Marlene accepted the position

Gavin declared that the nominees as listed above were elected unopposed and opened the floor to nominations for Ordinary Members.

Nominations from the floor were as follows:

Position	Nominee	Nominated By	Seconded By	Carried
• Ordinary Member	Michelle Collier	Marlene Masters	Lynn Brettle	Yes
• Ordinary Member	Amanda Nicholson	Michelle Clark	Adam Scarff	Yes
• Ordinary Member	Lynn Brettle	Marlene Masters	Jane McNeill	Yes
• Ordinary Member	Jason Sipek	Jill Allan	Michelle Clark	Yes

- **Appointment of Association Public Officer**

Michelle Clark resigned as the Public Officer of Manning Valley Hockey Association
Nominations were taken from the floor. Frank Birkefeld nominated Tony Barton.
The Nomination was Seconded by Amanda Nicholson

- **Appointment of Association Auditor**

Adam Scarff nominated Rhonda Futterleib from Essential Tax & Accounting Services Pty Ltd
Rhonda has worked on the Association Audit during 2022 & 2023.
The nomination was seconded by Lynn Brettle

- **Election of Honorary Solicitor**

Frank Birkefeld nominated Richard Johnson.
The nomination was seconded by Jane McNeill

Jane McNeill moved a motion to Thank Tony Barton for all of his hard work in the position of President.

The motion was Seconded by Donna Yarnold and carried unanimously.

Gavin completed the nomination process and invited the newly elected President Frank Birkefeld to take over the Chair.

8. Amendment to the Constitution - Proposal

Proposed Change to Section 9 Membership - Term 2. (2) Life members

The Proposal was explained by Frank Birkefeld. See attached Document

Jane McNeill queried if a panel will still be formed to access Life Membership eligibility.

Frank informed the room that there will be a Panel of 6 Life Members that will access eligibility.
The Nomination will still also be presented to the Executive of the Board of Management for confirmation and will include recommendations from the Panel of 6 Life Members accessing the nomination.

Frank moved a motion that the Proposed Change to Section 9 Membership – Term 2 (2) Life Members is adopted. The motion was seconded by Donna Yarnold. The motion was carried

9. Close of Meeting

President Frank Birkefeld addressed the room.

Welcome to all of our new Board members. Thank you to all of our 2023 Board Members who are continuing on the Board in 2024. Thank you to everyone for their time tonight.

A General Board of Management Meeting including the Induction of new Board of Management members is to be held at the conclusion of the AGM.

All are welcome to attend.

Meeting Closed 6:25pm

Issued by:

Marlene Masters

Secretary, Manning Valley Hockey Association

25/10/23

Documentation relating to item 8. Amendment to the Constitution - Proposal

Proposed Change to Section 9 Membership - Term 2. (2) Life members

SECTION 9 MEMBERSHIP

Existing rules Section 9 Members - Term 2. (2) Life members

2. (2) Life Membership

The granting of Life Membership is a great honour and should not be treated lightly. The criteria to assess the extent to which the nominee has made a significant contribution to the game of hockey in the Manning Region through consideration of the length of their active membership, the length and type of positions held, involvement as a player/organiser and personal hockey history.

On the average, one or less Life Memberships are likely to be able to be awarded each year. Members must consider the nomination against the Life Membership criteria in light of the general principles. Each nomination must be considered on its merits. In considering the nomination, members are not to be influenced by any personal relationship with the nominee and are not to make direct comparisons with other Life Members, nominees or persons not nominated. To assist in its deliberations to see if the Nominee nomination satisfies the criteria for Life Member the Investigative Committee may request additional information from the nominator.

Granting Life Membership is a balancing exercise. Criteria are provided for guidance, but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of Life Membership. Nominees' strengths against the various criteria will vary.

Some nominees will be extremely strong in some criteria but weaker against others, others will be more rounded.

a. Criteria to be considered in granting Life Membership

To be eligible for Life Membership the person:

a. must have been a registered member of the Association for the period in which their service is considered

b. have contributed to Manning Valley Hockey Association's to the degree necessary for Life Membership. A nominee will have fostered hockey in the Manning Region for a period of 10 years and made significant contributions while holding positions on the Manning Valley Hockey Association's Board of management and/or its sub committees (bearing in mind that mere

membership of such committees does not of its own mean a person has made significant contribution.

Where qualifying period was interrupted by Military Service, such time to be counted as continued membership, provided that:-

- i. The said member was considered a financial member of the Association although absent.
- ii. That they commenced active membership with the Association immediately following his return from Military Service.
- iii.. Where time absent is in excess of three years, such time be only counted as three years.
- iv. At all times this Rule to be at the discretion of the Judiciary and Investigation Committee and to be considered on its own merits.

b. Nomination of member/election of Life Member

The person is nominated for election as a Life Member by 2 members by way of written notice to the Secretary at least 28 days before a meeting to consider the nomination is held. The Secretary to provide a copy of the Nomination to a panel made up of persons from the the preceding season's Judiciary and Investigation Committee to see if the nomination meets the eligibility criteria.

(ii) If the Judiciary and Investigation Committee is satisfied the criteria is correct the Secretary must make available to the secretaries of the association's member clubs of the nomination for Life Membership at least 14 days prior to the meeting which is to consider the nomination.

(iii) At least 75% of members present and eligible to vote at the meeting held to consider the nomination, vote in favour of the electing the person as a Life Member.

Proposed rules Section 9 Members Term 2. (2) Life members

2. (2) Life Membership

The granting of Life Membership is a great honour and should not be treated lightly.

The criteria to assess the extent to which the nominee has made a significant contribution to the game of hockey in the Manning Region will consider the length of their active membership, the length and type of positions held (i.e., involvement as a player, coach, manager, umpire and administrator and personal hockey history).

Generally, one or less Life Memberships are likely to be able to be awarded each year.

Each nomination must be considered on its merits against the criteria.

In considering the nomination, Investigative committee members are not to be influenced by any personal relationship with the nominee, must declare any conflict of interest and are not to make direct comparisons with other Life Members, nominees or persons not nominated.

To assist in its deliberations to see if a nominee satisfies the criteria for Life Membership the Investigative Committee may request additional information from the nominators.

A. Criteria to be considered in granting Life Membership

To be eligible for Life Membership the person:

- must have been a registered member of the Association for the period in which their service is considered.

- have contributed to Manning Valley Hockey Association to the degree necessary for Life Membership.

A nominee will have fostered hockey in the Manning Region for a period of 10 years and made significant contributions while holding positions on the Manning Valley Hockey Association's Board of management and/or its sub committees (bearing in mind that mere membership of such committees does not of its own mean a person has made significant contribution.

B. Nomination of member/selection of Life Member

The person is nominated for selection as a Life Member by 2 members of the Association by way of written notice to the Secretary at least 28 days prior to the end of the season and addressing the criteria.

- The Secretary to provide a copy of the Nomination to the chair of the Investigative Committee who determine if the nomination meets the above criteria.
- If the Investigative Committee is satisfied the criteria is met, they will then consider the nomination and approve life membership.
- The chair of the investigative committee will then confidentially advise the President of the Association who will present life membership at a special function or annual general meeting.
- Should the investigative committee not support a nomination the chair will advise the President who will arrange for the members who made the nomination to be notified and the reasons why the nomination was not supported.