



Management Committee Minutes

04 March 2024

Attendance: Dwight Graham (Chair), Nick Osborne, Lauren Jukes (vidcon), Blake Curtis (vidcon), Nadine Gallaway, Nikki Spence, Jacqui Garcia

Apologies: Nicole Cadogan, Janine Curtis, Jane Stoodley, Liz Gold, Veronica Lange, Emily Reed, Hannah Morgan

Meeting Opened: 6.05pm

1. **Action Items:** Nick reviewed the Action Items in Attachment 1.
2. **Correspondence:** See Attachment 2.
3. **Out of session Business:**
 - Blake Curtis has stepped into the role of Sponsorship Officer.
 - Exec agreed to offer a 50% discount to coaches who want to purchase a Club hoodie for 2024 [Exec chat 29/02]
4. **Treasurer's Report:** The Treasurer presented the February report in Attachment 3 and moved that it be accepted.
Seconded Nick
Carried
5. **Registrar's Report:** (Nick)
 - Registration complete and paperwork has been submitted via email to NNA per Attachment 4 Details of the submission is filed in OneDrive. We have:
 - 18 teams and 174 players
 - 2 confirmed and 2 potential NetSetGo
 - 17 Non Playing Members (coaches and managers)
 - Several player/coaches
 - The Registrar will conduct a wash-up to look at improvements for future registrations [AI 150]
ACTION: Nick
 - The Registrar would like to propose a motion of thanks to the Selectors and to Hannah and Bec, who worked to form the teams in sometimes trying situations
Seconded Nadine
Carried
6. **Coaching Convenor Report: (Hannah):**
 - Looking for coach for U7s
 - Coaching briefing will be held on Saturday 23rd March at 10am – 12pm at the Bowling Club.
7. **Umpiring Convenor's Report (Donna)**
 - Nil to report
8. **Communication Officer Report (Emily)**
 - Nil to report

9. Sponsorship Report (Blake)

- Draft policy in progress
- Exec has action reviewing the letters to sponsors [AI 151]
[Afternote: letters reviewed and sent 8 March 24]

10. Uniform & Equipment Coordinator Report (Liz)

- Nil to report

11. Fundraising Report (Lauren)

- Raffles
- Trivia on 25 May 24 – Olympic Theme – Gift from each team requested for tombola
- Pie Drive in May with pick up scheduled for July

12. Social Coordinator Business (Nadine)

- Nil to report

13. Tri-Series Report (Jane)

- The three tri-series teams will start court training this week after two fitness sessions over the past two weeks. Both pre-season sessions were well attended and despite some moans and groans, enjoyed by all. Thank you to Emily for posting our photos/video on Instagram.
- There are 10 new players across the three teams. All three teams will train Wednesday nights 6-7:45pm. Once the uniforms for the new players have arrived, we will invite our Foundation Tri-series sponsor to training to present the new players with their uniforms.
- We are confident that we can build on last year's foundations and have a successful year.

14. Any Other Business:

- Doc Yagen Memorial Gala Day: Sat 16 March, 9.00am
 - Lauren has the lead, and will find running sheet of tasks to do beforehand.
- Blake recommended that we create a LinkedIn account so that there is more business exposure for sponsors to use and promote their business [AI 152]
ACTION Emily

15. Next Meeting Date: Tuesday 30 Apr 24 at 6.00pm

ACTION: Secretary to approach Club for room availability for next meeting – 6pm.

Meeting Closed: 6.41pm

Nadine Gallaway

Assistant Secretary

Attachment 1: Action Items

	Action Item	Lead	Due by	Status
2	Regular review of goals and tasks	Secretary	May 2024	Standing agenda item two or three times per year
12	Promote rego through Club signage	Nicole	12 Oct 22 April 2023 July 2023	<p>MWBC advised they would be happy to have their sports club signage up permanently. [Nick] 28/11/22: Quotes received. [Nick 29/12/22]" Nick has received 10 x coreflute signs 900mm x 600mm CM 23/01/22. Meeting will defer decision re large sign until later in the season. For April meeting. CM 03/04/23. Meeting will defer decision re large sign until at least July CM 26/6/23. Nicole advised she is liaising with Baseball and Cricket Clubs re potential to create single large sign that acknowledges sponsorship to several sports Clubs. CM 7/8/23. Nicole has engaged Cricket and Baseball clubs. She is waiting on final details from them, but reports that they are in favour of the intent. CM 6/9/23: No further details. Nicole to continue to chase up CM 5/2/24: Nicole to liaise re positioning of the new signage with manufacturer 4/3/24: Nil update</p>
30	Update / refresh Club website	Asst CommsO / Nick	01 Jan 24	<p>3/2/23 Nick discussed with and sent email to MCM who will send other design options via email. 24 Feb 23: Nick to engage MCM to see if we can separate database from website, and maintain emails. Intent is to possibly revert to PlayHQ website options. 3/12/23: Nick engaging with CommsO to determine best option for website update. 5/2/24: Nick has sent options to MCM and he and CommsO are waiting for a design to come back.</p>
31	Explore vacation care activity or come and try netball session through WEMOOSH for example. Bec available to assist.	Strat Planners	2024	Strategic Planning Committee to review in 2024

	Action Item	Lead	Due by	Status
ACTION ITEMS FROM 26 June 23				
80	Donna to present umpiring training proposal to Exec out of session	Donna	01 Mar 24 01 Apr 24	Exec to review proposal. Secretary to add agenda item for further discussion to be held at first meeting of 2024 and may require further focussed discussion 5/2/24: Donna has emailed proposal to Exec for consideration before the next meeting 4/3/24: Exec has not yet reviewed. To do out of session before the season start
ACTION ITEMS FROM 07 Aug 23				
92	Janine & Nick to add any past enquiries' details to OneDrive\2024\Registrar\2023 Enquiries	Nick / Janine	CLOSED	Complete
94	Nicole to contact Molycop re: continuing sponsorship. Uniform Coord to buy appropriate apparel as soon as members register	Nicole / Uniform Coord	01 Dec 23	6/9/23: Nicole advised no action as yet. However, Club to manage 2024 purchase at risk. 5/2/24: Nicole has advised that MolyCop is willing to continue. Nicole to send formal request to them. 4/3/24: Blake has drafted letter for MolyCop for Exec endorsement (see AI 150)
NEW ACTIONS FROM 06 Sep 23				
106	Amy to draft a change proposal re NNA forfeit rules for the Executive (Action: Secretary) to present to NNA	Amy / Janine	01 Oct 23	Email sent to NNA Secretary 16 Nov 23 5/2/24: Nick advised that he had an impromptu and informal discussion Donna Harrison. Details recorded in item 3 of meeting 05 Feb 24.
107	Coaches and managers to get names of prospective umpires to the Umpiring Convenor early in 2024	Coaches / Managers	30 Jan 24	4/3/24: Names have not yet been provided to Donna
108	Buy up to five benches (at approx. \$55 per bench), with Nicole to arrange placing the "Currawong" and "Waratah Netball" logo on the benches	Nicole	01 Jan 24 06 Apr 24	Benches bought 8 th September. 26/11/23: Still in progress 5/2/24: Nicole advised logos will be completed before Round 1 4/3/24: Nicole to send stickers to Liz for application to benches.
110	Strat Rec #1: Set up a Netball board in the Bowlo	Nicole	01 Jan 24	26/11/23: In progress. Nicole has identified a position, and will engage the Bowlo. 5/2/24: Nicole we have a position for it, but waiting to see what is on it. Donna to provide a mockup 4/3/24: Ongoing

	Action Item	Lead	Due by	Status
112	Strat Rec #5: Create a Comms strategy	CommsO	01 Jan 24	CommsO presented the Marketing Strategy, and will implement it and report against it in future meetings.
113	Strat Rec #6: Design an infographic to present our goals and values to the membership	Liv	01 Jan 24	5/2/24: With Liv no longer available, this will have to be taken up by someone else. Nick is seeking volunteers.
115	Strat Rec #8: Exec to discuss include hoodies, training shirts, and Molycop as part of compulsory uniform	Nick / Coaching Convenor	01 Jan 24 23 Mar 24	26/11/23: Coaching Convenor, icw Nick, to ensure coaches and managers enforce uniforms for players. Guidance to be provided at coaches and managers meeting.
	NEW ACTIONS FROM 16 Oct 23 AGM and Comm Meeting			
118	Source pricing for double sided pinnies	Liz	CLOSED	26/11/23: Still in progress 5/2/24: Ongoing 6/3/24: 4 x sets of bibs ordered and paid for.
119	Source quote for new gazebo bag	Dwight	01 Jan 24	26/11/23: Still in progress 5/2/24: Ongoing 4/3/24: Ongoing
120	Source pricing for pinnies bag to protect velcro patches	Liz/Coaching Convenor	01 Jan 24	26/11/23: Still in progress 5/2/24: Ongoing. Managers need to be aware of protecting our patches – to be briefed at coaches and managers meeting.
	ACTIONS FROM 27 Nov 23 Committee Meeting			
124	Strat Rec #12: Continue to promote and attend more Carnivals	Team Managers		Ongoing.
126	Strat Rec #13: Consider option to have the Club participate in a local fun run or similar activity	Social Convenor		Park run is a potential option. Coaches to consider it as an option. Nadine to present options to the membership.
127	Strat Rec #14: Create a fun acronym/ jingle/ song / catch phrase to encompass our values	Strategy Committee		
128	Strat Rec #15: Implement recognition and reward to those that refer / recruit a friend	Exec	07 Sep 24	26/11/23: Nick to add question to registration in PlayHQ, and to track info across the season. Committee will then consider recognition at, for instance, end of the season 30/12/23: Question added to PlayHQ
129	Strat Rec #16: Create and review a retentions metric, and report back to Committee.	Registrar	09 Apr 24	
130	Strat Rec #17: Develop an exit survey	Strategy Committee	01 Jun 23	
132	Follow up sponsorship interest with Makin Mattresses.	Sponsorship Officer	01 Jan 24	Delayed awaiting appointment of new Sponsorship Officer 4/3/24: Blake needs more details from Kat Easton.

	Action Item	Lead	Due by	Status
134	Draft document to formalise various levels of sponsorship and associated investments	Sponsorship Officer	05 Feb 24	Delayed awaiting appointment of new Sponsorship Officer. 4/3/24: Still in progress. Blake is prioritising getting letters to main sponsors (also see AI 150)
136	Communicate the importance of our sponsorship relationships (particularly the Bowlo)	Sponsorship Officer / CommsO	01 Jan 24	Ongoing
138	Check if bingo is allowed for minors	Dave Cadogan	05 Feb 24	No update
139	Ensure @waratah emails are added to safe sender filters	All Committee Members	01 Dec 23	Ongoing
140	Encourage all members to sign up and utilise TeamApp for messaging	Coaches and Managers	05 Feb 24	Ongoing 4/3/24: Reminder to be briefed at coaches meeting
141	Source the use of indoor court for trials 22 Feb 24	Coaching Convenor	CLOSED	05/02/24: Hannah has requested Forum – awaiting response. <i>(Afternote – response was that Forum was not available, therefore trials will be held at NNA)</i>
	ACTIONS FROM 05 Feb 24 Committee Meeting			
142	Contact Tillys re enduring sponsorship.	Nicole	CLOSED	4/3/24: Blake has drafted letter for Tillys for Exec endorsement (see AI 150)
142	Hannah to determine date for Coaches and Managers briefing	Coaching Convenor	23 Mar 24	Coaches briefing confirmed for 23rd March 10am -12pm at the Bowling Club
143	Donna to send info, dates and links to Nicole who will add to Stack app	Umpiring Convenor	CLOSED	BAU
144	Donna to present summary of new rules at coaches & mangers briefing session	Umpiring Convenor	23 Mar 24	
145	Emily to prepare plan for how refreshed logo could be introduced	Comms Officer	20 Mar 20	
146	Nicole to engage MWBC if an out-of-area venue would/would not be a conflict to our current sponsorship arrangement	President	06 Apr 24	
147	Dwight to send Nadine some social ideas from CATS	Dwight	20 Mar 24	
148	Nicole to invite Kotara to Doc Yagen Gala Day	President	CLOSED	Completed
149	Janine to follow up court booking for Gala Day	Secretary	CLOSED	Completed

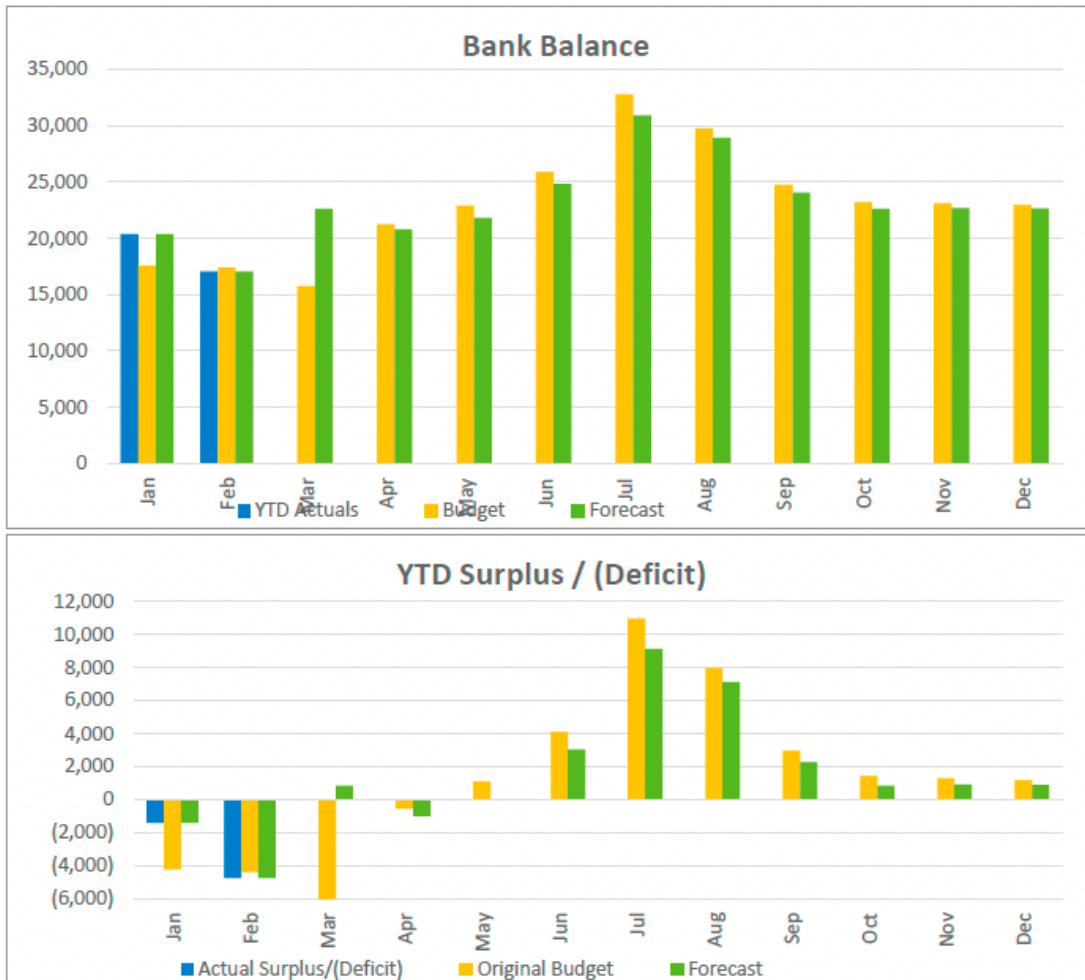
	Action Item	Lead	Due by	Status
	ACTIONS FROM 04 Mar 24 Committee Meeting			
150	Nick to arrange a Registration Wash-up meeting with selectors and magagers	Registrar	30 May 24	
151	Exec to review Sponsorship letters to Tillys, MolyCop, and Currawong	Exec	CLOSED	8/3/24: Complete
152	Create a LinkedIn account so that there is more business exposure for sponsors	Comms Officer	22 Mar 24	

Attachment 2: Correspondence

IN	OUT	RESPONSE	ACTION
	15 Feb – Donna to NNA re: umpires wanting to be badged in Tier program		Umpires to register interest with Donna by 28 March.
9 Feb – email from NNA re: introduction of new rules and implementation of rolling subs for this season		Circulated to all coaches 11 Feb	
20 Feb – email from NNA. All Tri-series teams must be entered into PlayHQ by 23 Feb		Actioned	
	24 Feb – summary of financial affairs for FY2023 submitted to NSW Dept of Fair Trading		
	24 Feb – Club wide email asking members to use Stack app for team and club activities		
26 Feb – fundraising opportunity – Indian Sun Candles		Forwarded to Fundraising Coordinator for consideration	
26 Feb – email from NNA re: notification of AGM on Mon 18 March 7.30pm at NNA Clubhouse		1 delegate per 5 teams can attend = 4 delegates for Waratah. Janine Curtis & Jane Stoodley attending	ACTION: up to 2 x additional Waratah members to attend. Please advise Janine
26 Feb – grading appeal		In progress and forwarded to Exec for response	
27 Feb – confirmation that all officials can be subsidised up to \$100 per member per year for qualifications as per Subsidies Policy			Closed
2 March – email from NNA that all teams must be entered into PlayHQ and allocated grades by Mon 4 March.		In progress	Closed



February 2024 Finance Report

**Notes****YEAR-TO-DATE VARIANCES**

At 29 February, we had \$17,057 in the bank, which is \$351 below where we had budgeted. The year-to-date operating result of a loss of \$4,725 was expected and is also \$351 below budget.

The main drivers in the result being different to budget were largely timing issues (and which will catch up in following months):

- \$1,156 of registrations, which is \$5,544 less than budgeted but \$9,910 was received from PlayHQ on 1 March (being the February registration revenue) and
- Apparel (uniforms) is always difficult to forecast:
 - Sales of \$1,721 are \$1,471 ahead of budget
 - Purchases of \$2,186 are \$7,739 less than budgeted
 - It is expected that purchases will increase, as orders are put in
 - Over the season the difference will be the margin made on bulk postage and any purchases funded by sponsorship and grants.



February 2024 Finance Report

Forecasting

I am forecasting we will have \$22,666 in the bank at year end, which \$300 less than budget. I am also forecasting the end of year profit to be \$884, which is also \$300 less than budget.

The key drivers in this forecast being different to the original budget are:

- Reinstating of the fundraising revenue form the Bowling Club Friday night meat raffles totalling \$1,500 for the year
- The loss of OP Finance as a Triseires sponsor (\$3,000)
- Apparel purchases being less that original budget by \$1,062. However, this is difficult to predict and may vary from this estimate
- Plus some carry forward expenditure for the purchase of balls (\$1,300).

Other - Payment Plans: Currently 2 players, owing \$260.



February 2024 Finance Report



Waratah Netball Club Inc

Financial Report

YTD, ending 29 February 2024

Income	2023 Month Budget	February Month Actuals	Variation Fav / (Unfav)	2023 YTD Budget	2023 YTD Actuals	Variation Fav / (Unfav)	2023 Budget	Forecast	Variation Fav / (Unfav)
Registration	5,300	196	(5,104)	6,700	1,156	(5,544)	12,479	13,255	776
Sponsorship & Grants	-	-	-	-	-	-	16,000	13,000	(3,000)
Fundraising	95	-	(95)	95	-	(95)	1,750	3,250	1,500
Pie Drive Income	-	-	-	-	-	-	7,000	7,000	-
Apparel Sales	250	1,661	1,411	250	1,721	1,471	2,500	2,500	-
Other Income	-	-	-	20	-	(20)	20	20	-
Presentation Fees	-	-	-	-	-	-	1,150	1,150	-
Total Income	5,645	1,858	(3,787)	7,065	2,878	(4,187)	40,899	40,175	(724)
Expenditure:									
Coach and umpire deve	83	-	83	167	-	167	1,000	1,000	-
Equipment	21	-	21	42	-	42	250	229	21
Coaching Equip & Balls	-	187	(187)	-	187	(187)	750	2,050	(1,300)
Pie Drive Costs	-	-	-	-	-	-	6,500	6,500	-
MyClubMate Fees	-	516	(516)	-	516	(516)	500	516	(16)
Preseason	-	-	-	-	-	-	1,250	1,250	-
Presentation	-	-	-	-	-	-	8,000	8,000	-
Presentation Vouchers	-	-	-	-	-	-	1,300	1,300	-
Court hire	250	-	250	250	-	250	2,145	2,145	-
Registration	4,000	4,302	(302)	4,000	4,576	(576)	6,555	5,800	755
Apparel Purchases	1,425	115	1,311	6,925	2,186	4,739	10,925	9,863	1,062
Fundraising Costs	16	-	16	16	-	16	300	300	-
Miscellaneous Costs	20	55	(35)	40	138	(98)	240	338	(98)
Total Expenditure	5,815	5,174	641	11,440	7,603	3,837	39,715	39,291	424
FY18-19 Inc/(Exp)	(170)	(3,317)	(3,146)	(4,375)	(4,725)	(351)	1,184	884	(300)

Bank Account		Petty Cash	
Balance at 01 Jan 23	21,782	Balance at 01 Jul 21	292
Total Credits	2,878	Income:	
Total Debits	7,603	Outgoing:	
Current Balance	17,057	Closing Petty C	292

Net Worth		Outstanding Debtors	
Bank Balance	17,057	Registration	-
Petty Cash	292	Uniforms	-
Less debtors	-		
Net Worth	17,349		
Increase/(Decrease)	(4,725)		

check ok

check ok

Dl Graham
Dwight Graham
Treasurer

Net Set Go Players - Skills only for the 2024 Netball Season

Club **WARATAH NETBAL CLUB**

Please list all Net Set Go Players – Skills only on this form so [NNA] knows that they do not have to be placed in a team.

Number	Name
1	Evelyn Cullen (to register at "Come and Try")
2	Sophie Di Matteo (to register at "Come and Try")
3	Chloe Curtis
4	Iris Rodger
5	
6	
7	
8	
9	
10	

All Non Playing Members to be listed on this form

Non Playing Members to register online for the 2024 Netball Season

Club/Team **Waratah Netball Club**

Number	Name	Number	Name
1	Rebecca Farquharson	2	Dwight Graham
3	Jackie Jukes	4	Veronica Lange
5	Rachael Liddell	6	Hannah Morgan
7	Nick Osborne	8	Nikki Spence
9	Jane Stoodley	10	Andrew Trenfield
11	Nicole Cadogan	12	Donna Endresz
13	Elizabeth Gold	14	Emma Newbold
15	Zachary Newbold	16	James Murphy
17	David Pontin	18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	

