



Management Committee MINUTES

15 October 2024

Attendance: Nicole Cadogan, Lauren Jukes (left 6.40pm), Liz Gold, Jane Stoodley, Janine Curtis, Nadine Gallaway

Apologies: Nick Osborne, Dwight Graham, Erin Cullen, Kat Easton, Jacquie Garcia, David Pontin, Nikki Spence, Bec Farquharson, Veronica Lange, Stacey Bernard, Tess Carruthers, Donna Endresz

Meeting Opened: 6.26pm

1. **Previous Minutes:** Secretary moved that the minutes of the previous minutes of 26 August 2024 true and accurate.
Seconded: Nicole Cadogan
Carried
2. **Action Items:** Secretary reviewed the Action Items in Attachment 1.
3. **Correspondence:** See Attachment 2.
4. **Out of session Business:**
 - The Club was successful in their application for the Port Waratah Coal Services Grant and received \$1500 to subsidise junior players registration fees for 2025 – equating to approx. \$20 per junior player discount.
 - Exec agreed via group chat 25/09 to cover 2 x \$50 for registration of 2 x Summer Series teams.
 - Exec agreed via group chat 18/09 to purchase 200 x pens at cost of \$500 plus a bonus 100 pens.
 - Exec agreed via email 27/09 that surplus umbrellas could be sold for \$20 each.
5. **Registrar's Report:**
Report/update: See AGM report
6. **Treasurer's Report:**
The Treasurer presented the September report in Attachment 3 and moved that it be accepted.
Nick to purchase gazebos. Liz to arrange drawstring bags and table skirts – occur in 2024.
Seconded: Jane Stoodley
Carried
7. **Coaching Convenor Report: (Hannah/Bec):**
Report/update
 - A draft *Coaching Selection Policy* was provided to the Exec for review per **AI 177**
 - A draft *Team Selection Policy* was provided to the Exec for review per **AI 178**
 - For Coaching Selection Policy remove struckthrough text - *For all coaching positions, the Coaching Convenor may wish to establish a Selection Panel. The Selection Panel should consist of at least three independent people and include a player, a coach, and a non-coaching committee member (who may or may not be the Coaching Convenor). The non-coaching committee member should chair the meeting.*
 - Both policies were endorsed by Executive (include with minutes).
8. **Umpiring Convenor's Report (Donna)**
Report/update
 - A draft *Umpire's Policy* is currently being worked on and will be presented to the Committee for consideration.

9. **Communication Officer Report**

Report/update: Nil

10. **Sponsorship Report (Blake)**

Report/update: See AGM report

11. **Uniform & Equipment Coordinator Report (Liz)**

Report/update: Liz ordering uniforms and hoodies stock in a range of sizes ready for registration 2025, as previously approved. New balls received. Look to replace overhead pinnies. Liz look to get everyone sized and recorded at the start of season.

ACTION: All coaches who haven't yet returned gear to Liz, please do so ASAP that stocktake can take place.

12. **Presentation Report (Liz)**

Request for Club Spirit Trophy (Here If You Need) and Senior Club Player (Teesha) to be returned

ACTION: Secretary to contact individuals directly to return to Bowling Club

13. **Fundraising Report (Lauren)**

Report/update: See AGM report

14. **Social Coordinator Business (Nadine)**

Report/update: to be added

15. **Tri-Series Report (Jane)**

Report/update: NNA Tri-Series meeting held 19/09 (Nick attended) with lots of ideas raised which were later circulated to clubs for comment. Minimal changes were adopted. Plate series being discontinued.

Waratah Tri-Series wash up meeting held 28/08 with coordinator, coaches, managers, players and executive members present with valuable and openness in participation. Should be held annually to promote cohesiveness. Applications for TS 2025 & 2026 close 1 Nov, with Mayfield will be expressing interest. NNA will advise decision by 30 Nov, otherwise will go to play off on 22 Feb. New coaches and TS Coordinator need to be appointed.

Waratah Tri-series trials Saturday 9th November, 10am-12pm, at Forum.

ACTION: Secretary to follow up with Dwight re: submission of EOI

16. **Any Other Business:**

- Nil

17. **Next Meeting:** TBC

ACTION: Nicole to canvas dates

Meeting Closed: 7.15pm

Committee Action Items as at 15 October 2024

	Action Item	Lead	Due by	Status
2	Regular review of goals	Secretary	Sep 2024 15 Dec 24	Standing agenda item two or three times per year 26/8/24: Nick to review at the End of Season Washup on Sunday 22 September at 10.00am. 15 Oct 24: Nick advised that goal review did not occur due cancellation of wash-up meeting. He recommended an out of session review with Execs.
12	Promote rego through Club signage	Nicole	July 2023	3/6/24: Nicole met with manufacturer to discuss location and idea – currently sitting with them to do a design 30/7/24: Hold over 15 Oct 24: Nil update, Nicole will provide update
30	Update / refresh Club website	CommsO / Nick	01 Jan 25	5/2/24: Nick has sent options to MCM and he and CommsO are waiting for a design to come back. 26/8/24: Nil update 15 Oct 24: Nick to review in 2025
	NEW ACTIONS FROM 06 Sep 23			
110	Strat Rec #1: Set up a Netball board in the Bowlo	Nicole / Donna	01 Jan 24	5/2/24: Nicole advised that we have a position for it, but waiting to see what is on it. Donna to provide a mockup 26/8/24: Donna still working on design 15 Oct 24: Require Donna to provide update
	ACTIONS FROM 27 Nov 23 Committee Meeting			
129	Strat Rec #16: Create and review a retentions metric, and report back to Committee at end of season	Registrar	30 Sep 24 30 Apr 25	03/06/24: Nick provided simplistic numbers, and will compile a more detailed report using data captured at AI #130
130	Strat Rec #17: Develop an exit survey	Registrar	30 Sep 24 30 Apr 25	To be completed in company with AI #129.

	Action Item	Lead	Due by	Status
	ACTIONS FROM 30 April 24 Committee Meeting			
153	Registrar to raise details from Registration Washup at end of season review session	Registrar	CLOSED	Event cancelled due lack of participants. Online feedback added to Wash-Up report. Actions assigned below from AI 181
	ACTIONS FROM 30 July 24 Committee Meeting			
166	Budget for and purchase uniform supply to cover pre-season size selections and mid-season restock (approx. 10-15 dresses in varying sizes)	Liz icw Dwight	15 Jan 25	In conjunction with AI 179
168	Arrange photo day, aim for early in season, Sunday afternoon at Bowling Club	Liz	15 Mar 24	
175	Hannah to canvass coaches for interest in "tackle bags"	Hannah	15 Jan 25	
	ACTIONS FROM 26 August 24 Committee Meeting			
176	Update <i>Coaching Selection Policy</i> for Exec review.	Dwight, Nick, Bec, Hannah	14 Oct 24	Draft provided to Exec 12 Oct 24
177	Update the <i>Team Selection Policy</i> for Exec review.	Dwight, Nick, Bec, Hannah	14 Oct 24	Draft provided to Exec 12 Oct 24
178	Hannah to send out EOI for 2025 coaching positions	Hannah	14 Oct 24	
179	Buy hoodies cover pre-season size selections and mid-season restock (approx. 10 hoodies) in varying sizes. Up to \$550 allocated.	Liz icw Dwight	15 Jan 25	In conjunction with AI 166
180	Nick to request season feedback and to send invitation to participate in Washup on 22 September	Nick	CLOSED	Event cancelled due lack of participants. Online feedback added to Wash-Up report, and actions assigned as below.
	ACTIONS FROM Club Wash-up Discussion			
181	The Club to set and communicate an earlier closing date for regos.	Registrar icw with Coaching Convenors	01 Jan 25	This will allow extra time to check if we can accommodate later registrations, rather than members having an expectation they will be accommodated.

	Action Item	Lead	Due by	Status
182	Exec to decide if 'first in first served' or prioritise team spaces for previous members.	Exec	01 Jan 25	In general, it was noted that having clear registration deadlines may alleviate the issue, but in any case we can take the decision to the Exec should we need to. In any case, it was agreed that it is not unreasonable or nor unrealistic to say "thank you for your interest, we are full please come and see us next year"
184	Provide clear and consistent messaging re the Tri-series rego process.	Registrar icw Tri-series Coord	01 Jan 25	Whether using a personal (eg coach's) credit card or using the member's credit card still requires a reimbursement. The Registrar recommended that we offer both options to the players
185	Appoint a POC (particularly for junior teams) to pass rego information for following year. This is important if there is likely to be a turnover in coaches and/or managers	Coaching Convenors	01 Nov 25	
186	Run Senior preseason fitness on a separate night to Tri-Series preseason fitness	Senior Coaching Convenor icw Tri-series Coord	01 Feb 25	
187	Book Club selections at an indoor venue.	Senior Coaching Convenor	01 Dec 25	Tri-series selection booked for Sat 09 Nov 24. Club selections to be advised.
188	PlayHQ to require players to nominate what nights they are available to train	Registrar	01 Jan 25	
189	EOIs for trials to require players to nominate what nights they are available to train	Selectors	01 Feb 25	
190	Selectors to determine whether to have two courts running for trials	Selectors	01 Feb 25	It was suggested that Sundays was a good option to ensure that indoor courts are available, and that we could consider doing higher divisions on one day, and lower divisions on another
191	Coaches are to be prepared to discuss team selections with individual players before announcements are made	Coaches	01 Mar 25	

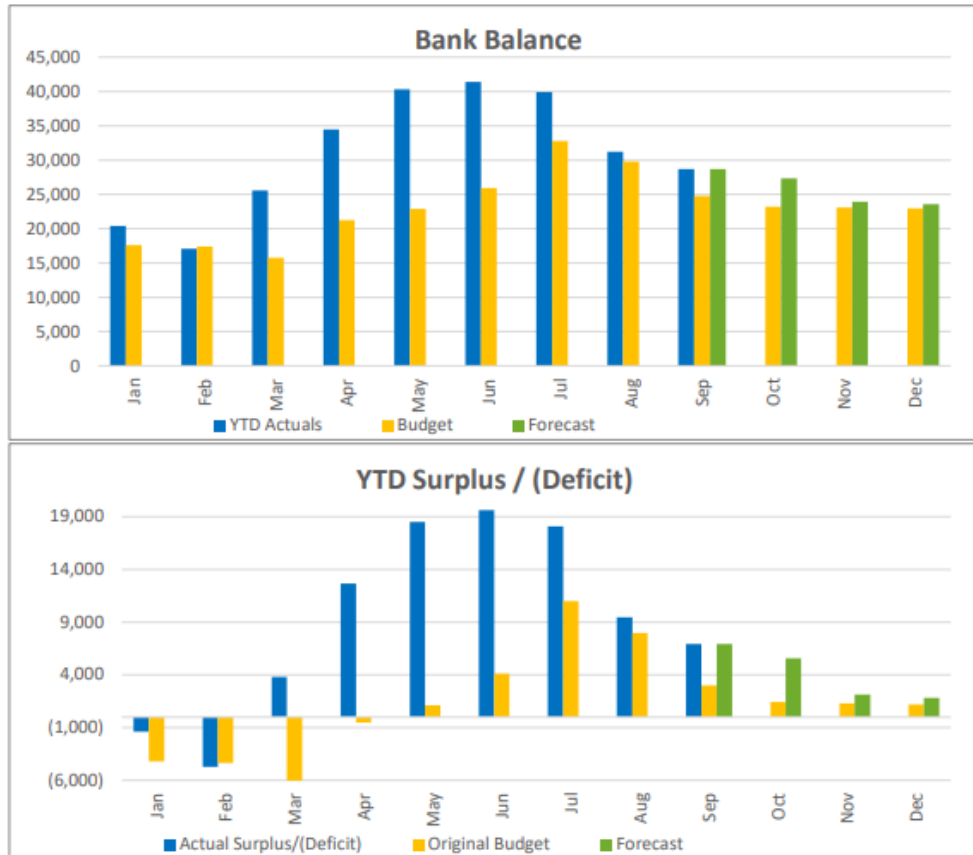
	Action Item	Lead	Due by	Status
192	Establish a clear POC for new enquiries.	Registrar	01 Jan 25	There should possibly one for juniors and one for seniors, and that that the POC(s) should have good awareness of the numbers of players in the teams
193	Determine training days and coaches before registration so that that members know when they register.	Coaching Convenors	01 Jan 25	In conjunction with AI 188 & 189 – noting that they are slightly contradictory actions.
194	The Coaching Convenors to have access to PlayHQ.	Registrar	01 Jan 25	
195	Exec to consider a uniform refresh	Exec	01 Jan 25	
196	Consider shared senior or squad training	Senior Coaching Convenor	01 Jan 25	
197	The role of the Manager to be promoted especially where coaches are taking on multiple teams.	Nicole / Liz	01 Feb 25	
198	Coaches to complete a simple player review outlining whether players (in their opinion) were in the right grade, or they should be moved down or up a grade(s) to match their ability.	Coaching Convenors	01 Jan 25	
	ACTIONS FROM Sponsorship Meeting 08 May 24			
199	Buy additional gazebos and canopies	Registrar	01 Mar 25	
	ACTIONS from meetings 15 Oct 24			
200	Coaches to return gear to Liz	Coaches	15 Nov 24	
201	Club Spirit Trophy (Here If You Need) and Senior Club Player (Teesha) to be returned to Bowlo	Secretary	15 Nov 24	
202	Dwight and Janine to confirm submission of Tri-Series EOI	Secretary	01 Nov 24	
203	Liz to buy drawstring bags and table skirts	Liz	31 Dec 24	

Attachment 2: Correspondence

IN	OUT	RESPONSE	ACTION
	01/09 - survey to members on selection of charity for donation for photo money	Gynaecological Cancer Research Group selected and announced at presentation. Donation to follow	ACTION: Liz to communicate amount to Dwight
03/09 - email regarding casual opportunities with Chrisco		Nil	
07/09 - enquiry for junior player for twilight competition		Nil suitable teams for age group. Name added for 2025 interest list	
12/09 - NNA advised of 11yrs development squad trials		Forwarded to 10yrs coach for consideration with some players attended	
12/09 - NNA Awards Night to be held Fri 8 Nov 6pm at Souths	Nomination for Club of the Year submitted.	Exec agreed to cover cost of one table @ \$200	ACTION: Jane to follow up attendance. Possibly up to three seats to still assign
	24 & 25/09 - Advised members and NNA of our Tri-series trials Saturday 9th November, 10am-12pm, at Forum		
NNA advised EOIs for TS season 2025 are to be 1 Nov.			ACTION: Secretary to follow up with Dwight re: submission of EOI



September 2024 Finance Report



Notes

YEAR-TO-DATE VARIANCES

At 30 September 2024, we had \$28,687 in the bank, which is \$3,923 above where we had budgeted. The year-to-date operating result of a profit of \$6,905 is also \$3,923 above where we had budgeted.

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

- Total registration revenue of \$14,754, which is \$2,275 above budget (a permanent variance). Note: we have 2 more teams than I budgeted.
- \$19,949 of sponsorships and grants, which is \$3,949 above budget due to:
 - \$4,000 from Mayfield West Bowling Club (budgeted \$3,000)
 - \$500 for Nettyheads shooting clinics (not budgeted)
 - \$5,000 from Tillys (budgeted \$4,500)
 - \$3,449 grant from the Office of Sport (not budgeted)
 - \$0 from OP Finance (budget \$3,000)
 - \$1,500 from port Waratah Coal Services (\$0 budget and to be spent next year)



September 2024 Finance Report

- Apparel (uniforms) is always difficult to forecast (permanent variances):
 - Sales of \$6,163 are \$3,663 ahead of budget
 - Purchases of \$13,932 are \$3,007 more than budgeted
 - The main driver of the difference between the purchases and sales is the purchase of Triseris uniforms, Molycop shirts, coaches shirts, additional pinnies and subsidised coaches hoodies, which is paid for by sponsorships, Office of Sport grant and club reserves
- Reinstating of the fundraising revenue from the Bowling Club Friday night meat raffles totalling, which has received \$1,961 to date (permanent variance)
- The purchase of training balls for \$1,140 and match balls for \$1,800 was not fully budgeted but approved by Executive (a permanent variance).

FORECASTING

I am forecasting we will have \$23,587 in the bank at year end, which \$623 more than budget. I am also forecasting the end of year result to be a very small profit of \$1,807, which is also \$623 more than budget.

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

- The variances noted above
- Another \$1,070 of apparel purchases are estimated, being for stock in advance of the 2025 season.
- Purchase of table skirts (\$300), patches bags (\$500) and another 2 gazebo (\$1,500)
- Running of a nettyheads clinic

It should be noted that the end of year result contains \$1,500 of funds to be spent in 2025. A \$1,500 grant from Port Waratah Coal Services will offset Juniors' registration fees in 2025

This artificially boosts the 2024 result by \$1,500 and will negatively impact the 2025 result by the same amount.

Other

- The Presentation night had a net cost (including presentation vouchers both received and paid out) of \$8,240, which is \$60 under the approved budget.
- **Forecast expenditure still to occur in 2024:**
 - \$1,500 for 2 x gazebos (sponsoship funded)
 - \$500 for drawstring bags for position patches (sponsorship funded)
 - \$300 for 3 x table skirts (sponsorship funded)

Who is making these purchases and will they occur in the 2024 year? The answers to these will help me budget for 2025.



September 2024 Finance Report



Waratah Netball Club Inc

Financial Report

YTD, ending 30 September 2024

Income	2024 Month Budget	September Month Actuals	Variation Fav / (Unfav)	2024 YTD Budget	2024 YTD Actuals	Variation Fav / (Unfav)	2024 Budget	Forecast	Variation Fav / (Unfav)
Registration	-	88	88	12,479	14,754	2,275	12,479	14,754	2,275
Sponsorship & Grants	-	1,500	1,500	16,000	19,949	3,949	16,000	19,949	3,949
Fundraising	90	477	387	1,660	4,089	2,429	1,750	4,339	2,589
Pie Drive Income	-	-	-	7,000	6,026	(974)	7,000	6,026	(974)
Apparel Sales	-	-	-	2,500	6,163	3,663	2,500	6,163	3,663
Other Income	-	-	-	20	1,037	1,017	20	317	297
Presentation Fees	200	490	290	1,150	1,155	5	1,150	1,155	5
Total Income	290	2,555	2,265	40,809	53,172	12,363	40,899	52,703	11,804
Expenditure:									
Coach and umpire develop	83	-	83	750	268	482	1,000	768	232
Player development	-	-	-	-	3,538	(3,538)	-	3,538	(3,538)
Equipment	21	-	21	187	176	11	250	1,976	(1,726)
Coaching Equip & Balls	125	-	125	750	3,571	(2,821)	750	4,571	(3,821)
Pie Drive Costs	-	-	-	6,500	5,142	1,358	6,500	5,142	1,358
MyClubMate Fees	-	-	-	500	516	(16)	500	516	(16)
Preseason	-	-	-	1,050	547	503	1,250	747	503
Presentation	5,000	3,241	1,759	8,000	7,990	10	8,000	7,990	10
Presentation Vouchers	-	1,405	(1,405)	-	1,405	(1,405)	1,300	1,405	(105)
Court hire	-	159	(159)	2,145	1,634	511	2,145	1,634	511
Registration	-	101	(101)	6,555	6,176	379	6,555	6,176	379
Apparel Purchases	-	-	-	10,925	13,932	(3,007)	10,925	15,002	(4,077)
Fundraising Costs	15	-	15	285	367	(83)	300	367	(67)
Miscellaneous Costs	20	200	(180)	180	1,004	(824)	240	1,064	(824)
Total Expenditure	5,265	5,107	158	37,827	46,267	(8,440)	39,715	50,896	(11,181)
2024 Inc/(Exp)	(4,975)	(2,552)	2,423	2,982	6,905	3,923	1,184	1,807	623

Bank Account		Petty Cash	
Balance at 01 Jan 24	21,782	Balance at 01 Jul 24	292
Total Credits	53,172	Income:	
Total Debits	46,267	Outgoing:	
Current Calc'd Balance	28,687	Closing Petty C	292
Trading Account	12,916		
Uniform Account	772		
Investment Account	15,000		
Total Current Balance	28,687		

Net Worth		Outstanding Debtors	
Bank Balance	28,687	Registration	-
Petty Cash	292	Uniforms	-
Less debtors	-		
Net Worth	28,979		
Increase/(Decrease)	6,905		

check ok

check ok

check ok

DJ Graham
Dwight Graham
Treasurer