



## Management Committee Minutes

26 June 2023

**Attendance:** Nicole Cadogan, Jane Stoodley, Katrina Easton, Jackie Jukes, Janine Curtis, Dwight Graham, Nick Osborne (vidcon), Hannah Morgan (vidcon),

**Apologies:** Lauren Jukes, Amy Kahler, Kylie Williams, Caitlin, Bec Farquharson, Donna Watts-Endresz, Nikki Spence, Amber Collits, Veronica Lange, Liz Gold

**Management Committee Meeting Opened: 6.00pm**

- 1. Previous Minutes:** The Secretary moved that the minutes from the previous meeting held on 15 May 2023 be accepted as a true and accurate record.  
**Seconded: Jackie**  
**Carried**
- 2. Action Items:** Nick reviewed the open action items in Attachment 1. New items from this meeting have been added.  
**Item 77:** Liz proposed (via Nick) that the team photos be done at the Bowlo. After discussion, it was agreed that although it requires more coord, the NNA Clubhouse on a playing day, is a better option.  
Dwight proposed spend of \$100 voucher to compensate photographer's time.  
**Seconded: Jane.**  
**Carried**
- 3. Correspondence:** See attachment 2.
- 4. Out of session Business:**  
Exec agreed to purchase 4 x additional dresses in varying sizes available for borrowed players for Tri-Series per *[2023\Secretary\Minutes\5 - Committee Meeting 26 June\020623 - Additional Dresses Approval.pdf]*  
Exec agreed to adopt changes to the *Late Registration Policy Ver 3* [confirmed via Exec email and *Exec group chat 15 June 2023*]  
Exec agreed not to accept the financial offer from NNA for volunteer that supported canteen for State Titles *[Waratah Exec 2023 group chat 19 June 2023]*
- 5. Treasurer's Report:** The Treasurer presented the April report at Attachment 3 and moved that the report be accepted.  
**Seconded: Jane**  
**Carried**
- 6. Registrar's Report:** The Registrar advised that Casual Registrations for 2023 are a slightly different process. Once the member has paid the third casual rego fee, NNA will provide a voucher to cover that fee (which effectively comprises of the NA and NNSW fees). The member then registers per normal PlayHQ process. The Registrar advised that he has changed the Club fee portion in accordance with the Late Registration Policy.

Nicole raised the ease of Charlestown Netball Association's Day Player Registration process available through their website and spoke to Nick.

**ACTION:** Nick to raise suggestion with NNA (AI #78)

7. **Secretary Report:** Janine provided an update regarding NNA Council meeting held on 5 June. Attended by Dwight Graham, Jane Stoodley and Janine Curtis.
- **Borrowed Player Policy** – consult the NNA online version for accuracy.  
**ACTION:** Nick to remind coaches that they must ensure their players are aware of the rule that if they play up a fourth time, they would be now be part of the higher graded team
  - **Tri-Service Borrowing.** Jane advised that the NNA rules for Tri-Series borrowing from Winter comp is potentially looking at being changed to unlimited borrowing opportunities from 2024.
  - **Regrading mid-way through season** – NNA don't support but looking to set up a subcommittee Equitable umpiring duties (raised by WNC) - unavoidable will be looked at for 2024. Also needs to be looked at teams umpiring lower age group but Div 1
  - **Hunter Premier League bid** – NNA financial support commitment \$10K per year x 3 yrs (if successful) - carried.  
Nicole raised that Waratah consider a financial donation to Hunter Netball Premier League bid. Nicole will consider whether or not to present at a future meeting.
8. **Coaching Convenor Report.** Nothing significant to report
9. **Umpiring Convenor's Report (Donna).** Donna had submitted a proposal about umpiring. This will be done at an out of session Exec meeting  
**ACTION:** Donna to present proposal to Exec out of session (AI #80)
10. **Uniform & Equipment Coordinator Report**  
Liz sought advice as to where to purchase good quality game balls. Gilbert brand discussed as best quality and long-lasting. Opportunity for balls to be a sponsorship consideration.  
**ACTION:** Dwight to discuss to Liz. (AI #81)
11. **Fundraising Report (Lauren)**
- **Trivia night** wrap up – was an awesome turn out and was good to see so many new faces participating. We ended up having 12 tables and made a profit of \$1518.50
  - **Winter raffle** – will be cancelled this year and commenced next year
  - **Pie drive** – Forms have been handed out by 24 June. All money and forms to be returned to Lauren by 15 July. Pick up orders on Friday 11 August at bowling club
  - **Friday Night Club raffles** – These have been a success with all teams helping out. July and August dates have been organised. We are after teams for the rest of the year.  
Raffles are held first Friday of each month. Avengers to do 01 September, Hornets to do 06 October.
- ACTION:** Publicity Officer to promote Friday night raffles for other sporting codes involved with MWBC on our social media (AI #82)
- ACTION:** Teams to try to arrange any gatherings (eg team dinners) on one of our scheduled raffle nights, as this is great visibility for our club and increases raffle proceeds. (AI #83)
12. **Publicity Report (Donna)** –Part of our plan for the Club is to highlight a team of the week, but Donna has not been able to action this regularly as she hasn't received a lot of input from players' managers. She would like for the second half of the season to allocate a team/s per round from the Committee to send through photos and a little bit about their team eg *"17yrs Spitfires have had a fantastic start to the 2023 season completing the first round undefeated. Emily G and Charlotte have both stepped up to fill in for our 23yrs Waratah OP Finance Tri Series team"*.  
**ACTION:** Donna to roster a team and Nick to contact team manager to arrange and provide direction on what is required (eg a team photo, blurb on players, other points of interest etc). (AI #84)
13. **Mid year review (Nick)**  
**ACTION:** Nick to collate feedback and take to Strategic Planning Committee and bring back to Executive. (AI #85)

#### 14. Sponsorship status update (Registrar)

Nick noted that there was a disparate approach to managing and liaising with our sponsors, in that we had three different people liaising with four different sponsors. He suggested a new management committee position be created with the title: Sponsorship Officer.

**ACTION:** Nick to present position description to next meeting (AI #86)

Proposal from Jason from OP Finance re: competition

**ACTION:** Secretary to advise Jason that Waratah would be happy to promote this competition via an email to our membership base and through our social media sites. Secondly, that Janine will introduce them to NNA. (AI #87)

#### 15. Social Coordinator Business

Paint & Sip on Sat night 5 August (ticketed event)

**ACTION:** Team Managers to promote to their teams. Reminder to send through dietary requirements to Kat. (AI #88)

Kat to arrange Juniors Olympics on junior presentation day (23 September).

**ACTION:** Kat to ask for volunteers and form a committee for presentation. (AI #89)

#### Any Other Business:

Janine advised that NetSetGo Skills Coordinator role with Bec going well on Friday nights.

**ACTION:** Janine to create a flyer to promote registration for next season for juniors looking for a club

Jackie put forward a proposal to offer a refund for fees for two players in Sabres who have had injuries meaning minimal game. **ACTION:** Jackie to email Secretary with details and names for Executive to consider.

*[Afternote: Approved out of session]*

**ACTION:** Team managers to check that players have received their Bowling Club membership. If not, managers should advise Jackie. (AI #91)

Dwight wished Jane and her NNA 13yrs rep team all the best for the State Age Titles in Camden.

#### 16. Next Meeting Date:

**ACTION:** Secretary to approach Bowlo for room availability for next meeting – Monday 7 August 6pm.

#### Dates to note:

Coaches and managers briefing session #2 – 3pm Sat 8 July

Paint & Sip – Sat 5 August

Pie pick up – Friday 11 August

**Meeting Closed: 7.41pm**

Janine Curtis

Secretary

**Attachment 1: Action Items**  
**WEF 26 June 2023**

	<b>Action Item</b>	<b>Source</b>	<b>Lead</b>	<b>Due by</b>	<b>Status</b>
2	Regular review of goals and tasks	SSC	Secretary	May 2023	Standing agenda item two or three times per year
12	Promote rego through Club signage	CM 03 Aug 22	Nicole	<del>12 Oct 22</del> <del>April 2023</del> July 2023	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.
15	Use of Social Media Platforms	SSC	CommsO / Secretary	<del>12 Oct 22</del> July 2023	More guidance required on group messaging protocols – this to be added to the current policy, ensuring it is in line with NSW Social Media Policy
16	Sportsmanship to be promoted	SSC	CommsO / Coaching Convenor	2023	Regular promotion on Social Media / Pre season Briefing Agenda item for mid-season coaches' meeting
20	Gain info on how new members found out about the Club	SSC	Registrar	May 2023	Add question to Registration form – "How did you hear about the Club?" Question added. Registrar to review for Strategic Planning review mid-season
30	Update / refresh Club website	CM 29 Jun 22	Asst CommsO / Nick	Sep 23	CM 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. 3/2/23 Nick discussed with and sent email to MCM who will send other design options via email.
31	Explore vacation care activity or come and try netball session through WEMOOSH for example. Bec available to assist.	CM 12 Oct 22	<del>Alex / Bec</del> Strat Planners	2024	Strategic Planning Committee action for 2024
63	Nick to convene Strat Committee	CM 03 Apr 23	Nick	30 Jun 23	

	<b>Action Item</b>	<b>Source</b>	<b>Lead</b>	<b>Due by</b>	<b>Status</b>
64	Strat Committee should investigate the causal factors in why we lost over 40 members from 2022	CM 03 Apr 23	Nick	30 Jun 23	
65	Strat Committee Chair to create a 'lessons learnt' document.	CM 03 Apr 23	Nick	25 Apr 24	
66	Registrar consider the "really late registration" factor when building teams	CM 03 Apr 23	Registrar	30 Jan 24	
67	Registrar be observer in 2024 selections, but NOT a selector	CM 03 Apr 23	Selectors	30 Jan 24	
NEW ACTION ITEMS FROM 15 May 23					
75	Nicole to contact Nettyheads and check option to conduct event in School Holidays	CM 15 May 23	Nicole	ASAP	This task replaces AI #48.
76	Nick & Hannah to action potential training opportunities expressed in Hannah Morgan's email	CM 15 May 23	Hannah / Nick	26 Jun 23	To be raised at
77	Liz is liaise with potential photographer for team photos and will arrange date.	CM 15 May 23	Liz / Nicole	26 Jun 23	26 Jun 23: Liz proposed (via Nick) that the team photos be done at the Bowlo. After discussion, it was agreed that although it requires more coord, the NNA Clubhouse, on a playing day, is a better option. The meeting agreed to provide a \$100 voucher to compensate photographer's time.
NEW ACTION ITEMS FROM 26 June 23					
78	Nick to raise Charlestown Netball Association's Day Player Registration process with NNA	CM 26 Jun 23	Nick	01 Aug 23	
79	Nick to remind coaches of Borrowed Player Rule	CM 26 Jun 23	Nick	01 Aug 23	To be briefed at Coaches Forum
80	Donna to present proposal to Exec out of session	CM 26 Jun 23	Donna	01 Sep 23	
81	Dwight to liaise with Liz re new match balls	CM 26 Jun 23	Dwight	01 Aug 23	
82	Publicity Officer to promote Friday night raffles for other sporting codes involved with MWBC on our social media	CM 26 Jun 23	Donna	01 Jul 23	
83	Teams to try to arrange any gatherings (eg team dinners) on scheduled raffle nights	CM 26 Jun 23	Coaches / Managers	-	
84	Donna to roster teams and contact team managers to for Social Media coverage (per our Club goal)	CM 26 Jun 23	Donna / Nick	15 Jul 23	
85	Nick to collate Mid Year Review feedback at Strategic Committee and present to Exec	CM 26 Jun 23	Nick	01 Sep 23	
86	Nick to present Sponsorship Officer Duty Statement at next meeting	CM 26 Jun 23	Nick	07 Aug 23	

	<b>Action Item</b>	<b>Source</b>	<b>Lead</b>	<b>Due by</b>	<b>Status</b>
87	Janine to advise O.P. Finance that we will promote his competition, and introduce them to NNA	CM 26 Jun 23	Janine	01 Jul 23	
88	Managers to promote Paint & Sip to their teams	CM 26 Jun 23	Coaches / Managers	01 Jul 23	
89	Kat to arrange Juniors Olympics on junior presentation day	CM 26 Jun 23	Kat	23 Sep 23	
90	Janine to create a flyer to promote registration for next season	CM 26 Jun 23	Janine	01 Nov 23	
91	Team managers to ensure players have Boling Club membership cards	CM 26 Jun 23	Coaches / Managers	15 Jul 23	

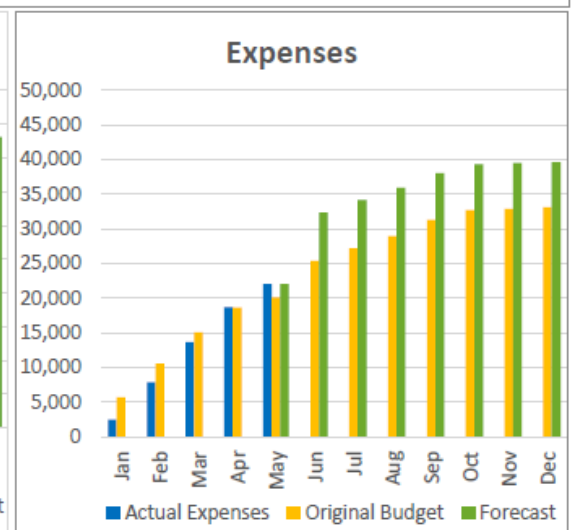
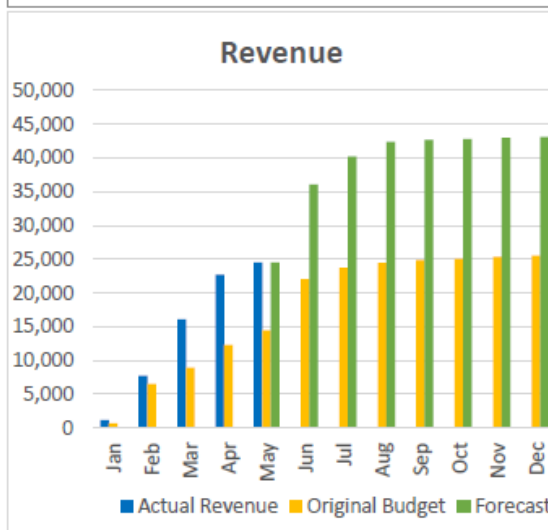
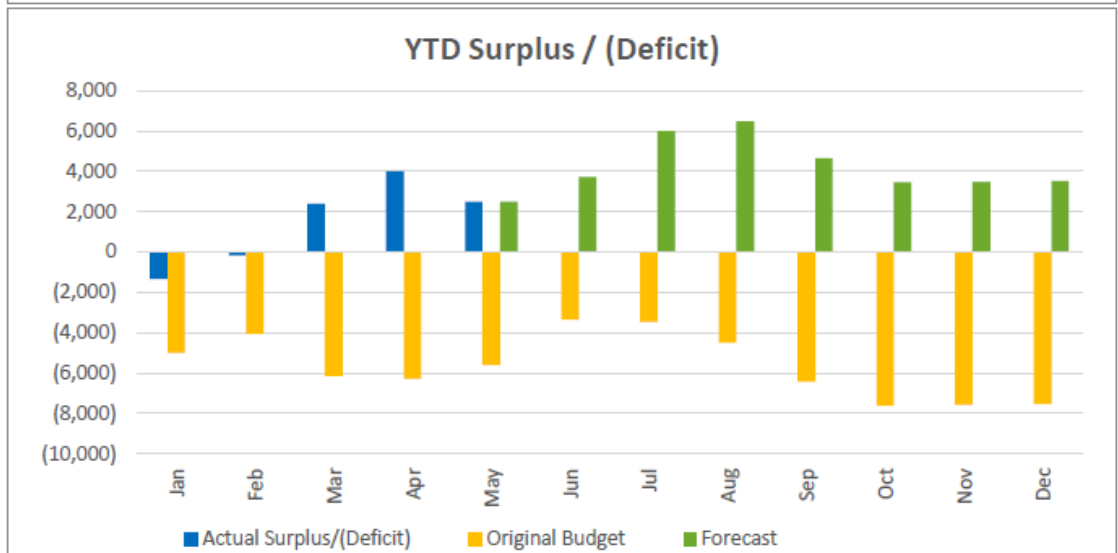
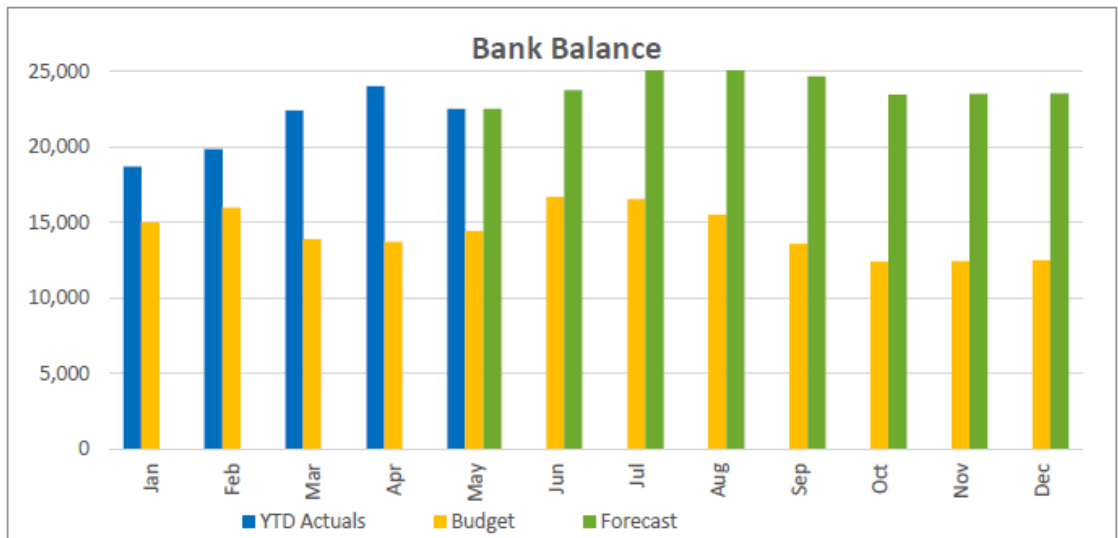
## Attachment 2: Correspondence

IN	OUT	RESPONSE	ACTION
21 May – Lakeside Netball Assoc hosting a junior gala for U8, U9 & U10 on Sun 30 July			Registrar forwarded to Superstars, Kittyhawks & Ravens. Ravens have nominated and Kittyhawks are interested. <b>ACTION:</b> register if interested.
25 May – Office of Fair Trading following up that we did not submit form A12 (annual summary of financial affairs for FY ending 2021.		Secretary responded to advise that yes we did and attached evidence. Can't find proof of payment though.	<b>ACTION:</b> Secretary to discuss with Treasurer
1 June – call from NNA for volunteers for duties over June long weekend – State Titles		President sent email to all members asking for volunteers and NNA coordinated directly. See Out of Session business regarding Waratah declining offer of payment.	
	1 June - Donna to NNA Umpiring Convenor regarding our emerging umpires to ensure they are considered for upcoming programs and badging		
14 June – email regarding registrations open for upcoming carnival (all ages) at Charlestown on Sun 23 July		So far, 5 x teams registered: Div 1: CATS (with some Sabres), Hornets-Maes combined) Div 2: OP Finance 23s Div 3: Spitfires, Titans	<b>ACTION:</b> Teams to arrange tents. Coaches to set up chat group to arrange logistics

# Attachment 3: Treasurers Report (May)



## May 2023 Finance Report





## Notes

### YEAR-TO-DATE VARIANCES

**At 31 May we had \$22,505 in the bank, which is \$8,081 above where we had budgeted. The year-to-date operating result of a profit of \$2,490 is also \$8,081 better than budget.**

The main drivers in the result being different are:

- \$11,587 of registrations, which is \$2,787 ahead of budget and \$2,587 above the whole year budget. We have 2 more teams than I budgeted and most senior teams are full of players.
- Sponsorship of \$6,000 is \$3,500 more than the YTD budget and only \$1,000 short of the whole year budget. This is due to the unbudgeted receipts of the Currawong Aviation Training Services (\$3,000) and OP Finance (\$3,000) sponsorships related to the Triserries
- Apparel (uniforms):
  - Sales of \$4,127 are \$3,627 more than budgeted
  - Purchases of \$13,246, are \$3,511 ahead of budget
  - The net difference of \$9,119 is covered by sponsorships for the Triserries, and Molycop and Tillys sponsorships
- Fundraising of \$2,807 is \$1,877 ahead of budget. This is due to the profit of \$1,518 from the Trivia night and the monthly raffles at the Bowling Club, both being ahead of the budget.
- Preseason costs are \$2,124 under budget due to not running Nettyheads sessions.
- Pie drive profit of \$1,500 was budgeted in May but will be June/July.

### FORECASTING

**I am forecasting we will have \$23,625 in the bank at year end, which is \$3,610 above where we started the year and \$11,134 ahead of the budget. I am also forecasting the end of year to be a profit of \$3,610, which is also \$11,134 ahead of the budget.**

The significant improvement over the budget is due to:

- Year to date variances outlined above
- Sponsorship agreements totalling \$11,000 still to be received:
  - Unbudgeted sponsorship agreement with Tilly's for juniors worth \$5,000. This is budgeted to be totally offset by purchases, hence a neutral financial affect.
  - Year 2 of the Molycop sponsorship of \$2,500
  - I am forecasting a further \$4,874 of apparel purchases being the remainder of the Tilly funding related purchases (\$3,900) and \$974 for the purchases of hoodies (50% funded by payments from the coaches). *Note: this lower than I forecast last month due to some purchases already having been made earlier in the year.*
  - The Bowling club \$3,000 annual sponsorship and
  - I had budgeted to receive another Port Waratah grant of \$1,500 but have now forecasted that to zero. So, If the opportunity arises, it will be a bonus, which we will match with some expenditure.
- A number of smaller variances

### Other

- There are two players on payment plans, with \$185 owing and continue to make payments.



## Waratah Netball Club Inc

Financial Report  
YTD, ending 31 May 2023

Income	2023 Month Budget	May Month Actuals	Variation Fav / (Unfav)	2023 YTD Budget	2023 YTD Actuals	Variation Fav / (Unfav)	2023 Budget	Forecast	Variation Fav / (Unfav)
Registration	300	(95)	(395)	8,800	11,587	2,787	9,000	11,787	2,787
Sponsorship & Grants	-	-	-	2,500	6,000	3,500	7,000	17,000	10,000
Fundraising	280	1,670	1,390	930	2,807	1,877	2,180	3,700	1,520
Pie Drive Income	1,500	-	(1,500)	1,500	-	(1,500)	5,500	5,500	-
Apparel Sales	-	215	215	500	4,127	3,627	500	4,327	3,827
Other Income	50	-	(50)	250	1	(249)	600	-	(600)
Presentation Fees	-	-	-	-	-	-	800	800	-
<b>Total Income</b>	<b>2,130</b>	<b>1,790</b>	<b>(340)</b>	<b>14,480</b>	<b>24,521</b>	<b>10,041</b>	<b>25,580</b>	<b>43,114</b>	<b>17,534</b>

Expenditure:									
Coach and umpire development	83	-	83	417	525	(109)	1,000	875	125
Equipment	21	-	21	104	95	9	250	195	55
Coaching Equip & Balls	125	404	(279)	625	734	(109)	750	759	(9)
Pie Drive Costs	-	-	-	-	-	-	5,000	5,000	-
Trivia Night	-	-	-	-	-	-	-	-	-
MyClubMate Fees	500	-	500	500	465	35	500	465	35
Preseason	-	-	-	2,500	376	2,124	2,700	576	2,124
Presentation	-	-	-	-	-	-	5,000	5,000	-
Presentation Vouchers	-	-	-	1,060	1,060	-	2,060	2,060	-
Court hire	100	1,450	(1,350)	1,550	1,658	(108)	1,850	2,058	(208)
Registration	-	-	-	3,090	3,676	(586)	3,090	3,676	(586)
Apparel Purchases	500	1,339	(839)	9,735	13,246	(3,511)	9,735	18,120	(8,385)
Fundraising Costs	39	81	(43)	128	81	46	300	256	44
Miscellaneous Costs	73	45	28	363	115	247	870	465	405
<b>Total Expenditure</b>	<b>1,440</b>	<b>3,319</b>	<b>(1,879)</b>	<b>20,071</b>	<b>22,031</b>	<b>(1,960)</b>	<b>33,105</b>	<b>39,505</b>	<b>(6,400)</b>
<b>FY18-19 Inc/(Exp)</b>	<b>690</b>	<b>(1,529)</b>	<b>(2,219)</b>	<b>(5,591)</b>	<b>2,490</b>	<b>8,081</b>	<b>(7,525)</b>	<b>3,609</b>	<b>23,934</b>

Bank Account		Petty Cash	
Balance at 01 Jan 23	20,016	Balance at 01 Jul 21	292
Total Credits	24,521	Income:	
Total Debits	22,031	Outgoing:	
Current Balance	22,506	Closing Petty C	292

Net Worth		Outstanding Debtors	
Bank Balance	22,506	Registration	-
Petty Cash	292	Uniforms	-
Less debtors	-		
<b>Net Worth</b>	<b>22,798</b>		-
<b>Increase/(Decrease)</b>	<b>2,490</b>		

check ok

check ok

DJ Graham  
Dwight Graham  
Treasurer