

# Management Committee Minutes 29 April 2025 (6.30pm online)

**Attendance:** Nicole Cadogan, Dwight Graham, Holly Di Matteo, Erin Cullen, Steve Wilkinson, Bec Farquharson, Liz Gold, Emma Francis, Janine Curtis, Kayla Jukes, Teesha Scott, Rachael Liddell, Nick Osboume (joined 7.05pm)

Apologies: Nick Osborne, Jane Stoodley, Donna Endresz, Hannah Morgan, Blake Curtis

Meeting Opened: 6.34pm

1. **Previous Minutes:** The Secretary moved that the minutes from the previous meeting held on 20 February 2025 be accepted as a true and accurate record.

Seconded: Dwight Graham

Carried

2. Action Items: Nicole reviewed the Action Items in Attachment 1.

Correspondence: See Attachment 2.

#### 4. Out of session Business:

Club finances and payment fee lodged with NSW Fair Trading [Exec chat 23 Feb 25]

Exec approved Liz to purchase five game day bags, along with embroidery [11 Mar 25]

Exec approved Liz to purchase 50 x dots (for training resources) [9 Apr 25]

Nick recommended via email the formation of a Sponsorship Subcommittee. He suggested the following membership:

- Lead:
  - Blake (For sponsorship income Essential)
- Members:
  - Finance Essential (Dwight?)
  - Player's rep Essential (Lauren?)
  - Coaching rep Desirable (Hannah?)
  - Umpiring rep Desirable (Donna?)
- Nick suggested, via email, that too many more would make the subcommittee unwieldy. He also noted that the 'Essential/Desirable criteria refers to the position not the person.
   ACTION: Janine to request Blake lead group. Nicole will call for volunteer members via email; AI #219
- 5. **Registrar's Report:** The Registrar reported the following rego info:
  - We have 210 players (112 x senior, 91 x junior, 7 x NSG)
  - We have 20 teams (8 x senior, 3 x Tri-series, 9 x junior)
  - We have 14 x non-playing members (coaches / managers)
  - The Committee noted the pleasing increase on 2024, however it is also worth noting that we had approx 55 members who did not return from last year. This is a similar result between 2023 and 2024, and warrants further investigation as to why we are still having a relatively high loss rate. The Registrar will liaise with the Improvement Sub-committee to develop the "Exit Questionnaire" and analyse the subsequent results per AI #129 and #130.

6. **Treasurer's Report: (Dwight)**: The Treasurer presented the March & April reports in Attachment 3 and moved that they be accepted.

Seconded: Nicole

Carried

#### 7. Coaching Convenor's Report: (Hannah/Bec):

Nil to report

#### 8. Umpiring Convenor's Report (Donna)

8 out of 10 Senior teams and Spitfires have elected to utilise the Umpire System outlined in our Policy. The first two rounds have gone smoothly, except for a miscommunication in Round 1. This issue has now been rectified.

We have 22 umpires in our umpire pool. Ten badged umpires and at least five of our umpires working towards their national C. This system is allowing our umpires to be placed on appropriate games for their level, we also are teaming our unbadged umpires with badged umpires to assist with their ongoing development.

I email out the umpire allocation on the Monday before games, I will then place the allocations in the Umpire Group Chat. Once the allocations are confirmed the allocations are uploaded on our Webpage, this allows Coaches and Managers to check which umpires are on their team duties.

#### Junior Umpiring Convenor's Report (Rachael)

I have requested volunteers to assist with Friday night games but I have not received any volunteers, I was hoping to have more interest in helping our juniors. Feedback received from parents was that having an umpire who knew the rules and was able to explain to the young players was extremely beneficial in cementing what the players were doing at training and on the court during the game. I am available every second Friday night due to other commitments.

We may have to investigate some sort of payment for Friday Night Umpires due to the current cost of living and fuel costs. (\$20 to cover fuel).

Rachael reported a Kittyhawk player available for Friday nights and Bec available on some Friday nights also, and possibly Laura McAllister to support Kittyhawk.

ACTION: Umpires committee to work out what coverage is organised for Unicorns and Carebears (Friday night games) AI #220

#### 9. Communication Officer Report (Teesh)

Teesh has been covering Tri-Series social media page, would like to streamline approach and see increased engagement.

Nicole reported Hannah has assisted with templates. Nicole called for additional content from members and she will share across our platforms.

#### 10. Sponsorship Report (Blake)

Nil to report

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

All underway, more teams wanting two sets of pinnies. Positive to see all wearing Waratah training singlets and hoodies. Nicole received feedback that coach and managers shirts were heavy and therefore

hot for warmer games. Liz advised newer version (orange tag) are a lighter material. Dwight thanked Liz for her great work in ensuring all players had uniforms sorted for round one.

NSG players hoodies and training shirts can be returned to Liz (with name, phone number and price) once grown out of to pass on to newer players coming through.

ACTION: Liz to discuss with Dwight and Exec whether sponsorship funding available for new complimentary hoodies for NSG 2025 season. AI #221

#### 12. Fundraising Report

Report/update

#### 13. Social Coordinator Business (Holly)

Trivia Night, questions done, Sat 31 May. Proposed Cowboys and Cowgirls dress up theme. Flyer to follow this week with ticket purchase information

**ACTION:** Holly and Liz to discuss and organise

#### 14. Tri-Series Report (Dwight)

Teams have played two games each, borrowing has occurred due to injury and absence allowing for player development. CATS lost a midcourter but replaced, 23s have lost 2 defenders and looking for replacement. Coaching working well, with squad warm up. Social events occurring working well. Hunter Sports High to be used as alternate wet weather venue.

#### 15. Any Other Business:

**Players still required.** Capris (currently with 8 players), Titans (currently with 9 players) and Goldies (currently with 8 players) would all welcome another player to join their teams.

**Coaches Briefing update** – Coaching briefing has not occurred this year. We should take the opportunity to provide Club-wide information via an email.

ACTION: Bec, Hannah and Nick to discuss content. AI #222

**Coaching qualifications update** – Hannah is working on record of coaching qualifications. Hannah is also working through WWCC update – WWCC records are requested on PlayHQ when a member registers, so this is a good source of data. Nicole advised that WWCC are free of charge for volunteer positions.

**Local Sports Grant availability:** We have \$2000 available from the Local Sports Grant for Junior Nettyheads coaching sessions. It is supposed to be used by 06 June 2025, but could be pushed out to 01 October 2025.

ACTION: Bec will talk to Hannah and Nick to arrange a Nettyheads session. AI #223

**Blue-Vested Officers:** At NNA AGM held on 17 March, NNA advised that at some point in this season NNA will trial the introduction of Blue-Vested Officers (BVOs). A blue vest will be given to a nominated person on the sideline at each game to support good behaviour/conduct at the court. This was trialled successfully at another association. The members had many questions about how this would work. NNA are developing guidelines and communications and will share once ready.

## 16. Important dates:

Fri 16 & Sat 17 May – NNA Volunteer Appreciation Round Fri 30 & Sat 31 May – NNA First Nations Round Sat 31 May – WNC Trivia night Fri 18 & Sat 19 July – NNA Mental Health Round Fri 8 & Sat 9 Aug – NNA Fun-themed round TBC Further information can be found on our website

#### 17. General Business

Nil

18. Next Meeting: 6.30pm Tue 17 June, followed by 6.30pm Tue 29 July

Meeting Closed: 7.32pm

# **Committee Action Items**

#### **Committee Action Items**

# as at 26 Apr 2025

	Action Item	Lead	Due Date	Status
2	Regular review of goals	Secretary	Ongoing	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
				20 Feb 25: Nick advised that he wanted to set up a "Continuous Improvement Sub-committee". See AOB item in minutes of 20 Feb 25.
30	Update / refresh Club website	Nick	01 May 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
				20 Feb 25: Nick recommended deferring until after rego. Nick to progress icw Emily Reed
	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

	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 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 Apr 25	To be completed in company with AI #129.
	ACTIONS FROM 30 July 24 Committee Meeting			
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"	CLOSED	15 Jan 25	The meeting agreed that this action was no longer required.
	ACTIONS FROM Club Wash-up Discussion			
195	Exec to consider a uniform refresh	Exec	01 Jan 25	For Continuous Improvement Sub-committee [AI #214]
197	The role of the Manager to be promoted especially where coaches are taking on multiple teams.	Coaching Convenors	01 Feb 25	Ensure it goes into coaches briefing.
	ACTIONS FROM Sponsorship Meeting 08 May 24			
199	Buy additional gazebos and canopies	Registrar	01 Mar 25	20/2/25: Nick advised that he is waiting on quotes from Oztrail and Extreme Marquee. He will then provide submission to Exec for consideration.
				29/4/25: Nick has requested hi-res images of Club Logo from Emily Reed (the original creator) for the canopy design.
	ACTIONS from meetings 15 Oct 24			
201	Club Spirit Trophy (HereIfYouNeed) and Senior Club Player (Teesha) to be returned to Bowlo	Secretary Hannah	15 Nov 24	29/4/25: HIYN still to return. Hannah has regular contact with HIYN and will liaise with them.  ACTION: Bec will follow up with HIYN  Senior Club Player trophy has been confirmed as at the Bowlo

203	Liz to buy drawstring bags and table skirts	Liz	31 Dec 24	20 Feb 25: Poll for bags to come as there are mixed feelings about the need for them. The quote for skirts on request
	ACTIONS from meeting 20 Feb 25			
204	Selection guidelines to include pre-meeting guidance and Head Selector option	Nick	30 Jun 25	Improvement committee action [AI #214]
205	For selections, a previous season wrap up/summary, EOI, preferences and registration info all in one place	Nick	30 Jun 25	Improvement committee action [AI #214]
206	For selections, a pre-brief would be useful so that everyone knew their roles and tasks.	Nick	30 Jun 25	Improvement committee action [AI #214]
207	Secretary to write to NNA to Request that NNA considers court re-allocation policy	Secretary	CLOSED	Email sent.
208	Request lights be turned on ASAP especially for Tri- Series training (which has already started)	Secretary	CLOSED	Lights are now on for normal training.
209	Nicole to send email to all members re umpiring information updates	Nicole	CLOSED	Email sent via MCM.
210	Comms Officer to consider best way to receive images and text related to games, social activities	Teesha	31 Mar 25	
211	Increase OneDrive to 100GB	Nick	CLOSED	29/4/25: Nick has upgraded OneDrive to 200GB to allow for more photos etc. He requested that we are disciplined and don't put every photo taken in the folder and to ensure the photos we store are useful (eg, we don't need a photo of each team every week - that's what Facebook is for, and not Club records).
212	Nicole to send out email via MCM re sponsorship	Nicole	CLOSED	Email sent 21.2.25

213	Blake to contact Cryoking re sponsorship expectations	Blake	28 Mar 25	29/4/25: ACTION: Blake to provide update
214	Nick to form 'Improvement' sub-committee	Nick	28 Mar 25	29/4/25: Nick sent request for volunteers on 27/4/25.
215	Secretary to book courts and roundhouse toilets, and find out if Clubs can collect a key to this toilet block for Club Gala Day	Secretary	CLOSED	29/4/25: The Club now has a key. Nicole currently has key and members can contact Nicole directly to request key. Nicole will keep register of who it is loaned to.
216	Nicole to invite Stockton, Fletcher Bluejays (used to be BTAC), Wanderers, Uni to Gala Day	President	CLOSED	Invitations sent
217	Nicole will take lead and coordinate Club Gala Day. Hannah, Liz, Teesh, Rach, Nick, Dwight, Jane will support	Nicole	CLOSED	29/4/25: A successful day. Stockton and Fletcher both provided positive feedback. Thank you to organisers and to Liz for arranging BBQ with a total of \$420 to be donated to Mark Hughes Foundation. Nicole to finalise donation payment.
218	Treasurer, Registrar to confirm appropriate subsidies for Tri-series players	Treasurer / Registrar	CLOSED	Refunds have been done
	ACTIONS from meeting 29 Apr 25			
219	Create the Sponsorship sub-committee	Janine Nicole		
220	Umpire Convenors to confirm coverage is organised for Unicorns and Carebears (Friday night games)	Donna Rachael		
221	Confirm with Exec if sponsorship funding available for new complimentary hoodies for NSG 2025 season	Liz	10 May 25	
222	Create Club Coaches email information in leiu of Coaches and Managers Briefing	Hannah, with Bec & Nick in support	15 May 25	

223	Arrange Nettyheads training session for Junior	Bec, with	15 May 25	
	players	Hannah and		
		Nick in		
		support		
				1

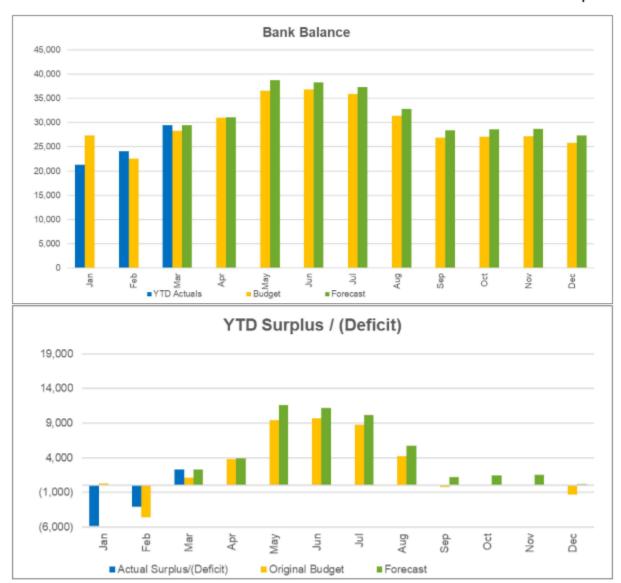
# **Attachment 2: Correspondence**

IN	OUT	RESPONSE	ACTION
	04/03/25: Submission of Local		
	Sport Grant Program 2021/22 -		
	Project Completion and		
	Financial Report to The Office		
	of Sport		
05/03/25: Email from NNA inviting		Given our location, a	
Clubs to become members of NSW		Sydney club	
Swifts and Giants		membership does	
		not represent good	
		value for money for	
		our Club. Individuals	
		may consider	
		purchasing	
		memberships	
	06/03/25: Secretary sent email	Request had to	
	to City of Newcastle	come through NNA.	
	requesting WNC to acquire a	Key now received.	
	key to the roundhouse toilets	See tasklist item	
11/02/05 0		#215	
11/03/25: Season reminders form			
NNA incl: AGM, positions vacant and			
launch event			
11/03/25: Email from NNA		Completed	
requesting WNC to complete			
Affiliation Form and make payment		The set	
10/04/25: Email from NNA advising		Thank you to both	
scoresheets need to be completed		Senior Point Score	
as per Attachment 5, committee		Recorder: Kristy	
positions filled, and NNA Registrar		Hinton – Waratah	
Stephanie Bortkevitch stepping		Netball Club, and	
down after 30 years service		Renee Nicholes on grading committee	
22/04/25: Email from Unundai		Lauren has	
22/04/25: Email from Hyundai			
regarding their Community Raffle		registered and	
fundraising initiative		provided WNC	
		details	

# **Attachment 3: Treasurer's Report (March 2025)**



## March 2025 Finance Report



#### **Notes**

#### **VARIANCES**

As at 31 March 2025, we had \$29,305 in the bank, which is \$1,047 above where we had budgeted. The year-to-date operating result of a profit of \$2,187 is also \$1,047 better than we had budgeted. However, the result is largely caused by the timing of payments, with the \$1,800 Triseries payment to NNA not yet invoiced and no sponsorships received yet (\$3,00 budgeted to be received in March). Sponsorship invoices have now been raised and I am working with the Sponsorship Officer to get them sent.



# March 2025 Finance Report

#### **FORECAST**

At this point I am forecasting close to the original budget. Registrations have been stronger than budgeted and should show through in a higher registration. However, the earlier payments of registrations this year is distorting the number and I will continue to monitor and report them.

The resulting forecast at the end of the year is a very small surplus of \$187 and a bank balance of \$27,305.

#### OTHER

There are five players on payment plans, owing a total of \$520. This is a higher number of players than previous years and perhaps a reflection of tight personal budgets, something which the Executive should keep in mind when setting fees in the future.



# Waratah Netball Club Inc

#### **Financial Report**

YTD, ending 31 March 2025

Income	2025 Month Budget	March Month Actuals	Variation Fav / (Unfav)	2025 YTD Budget	2025 YTD Actuals	Variation Fav / (Unfav)	2025 Budget	Forecast	Variation Fav / (Unfav)
Registration	11,800	7,851	(3,949)	12,886	13,580	694	15,486	15,450	(36)
Sponsorship & Grants	3,000	-	(3,000)	3,000	-	(3,000)	12,500	14,500	2,000
Fundraising	200	256	56	550	700	150	4,850	5,000	150
Pie Drive Income	-	- 1		-	-	-	6,500	6,500	-
Apparel Sales	2,800	3,182	382	4,510	3,270	(1, 240)	6,000	4,310	(1,690)
Other Income	20	18	(3)	(756)	(779)	(23)	54	32	(22)
Presentation Fees	-	-	-	-	-	-	1,200	1,200	
Total Income	17,820	11,307	(6,513)	20,190	16,770	(3,419)	46,590	46,992	402
Expenditure:									
Development	450	1,115	(665)	1,650	1,177	473	3,250	3,257	(7)
Equipment	1,500	-	1,500	1,500	-	1,500	2,050	2,050	194
Coaching Equip & Balls	500	250	250	500	250	250	750	750	S <del>-</del>
Pie Drive Costs					-		5,700	5,700	
Preseason	150	55	95	400	355	45	750	750	
Presentation	-	- 3		-	-		8,400	8,400	
Presentation Vouchers	-		4 6		-		1,500	1,500	
Court hire			- 0		+		2,125	2,125	
Registration	2,000	129	1,871	7,000	5,238	1,762	7,575	7,208	367
Apparel Purchases	7,500	3,943	3,557	7,500	6,899	601	13,900	13,300	600
Miscellaneous Costs		559	(559)	500	664	(164)	1,890	1,764	126
Total Expenditure	12,100	6,051	6,049	19,050	14,583	4,467	47,890	46,804	1,086
FY18-19 Inc/(Exp)	5,720	5,255	(465)	1,140	2,187	1,047	(1,300)	188	(684)

		Petty Cash	
Balance at 01 Jan 25	27,118	Balance at 01 Jul 21	292
Total Credits	16,770	Income:	
Total Debits	14,583	Outgoing:	
Current Calc'd Balance	29,305	Closing Petty C	292
	0.000,000		
Trading Account	13,973		
Trading Account Uniform Account	13,973 332		

Net Worth	700000000000000000000000000000000000000	Outstanding Debtors		
Bank Balance	29,305	Registration		
Petty Cash	292	Uniforms		
Less debtors	-			
Net Worth	29,597			
Increase/(Decrease)	2,187			
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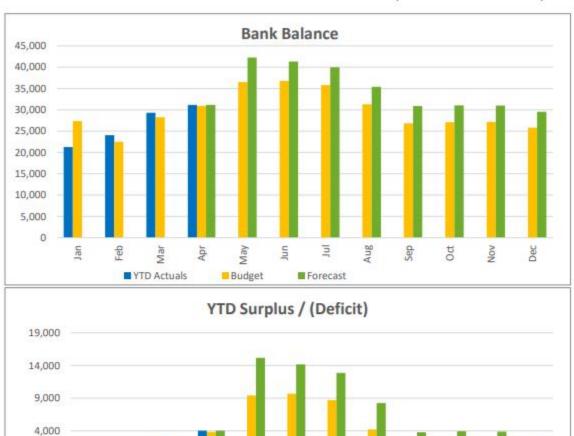
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DI Graham

Dwight Graham Treasurer



# April 2025 Finance Report



## Notes

#### VARIANCES

(1,000)

(6,000)

■ Actual Surplus/(Deficit)

As at 27 April 2025, we had \$31,139 in the bank, which is virtually right on budget. The year-todate operating result of a profit of \$4,021 is also virtually right on budget. However, there are some large variances underpinning these results:

Jun

Original Budget

Jul

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■ Forecast

Sep

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Nov

Dec

#### Revenue variances

- Sponsorships and grants revenue is \$8,500 below budget, with none of the forecast \$14,500 having been received. Invoices for all the \$14,500 has been raised and payment should be coming soon.
- Apparel sales are\$1,135 below budget, with this fluctuating from year to year and very hard to predict.



## April 2025 Finance Report

#### Expenses variances

- The Equipment line is underspent by \$2,050, with the two new gazebos yet to be purchased.
- Development is \$1,673 under budget. It is unclear how much more will be spent.
- Registration payments are \$2,337 under budget, mainly caused by the Triseries payment not yet being invoiced by NNA.
- Apparel expenses are under budget by \$2,337. However, Tilly's purchases are yet to be made and could potentially be \$5,000 plus.

#### **FORECAST**

At this point I am forecasting to have \$29,571 in the bank at the end of the year and reporting a profit of \$2,453 for the year. However, purchases related to sponsorship could vary this result. close to the original budget.

#### OTHER

There are three remaining players on payment plans, owing a total of \$230.



#### Waratah Netball Club Inc

#### **Financial Report**

YTD, ending 27 April 2025

Income	2025 Month Budget	April Month Actuals	Variation Fav / (Unfav)	2025 YTD Budget	2025 YTD Actuals	Variation Fav / (Unfav)	2025 Budget	Forecast	Variation Fav / (Unfav)
Registration	1,250	1,214	(35)	14,136	14,794	658	15,486	15,450	(36)
Sponsorship & Grants	5,500		(5,500)	8,500	-	(8,500)	12,500	14,500	2,000
Fundraising	200	333	133	750	1,032	282	4,850	5,132	282
Pie Drive Income		+		-	÷	-	6,500	6,500	
Apparel Sales	350	456	106	4,860	3,725	(1,135)	6,000	4,415	(1,585)
Other Income	20	403	383	(736)	(376)	360	54	14	(40)
Presentation Fees	-	+	-	-	_	-	1,200	1,200	4
Total Income	7,320	2,405	(4,914)	27,510	19,176	(8,334)	46,590	47,211	621
E		-							
Expenditure:				2.070		4 4 8 8		70.700	
Development	1,200		1,200	2,850	1,177	1,673	3,250	2,457	793
Equipment	550		550	2.050		2,050	2.050	2.050	
Coaching Equip & Balls	-	100	(100)	500	351	149	750	750	-
Pie Drive Costs	-	-		-	-	-	5,700	5,700	
Preseason	200		200	600	355	245	750	705	45
Presentation	-				-		8,400	8,400	
Presentation Vouchers	-		-	-			1,500	1,500	
Court hire	100	-	100	100	-	100	2,125	2,125	-
Registration	575	-	575	7,575	5,238	2,337	7,575	7,038	537
Apparel Purchases	2,000	471	1,529	9,500	7,370	2,130	13,900	12,270	1,630
Miscellaneous Costs				500	664	(164)	1,890	1,764	126
Total Expenditure	4,625	571	4,054	23,675	15,155	8,520	47,890	44,759	3,131
FY18-19 Inc/(Exp)	2,695	1,834	(861)	3,835	4,021	187	(1,300)	2,452	(2,510)

		Petty Cash	
Balance at 01 Jan 25	27,118	Balance at 01 Jul 21	292
Total Credits	19,176	Income:	2000
Total Debits	15,155	Outgoing:	
Current Calc'd Balance	31,139	Closing Petty C	292
Trading Account	14,948		
Uniform Account	1,191		
Investment Account	15,000		
Total Current Balance	31,139		

check ok

Net Worth		<b>Outstanding Debtors</b>	
Bank Balance	31,139	Registration	
Petty Cash	292	Uniforms	535
Less debtors	-		
Net Worth	31,432		
Increase/(Decrease)	4,021		

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DI Graham Dwight Graham Treasurer

# **Attachment 5: Scoresheet – sample of correct completion**

Round 1 Senio	101		Newcastle	netball As	sociation Winter 2025	05-Apr	-25	2:30pm	Court 1	
Team A: Swifts					Team B: Giants					
Player Name	Q1	Q2	Q3	Q4	Player Name	Q1	Q2	Q3	Q4	
Allie Smith	WA	AW	AW	AW	Hope White	GA	AD.	WAGA	GA	
Helen Housby	GA	GA	GA	GA	Erin O'Brien	-				
erity Simmons	an	MD	-	GS GA	Sophie Dwyer	MD	MD	an	an	
Sarah Kilau	CD	CD	00	GK	Jo Harten	_			_	
ophie Fawns	C	9/-	C	an	Maddie Hay	NO	NA	GAWA	AW	
laddy Turner	_				Amy Sligar	GS	as	GS	as	
harni Lambden	GK	GK	GK	GK	Jodie-Ann Ward	00		_	C	
					Jamie-Lee Price	_	CD	00	CD	
									,	
Day Players:					Day Players:					
Trace Niwelke	as	as	G2	/GS						
lorrowed Players:					Borrowed Players:					
aige Hadley	_	1/6	S	C	Sam Poolman	GX	GX	GK	GK	
					Matilda McDonnell	C	C	C	_	
	Swifts					Giants				
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81 82 63 84 85 88 87 68	89 70 71	72 73 74	75 76 77	78 79 60		68 69 70 71	72 73 74		78 79 8	
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Captain Name	52	X HA	CAU		Captain Name	HOP	الم ع	37Hi		
Scorer Harrie TEIGAN O'SHAMASSY					Scorer Name	MATIS			words to	
Umpire Team Swift	Tts .				Umpire Yearn A	and C				
	Umpire Name AUE CROW					Umpire Name BETTY CROW				