MARCH 2016 BOARD OF MANAGEMENT MEETING MINUTES



Meeting held 21st of March

Manning Valley Hockey Association Inc.



MANNING VALLEY HOCKEY ASSOCIATION INC. 2016 March Board of Management Meeting Minutes 21^{st} of March 2016

Meeting opened: 6.05pm

Present: Doug Davidson (DD),Bronny Fuller (BF),Timothy Lestrange (TL),Craig Colvin (CC),John Surtees (JS), Shane Green (SG), Dylan Turner (DT), Shaun Muldoon (SM)and Lyn Turner (LT)

Apologies: Absent: Nil Visitors: Nil

Item	Business	Action			
1.	Conflict of Interest : Nil	Nil			
2.	Minutes of the 2016 Feb Board of Management Meeting held on the 25 th Feb				
	Motion: "That the February 25 th BOM Minutes be accepted as tabled "				
	Moved: JS Seconded: DM				
	Carried				
3.	Business arising from 25 th of February Board of Management Meeting Minutes				
	a. Light control using smart phone				
	b. Halytech Quote for lighting control \$3913.80 not including electrical work not				
	in to connect it. Due to budgetary restraints the meeting decided to not to proceed				
	c. The Association received a visit from hockey New South Wales Pres and CEO.				
	They appeared to be happy with what is occurring Manning Valley hockey Association.				
	d. Gary Berg sign has been completed and needs to be erected. Gary will need to be invited when it is complete				
4.	Correspondence				
	March Correspondence				
	HNSW 2016 Affiliation and Membership Registration Fee Schedule				
	HNSW Affiliation and Membership Policy				
	LT Copy of Limited Licence Dates for 2016				
	FW Office of Sport - Sport and Recreation workshops and courses	22			
	HNSW Hockey NSW President's Update - February 2016	DD			
	 HNSW Rules of Hockey 2015 - Adjustment to Rule 13.2 as at 16 February 2016 				
	 HNSW Rules of Hockey 2015 - Adjustment to Rule 13.2 as at 16 February 2016 				
	SHARKS HOCKEY CLUB under 15s girls interested in rep				
	SHARKS HOCKEY CLUB un 15s boys trialling for reps				
	 Sports Strapping Course Enrolment course2 				
	 Taree Tigers Hockey Club - Team nominations 2016 (3) 				
	• CloudBT Account \$30.00				
	NSW Men's Masters is inviting nomination for the Men's Over50's Field				
	Championships to be held in Bathurst from May $20^{th} - 22^{nd}$				
	HNSW the "Masters Only" category for Hockey registrations				

- Taree West HC possibility of pulling out our 11's team
- Junior Match Committee March 22nd Minutes
- NSBHA training run on our arrival to Taree for 15G FSC
- HNSW Under 18 Boys Field State Championships close at 5:00pm Friday, 25th March 2016
- Men's Match Committee Meeting Minutes 21st March
- Great Lakes Great Lakes Strikers will be unable to attend the meeting tonight
- HNSW Toyota Drive my Club Raffle in 2016
- Sharks HC list of girls from Sharks interested in rep trials
- Chatham Hockey Clubs Women's Frozen & Unfrozen Players for 2016
- Junior Match Committee Meeting Minutes 15th March
- Manning Signs Account for Gary Berg Sign \$286
- LT Junior Canteen Roster up until the June Long Weekend
- HNSW newsletter from Sports Community
- Minutes of the Joint Match Committee meeting held on Tuesday 15th

March 2016 at 6.00pm

- Halytech Quote for lighting control \$3913.80
- Taree Tiger's Team Nominations
- LT Draft Men's Draw
- Deb Monck Draft Nomination of Umpires Form
- Town HC Name of Senior Representative Team Committee

nomination: Narelle Salmon

- Chatham HC Team Nominations
- Wingham HC Under 15 boys Rep Team Nominations
- Taree West Team Nominations
- Cougars Team Nominations
- Wingham HC Team Nominations
- Big Red Carpet Cleaners Account \$330
- Town HC Team Nomnations
- Peter Frappell nominated Manning Valley as the venue for the O/55 &
 60 Championships
- HNSW Association Fees account \$6,855.70
- Greg Doolan AAP turf hire dates I would like to book ½ of the hybrid field on a Tuesday from 4:00pm to 5:30pm for the following dates.

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19<sup>th</sup> March
5<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> Of April
3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> 31<sup>st</sup> Of May
7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> of June
5<sup>th</sup> of July
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- Tigers HC Request for approval to have a locker/filing cabinet in the upstairs clubhouse area in 2016.
- Sharks HC players from our club interested in trialling for Manning in the under 15s Boys State Championship.
- HNSW Over 55 and 65 confirm associations intention to play in this championship by completing and returning the Team Nomination form by the 11th March
- Shaun Fuller Coach Application for Under 18 girls representative side
- HNSW Part B: <u>Association Information and Health Check</u> and Part C: Facility Information

5. **Business Arising from the Correspondence**

- a. Hockey New South Wales raffle. Tickets need to be ordered clubs contacted to ascertain how many tickets they will need. All monies raised by the clubs will go back to them for them to spend on how whatever they wish.
- b. Over 55/60 state tournament for 2017 has been awarded to Manning Valley hockey Association. This means that Taree will be hosting two tournaments in 2017.
- c. Tigers hockey club request for a filing cabinet for the use by Di Cubbin as stipulated in their letter be approved.

Inform club

Motion: "That Tigers CH request for a filing cabinet be approved"

Moved: DM Seconded: TL

Carried

6. **Treasurer's report** (see attached)

Finance Reports

- March Financial Report
- Accounts to be paid
 - ✓ CloudBT Account \$30.00
 - ✓ Manning Signs Account for Gary Berg Sign \$286
 - ✓ Big Red Carpet Cleaners Account \$330
- a. Shane green requested to contact Sportsclean to see if we are not charged twice the travel seeing that they couldn't do the job on the day due to weather.
- b. Tradelink are not paying for this sign. This sign will need to be removed from the fence.
- c. Team registration forms are to be sent out.
- d. Pete Cubbin to be reimbursed \$30 the sale of alcohol.
- e. There is still an outstanding account from Chatham hockey club for the trial day the teams from Newcastle.

f.

Motion: "That the Treasure's Report be accepted as presented and that all accounts to be paid".

Moved : DD Seconded: BF

Carried

7. **Directors Reports**

a. Clubhouse director

- i. Canteen roster not complete as draws have not been finalised
- ii. Women's division three and four team numbers is a problem. Match committee meeting tonight to discuss.
- iii. Division one boys need another team. Chatham Tigers and Wingham to make up the third team.
- iv. Supplies for canteen. Canteen meeting last week decided to go with Saxby's for the 2016 season. They will be delivering fridges at any time and will be 2 x2 door fridges.

b. Turf Director

i. turf bookings

• Greg Doolan 29th of March 5th, 19th, 26th Of April

3rd, 10th, 17th, 24th 31st Of May

Match Com 7th, 14th, 21st, 28th of June 5th of July

- Taree high school the sport
- Training run for15G FSC
- PSSA only used one turf
- ii. TLF has been cleaned at the seams not glued. The contractor left some glue the do the field seams.
- iii. Tractor service has been done

c. Umpires Director

- DM has sent out Umpire Nomination Forms together with information.
 She received a poor response. No Tigers were Chatham women umpires nominated. At the moment clubs will be assigned as umpires until it is sorted.
- The meeting agreed that umpire courses need to be arranged.
- DM to send spreadsheet with umpires to the secretary.

d. Records Director

- Skip bin has been ordered.
- Initial hygiene will be sending out forms be sign.
- GTTC health inspector to be invited to inspect the canteen

e. Coaching Director

- i. AAP has only Jamie Hemingway and Sam Mudford. The meeting saw the problem of cost as being an inhibiting factor.
- ii. The Association may need to develop its own elite program.

8. **General Business**

1. Team numbers

CC spoke about registration of the number of team being of concern however we need to be positive.

2. Infrastructure development

Letters of support for the project have been done and included with the submission. A local members, Council hockey New South Wales and Chamber of Commerce

A Memorandum of Understanding between the cycle club and Manning Valley hockey will need to be done for the tender process is done. Estimated cost for the project is 250,000 except the carpet. There is a 10% contingency fund which may cover the carpet. Early November is the anticipated completion date.

1.5 million is the anticipated cost of both clubhouse and third turf. If successful in obtaining funding third will be completed for the 2017 season.

3. Field lights

The estimated cost for replacing switches with smartphone technology is at the moment prohibitive. A short-term solution will be fixed switches so the lights cannot be turned on without a key. Scoreboard switches need to be repaired for the same reasons.

Motion: "that scoreboard and field lighting switches be repaired prevent people without authority from turning them on".

Moved: DD Seconded: DT

Carried

3. Team registration sheets

DD has made the necessary changes to Manning Valley hockey Association team registration sheets. The meeting decided that 23 April with the closing date for the submission of the team registration sheets by clubs.

4. Memorial Stone

DM

BF

	BF circulated a photo of a Memorial Stone for discussion. Further				
	information and discuss	sion required.			
9	Meeting Closed 7.40 pm Next Me	eeting Tuesday 26 th April 2016			
	aO 1 .	Daig Ol -			
	Signed:	Signed:			
	John Surtees	Craig Colvin			
	Secretary	President			

Created: 29/03/2016 6:25 AM

MANNING VALLEY HOCKEY ASSOCIATION INC.

Reconciliation Report

PO Box 315 TAREE NSW 2430

ABN: 81 268 782 877

Email: secretary@manningvalleyhockey.org.au

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ID No.	Date	Memo/Payee		Deposit	Withdrawal		
Acco Date Of Bank Staten Last Recond Last Reconciled Bala	nent: 2 ciled: 2	-1000 CBA Cheque Account 8/03/2016 1/02/2016 9,108.36					
Cleared Cheques							
388003	2/02/2016	Fair Trading			\$54.00		
Dir Cr	21/02/2016	Shane Green			\$145.30		
BPAY	23/02/2016	Telstra			\$79.99		
Dir Cr	23/02/2016				\$100.00		
Tfr		CBA Credit Card			\$372.91		
Tfr	1/03/2016				\$20.00		
388006		Daralea garden Shop			\$40.00		
388007		Australia Post			\$121.00		
Dir Cr		Saxbys Drury			\$61.16		
Dir Cr		Shane Green			\$24.25		
_							
Dir Cr		Big Red Carpet Cleaning			\$330.00		
Dir Cr		Sports Clean			\$1,682.18		
Dir Cr		Andys Cake Kitchen			\$61.20		
Dir Cr		CBA Commbiz			\$19.80		
Dir Cr		Bushland Tavern			\$721.87		
Dir Cr		Cloud BT Hosting			\$30.00		
BPAY	26/03/2016				\$80.00		
Dir Cr	26/03/2016	Manning Signs		.	\$286.00		
			Total:	\$0.00	\$4,229.66		
Cleared Deposits							
Dir Cr	1/03/2016	Chq account interest		\$0.05			
90022		Payment; Mr. Tony & Mrs. Paula Smith		\$763.14			
CR000106		Bank Deposit		\$80.00			
90023		Payment; Hunter Academy of Sport		\$57.00			
90024		Payment; Taree Tigers Hockey Club		\$104.25			
30024	0/03/2010	rayment, raree rigers riockey club	Total:	\$1,004.44	\$0.00		
Outstanding Cheques							
Outstanding Cheques							
388009	23/03/2016	Coca-Cola			\$2,185.55		
			Total:	\$0.00	\$2,185.55		
Reconciliation:	Reconciliation:						
		AccountRight Balance On 28			\$3,697.59		
		Add: Outstanding	Cheques:		\$2,185.55		
			SubTotal:		\$5,883.14		
		Deduct: Outstanding	Deposits:		\$0.00		
		Expected Balance On S			\$5,883.14		

Created: 29/03/2016 6:40 AM

MANNING VALLEY HOCKEY ASSOCIATION INC.

Balance Sheet

As of 28/03/2016

PO Box 315 TAREE NSW 2430

ABN: 81 268 782 877

Email: secretary@manningvalleyhockey.org.au

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Assets					
CBA Cheque Account		\$3,697.59			
CBA Business Online Saver		\$13.53			
Undeposited Funds Account		-\$3.00			
Trade Debtors		\$22.12			
Furniture & Equipment					
Furniture - at Cost	\$6,679.60				
Less: Accumulated Depreciation	-\$3,556.00				
Equipment - at Cost	\$14,984.67				
Less: Accumulated Depreciation	-\$2,461.00				
Total Furniture & Equipment		\$15,647.27			
Total Assets			\$19,377.51		
Liabilities					
Sundry Creditors		\$1,822.00			
Corporate Charge Card					
Corporate Charge Card DC**6716	-\$372.91				
Total Corporate Charge Card		-\$372.91			
GST					
GST Collected	\$485.29				
GST Paid	-\$698.02				
Total GST		-\$212.73			
CBA Loan - Guaranteed		\$46,558.18			
Total Liabilities			\$47,794.54		
Net Assets			-\$28,417.03		
Equity					
Retained Earnings		\$3,068.00			
Current Year Earnings		-\$31,485.03			
Total Equity			-\$28,417.03		

1/10/2015 To 28/03/2016

MANNING VALLEY HOCKEY ASSOCIATION INC.

Profit & Loss Statement

PO Box 315 TAREE NSW 2430

ABN: 81 268 782 877

Email: secretary@manningvalleyhockey.org.au

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Income		
Bar Sales		
Bar Sales	\$3,738.41	
Less: Cost of Stock	-\$2,419.16	
Total Bar Sales	\$1,319.25	
Canteen Sales		
Canteen Sales	\$252.09	
Less: Cost of Stock	-\$3,282.81	
Total Canteen Sales	-\$3,030.72	
Advertising & Promotion	\$304.55	
Electricity - Turf	\$849.78	
Interest Received	\$0.69	
Registration Fees	\$24.55	
Rep Teams Income - Juniors	\$986.36	
Sundry Income	\$232.25	
Turf Fees	\$708.76	
Total Income	\$1,395.47	
Gross Profit	\$1,395.47	
Expenses		
Administration	\$142.40	
Audit Fee	\$360.00	
Bank Charges	\$253.50	
Canteen Expenses	\$12.28	
Cleaning	\$509.24	
Clothing & Gear	\$1,415.23	
Electricity	\$1,048.08	
Filing, Licence Fees	\$134.32 ************************************	
Improvements - Grounds	\$650.00 \$4,750.37	
Insurance	\$4,760.27 \$13,331.33	
Interest Paid Internet	\$12,221.23 \$477.23	
Maintenance	\$477.23	
Clubhouse	\$329.09	
Grounds	\$1,935.98	
Equipment	\$232.09	
Total Maintenance	\$2,497.16	
Nomination Fees - Juniors	\$3,086.36	
Nomination Fees - Seniors	\$440.91	
Rep Team Costs - Juniors	\$1,977.45	
Security	\$468.00	
Trophies & Prizemoney-Seniors	\$18.18	
Waste Services	\$246.79	
Sundry Expenses	\$2,161.87	
Total Expenses	\$32,880.50	
Operating Profit	-\$31,485.03	
Net Profit/(Loss)	-\$31,485.03	