



## MANNING VALLEY HOCKEY ASSOCIATION MINUTES OF Minutes of the May Board of Management Meeting held Tuesday, 17<sup>th</sup> May , 2016

**PRESENT:** Craig Colvin, Deb Monck, Doug Davidson, Lynne Turner

**APOLOGIES:** John Surtees, Dylan Turner, Tim Le Strange and Bronny Fuller

- 1. MINUTES:** Minutes of the previous meeting of the previous meeting accepted as a true and correct.

Moved Craig Colvin

seconded Deb Monck.

**2. BUSINESS ARISING:**

- a. **Quote on fence** has been received from Alan Crittenden Totalling \$14,021.70. This is to have the top end of the TLF fully fenced and repairs to the bottom end of the ATF. Will use heavier gauge wire. Break down is TLF \$12,679 and ATF \$1,343. All agreed to go ahead with and accept quote. Shane Green to contact Ben and advise him of this and let him know that must be finished by the 24<sup>th</sup> June, 2016 in readiness for the U15 Girls Championships.
- b. **Lights** – Noted that there are 4 lights out on the TLF and 3 lights out on the ATF. These will be fixed prior to the U15's Championships. Noted that the likely cause of the these lights breaking is due to the light switches not being able to lock when turned off. This is also to be fixed as soon as possible.

**3. Correspondence**

27/4nCom Bank Credit Card Statement \$553.88

27/4 Com Bank Credit Cards acc 480.24

26/ 4 Elgas acc \$254.01

30/4 Elgas acc \$254.01

30/4 Com Bank Loan Acc \$56,558.18

30/4 JR Richards Acc \$545.24

30/4 Town head Acc \$101.40

10/5 HNSW Unfinancial Members List

3/5 Peter Frappell Men's Over 55/63 Report

3/5/ Chatham Hockey Club U11 Regos

3/5 Sharks Hockey Club Accommodation at Bathurst

3/5/ Chatham Hockey Club U14 Regos

4/5 LT Deferment of D1 Men's Wingham vs Sharks

4/5 St Clair's Carnival.

4/5 Cougars Regos

4/5 Cougars Hockey Club Regos

4/5 Sharks Hockey Club Agenda for President and Secretaries Meeting  
4/5 HNSW WWC Information  
4/5 Damon Hoole Umpires Report  
4/5 Taree West Regos D2M,U7.D2W,U11 and D3W.  
4/5 Chatham Hockey Club add Brianna Annsley to U14 list  
6/6 Julie Collier Women's Masters Nominations Form and Newsletter  
6/5 Wendy Machin SEHA Manager Under 15 request for umpires  
6/5 Greg Doolan L1 Coaching Course 17/5  
6/5 Dylan Turner MVHA High Performance Program  
9/5 Graeme Pitman Baily's Nom for Open Men's Rep Team Nom  
9/5 Blake Hudson's Nom for Open Men's Rep Team Nom  
9/5 Dylan Turner Open Men's Rep Team Nom  
9/5 Deb Monck Code of Conduct  
9/5 LT Mediation Meeting Information  
9/5 HNSW Un financial Players List  
9/5 Dec Wallis Nomination for Harry Wallis Open Men's Rep Team  
9/5 Jane McNeill Request to be on Review Panel for Association Rules  
9/5 Leanne Harry Nomination of Wade Harry Open Men's Rep Team  
9/5 Emmerson Wieley Open Men's Rep Team Nom  
9/5 Ben Brown Open Men's Rep Team Nom  
10/5 Cougars Hockey Club Request for 300 raffle tickets  
10/5 Ben Brown Training Turf Time slot  
10/5 Chatham Hockey Club Turf Training and Match fees \$435.00 and Advertising sign hire \$335  
10/5 Telstra extra data for free  
11/5 Robert Simpson Team List for Under 15 Boys Rep Team  
11/5 DD Under 15 HNSW Invoice  
13/5 Goodsports L3 Monitoring Information  
13/5 Town Hockey Club Regos for D2W and D3W  
15/5 Dominic Tagliapiedra Men's Open Rep Team Nom

**3. FINANCE REPORT:** As per attached.

Noted that Wingham, Sharks and Chatham still not paid their Affiliation Fees. Craig has contacted each Club and advised if not paid by the end of the Month they will be charged 8.5% interest.

**4. GENERAL BUSINESS:**

- a. Craig advised that has received an e-mail from NSW Hockey advising him that Manning Valley would need to supply an Umpires Co-Ordinator and Tech Officials for the Womens Masters Hockey Championships. Deb Monck advised that for all of the Women's Masters that she has been involved with, no Tech Officials were used and the Umpire Co-Ordinator was always supplied by NSW Hockey. Craig checking to see what happen at last years Championships.
- b. Craig advised that Council will supply extra wheelie bins for the up and coming Championships at no charge. Will also have the old Canteen toilets and change rooms cleaned prior to the Championships.

- c. Craig has sourced 16 Goals, two of which will need repairing. Doug to speak to Franco to get a quote on cost of repairs.
- d. We now have the Council's irrigator downstairs for the use of watering the TLF. Shane Green will set up the irrigator once a month on Thursdays and run this whilst he is grooming the AFT. Noted that would only be able to do this once monthly to prevent the mould from growing on the Turf. Happy to have any volunteers to help Shane set this up.
- e. Presidents and Secretaries Meeting – Craig acknowledge that should have had monthly meetings and will do so in the future. Also advised that he had contacted a few of the Presidents concerning their statements concerning lack of communication and after checking the all his e-mails noted that all information had been dispersed/circulated to the Club's Secretaries and that it was up to the Club's to hold more club meetings to ensure that information is given to their players.
- f. Doug supplied a pricing on Skip Bins currently paying \$130 per week for one bin, so when we order the extra bins for the Championships order for Thursday delivery and Monday pickup to try and cut down the cost of same.
- g. Coffee Machine – Now repaired. Pump had to be replaced. Enquired re price to replace this one with a double. \$10,899 plus GST installed, but we would have to enlarge the hole in the bench top. Also requires 15amp power point to be installed to run the double coffee machine. Would receive 200 cup product package and if we traded in the old machine would receive an extra 500 cup product package. Received a follow up phone call the next day with another offer. i.e. currently on special for \$8990 plus GST but would only receive trade in 500 cup product package. Also happy for Manning Valley to pay back over a 3 months. Noted that Kerry Davey's husband has a single one sitting in his garage and waiting to see what price he wants for it. Agreed that at this stage not in a position to purchase a new double coffee machine.
- h. Carnival Committee meeting held last Saturday and copy of minutes attached. Noted that there maybe a problem with the roster, as Forster Strikers are set down to do from 3.30pm to 8.00pm on the Saturday and as most of their team consist of players who will be involved in playing and also wishing to attend the dinner. Noted that when the roster was put together Forster did not mention this being a problem. To check with them concerning this and may need to adjust the roster. One suggestion was to swap Gloucester from Sunday clean up to Saturday afternoon and move Forster to the Sunday afternoon clean up. Craig mentioned that he thought that Gloucester would have more a chance of getting players to help clean up then to work in the Canteen on the Saturday.
- i. Deb asked if there was a way to login and view only who has a community umpires accreditation so that she could check who has one in Manning Valley. Craig advised that Greg Doolan is the only one who has access to view this. Craig also mentioned that when the U15's Championships are being held that NSW Official may be able to let us have a look at who currently holds Community Umpires Accreditation.
- j. Deb advised that some umpires are being coached by other umpires on the field and believes that this should be limited to two or three person elected to do this so that the umpires are being taught correctly.
- k. Deb also noted that had received several verbal complaints concerning the standard of some umpires and has advised them that they need to put any complaints in writing so that they can be actioned on.
- l. Craig concerned about workload of some of the Directors and noted that some of the other Directors will need to pick up their game.
- m. Discussion held re Tech Officials not turning up. Unfortunately in our currently playing rules there is no penalty for not turning up. This will be looked at when the playing rules are being revised with a monetary penalty being put on Club for not supply a Tech Official. Will arrange for the Men's draw to have Tech Officials put on the draw for the whole season to enable Club's to roster players to cover this.

- n. Craig has arranged to have on standby a super soaker to be used if need be for the Championships.
- o. NSW Hockey have requested information for there booklets for the Championships, concerning Dental, Pharmacy and Physio contact information when Championships are being held. Noted that Lynne Turner to send letter to Manning Hospital advising them of the up and coming Championships.
- p. There are concerns re the coverage of the Bar for the Womens Masters Championships, so anyone who have a current RSA willing to offer any assist over the weekend will be most welcome. Can be someone who is not involved with hockey. Doug mentioned that Max Durrigan might be able to help out and will check with him.
- q. Shane advised that PSSA being held here this Sunday and will be charged \$11 per hour for the use of the Turf. Also U15's Rep teams will be playing against Port and Port Stevens Teams on Sunday as well.
- r. Shane has also spent 4 hours cleaning the sand out of the TLF cutters. Craig suggested that he use the gurney to wash the sand down the drain.
- s. At the next Secretaries and Presidents meeting will discuss the format of the 2017 competition. Looking at having a 14 week comp, with a preseason warmup comp prior to the 14 week comp. LT suggested that if the comp wasn't so long then maybe the summer comp would be more viable as player and workers wouldn't be so over hockey by the end of the season. Noted that with a shorter comp then cost would be less as you would be paying less turf fees.
- t. Discussion held re Opens Women and Men's rep fees. Currently being charged \$550 for nomination fee and \$170 for Turf Fees agreed that this be included in the cost to the players and Narelle and Dylan to be advised of this so that they can adjust their costings.

Meeting closed at 8.00pm

Signed: \_\_\_\_\_

Lyn Turner  
Clubhouse Director

Signed: \_\_\_\_\_

Craig Colvin  
President

**Reconciliation Report**

ID No.	Date Memo/Payee	Deposit	Withdrawal
<b>Account:</b>	<b>1-1000 CBA Cheque Account</b>		
<b>Date Of Bank Statement:</b>	<b>4/05/2016</b>		
<b>Last Reconciled:</b>	<b>28/03/2016</b>		
<b>Last Reconciled Balance:</b>	<b>\$5,883.14</b>		

**Cleared Cheques**

388008	23/03/2016	Coca-Cola	\$2,185.55
388009	31/03/2016	Cash - floats	\$2,067.00
Dir Cr	31/03/2016	Hockey NSW	\$6,855.75
Tfr	1/04/2016	CBA	\$20.00
Dir Cr	4/04/2016	East Coast Distributors	\$733.05
Dir Cr	4/04/2016	Shane Green	\$540.29
Dir Cr	4/04/2016	Saxbys Drury	\$1,706.89
Dir Cr	4/04/2016	Sports Clean	\$1,206.98
Dir Cr	4/04/2016	Essential Brands Franchise Systems	\$1,254.90
Dir Cr	4/04/2016	Petries hardware	\$342.00
Dir Cr	4/04/2016	Reimb L Turner	\$112.83
Dir Cr	4/04/2016	Reimb J Surtees	\$64.00
Dir Cr	6/04/2016	Hockey NSW	\$550.00
Dir Cr	6/04/2016	Bushland Tavern	\$2,650.52
Dir Cr	8/04/2016	The Bunkhouse	\$200.00
Dir Cr	12/04/2016	Hockey NSW	\$1,304.00
Dir Cr	15/04/2016	CBA Commbiz	\$21.73
Dir Cr	19/04/2016	W S Cornall	\$149.90
Dir Cr	19/04/2016	Reimb L Turner	\$71.90
Dir Cr	19/04/2016	Essential Brands Franchise Systems	\$378.40
Dir Cr	19/04/2016	Initial Hygiene	\$496.78
Dir Cr	19/04/2016	Andys Cake Kitchen	\$751.60
Dir CR	19/04/2016	Katrina Green	\$300.00
Dir CR	19/04/2016	Reimb J Surtees	\$213.95
BPAY	20/04/2016	Advanced Security Group	\$271.70
Dir Cr	20/04/2016	Jane McNeill	\$55.00
Dir Cr	20/04/2016	Townhead Fruit & Veg	\$69.55
Tfr	20/04/2016	Tfr to CBA Loan	\$5,000.00
Dir Cr	22/04/2016	Dawson's Wholesale	\$474.06
Tfr	28/04/2016	CBA Credit Card	\$553.88
BPAY	1/05/2016	Telstra	\$79.98
Dir Cr	1/05/2016	Taree Wghm Produce	\$59.95
Dir Cr	1/05/2016	Hockey NSW	\$720.00
Dir Cr	1/05/2016	North Coast Filter Services	\$474.00
Dir Cr	1/05/2016	Reimb L Turner	\$106.80
Tfr	1/05/2016	CBA	\$20.00
Dir Cr	3/05/2016	Andys Cake Kitchen	\$464.48
Dir Cr	3/05/2016	Bushland Tavern	\$1,603.71
Dir Cr	3/05/2016	Shane Green	\$525.42
Dir Cr	3/05/2016	Saxbys Drury	\$1,377.99
Dir Cr	3/05/2016	W S Cornall	\$308.20
Dir Cr	3/05/2016	Townhead Fruit & Veg	\$101.40
Dir Cr	3/05/2016	East Coast Distributors	\$116.15

## Reconciliation Report

ID No.	Date Memo/Payee	Deposit	Withdrawal
		Total:	\$0.00 \$36,560.29

### Cleared Deposits

026	30/03/2016	Sundry donations	\$60.00
027	31/03/2016	D Fuller	\$30.00
028	31/03/2016	Takings 31/03	\$215.90
Tfr	31/03/2016	Tfr Loan to Chq Acc	15,000.00
Dir Cr	1/04/2016	Chq account interest	\$0.08
CR000107	2/04/2016	Bank Deposit	\$843.20
CR000108	4/04/2016	Bank Deposit	\$3,468.40
032	5/04/2016	Payment; Bushland Tavern	\$335.00
033	6/04/2016	Payment; Taree Tigers Hockey Club	\$335.00
034	6/04/2016	Payment; Taree Tigers Hockey Club	\$428.50
CR000109	12/04/2016	Bank Deposit	\$5,097.10
CR000110	15/04/2016	Bank Deposit	\$759.65
CR000111	16/04/2016	Bank Deposit	\$741.90
0045	18/04/2016	Payment; Manning Zone P.S.S.A.	\$33.00
CR000112	18/04/2016	Bank Deposit	\$1,917.20
Dir Cr	20/04/2016	ATO GST refund	\$812.00
CR000113	23/04/2016	Bank Deposit	\$636.90
CR000114	23/04/2016	Bank Deposit	\$582.50
0051	26/04/2016	Town HC	\$1,350.00
CR000117	26/04/2016	Bank Deposit	\$3,124.60
CR000116	29/04/2016	Bank Deposit	\$359.60
Dir Cr	1/05/2016	Chq account interest	\$0.09
CR000115	3/05/2016	Bank Deposit	\$2,261.00
CR000118	3/05/2016	Bank Deposit	\$5,631.27
		Total:	\$44,022.8 \$0.00

### Reconciliation:

AccountRight Balance On 4/05/2016:	\$13,345.74
Add: Outstanding Cheques:	\$0.00
SubTotal:	\$13,345.74
Deduct: Outstanding Deposits:	\$0.00
Expected Balance On Statement:	\$13,345.74

**Balance Sheet**

As of 4/05/2016

Assets		
CBA Cheque Account		\$13,345.74
CBA Business Online Saver		\$13.53
Undeposited Funds Account		\$21.20
Cash on Hand		\$2,067.00
Trade Debtors		\$175.50
Furniture & Equipment		
Furniture - at Cost	\$6,679.60	
Less: Accumulated Depreciation	-\$3,556.00	
Equipment - at Cost	\$15,179.17	
Less: Accumulated Depreciation	-\$2,461.00	
<b>Total Furniture &amp; Equipment</b>		<b>\$15,841.77</b>
<b>Total Assets</b>		<b>\$31,464.74</b>
Liabilities		
Corporate Charge Card		
Corporate Charge Card LT**2961	\$400.61	
<b>Total Corporate Charge Card</b>		<b>\$400.61</b>
GST		
GST Collected	\$2,742.52	
GST Paid	-\$1,549.52	
<b>Total GST</b>		<b>\$1,193.00</b>
CBA Loan - Guaranteed		\$56,558.18
<b>Total Liabilities</b>		<b>\$58,151.79</b>
<b>Net Assets</b>		<b>-\$26,687.05</b>
Equity		
Retained Earnings	\$3,068.00	
Current Year Earnings	-\$29,755.05	
<b>Total Equity</b>		<b>-\$26,687.05</b>

This report includes Year-End Adjustments.

**Broadcast Messages** 1 messages**My Inbox** 0 unread messages**My Summary**

1 message found, displaying 1 - 1

Date ▼	Message
18/04/2016 2:39:11 PM	<b>Our new cyber security advice</b> page provides some top tips for secure computing and key information to help you stay safe online. Visit <a href="http://www.commbank.com.au/business/security">www.commbank.com.au/business/security</a>

1 message found, displaying 1 - 1

## Accounts Summary



Account name	Account type	Account number	Available Balance
<a href="#">craig colvin</a>	Business Card	5550051020052961	\$2,099.39 CR
<a href="#">craig colvin</a>	Company Business Card	5550059000222231	\$4,599.39 CR
<a href="#">Manning Valley Hockey Association Inc</a>	BetterBusiness Loan	260310169689	\$56,558.18 DR
<a href="#">MANNING VALLEY HOCKEY ASSOCIATION INCORPORATED</a>	Business Online Saver	260310575580	\$13.53 CR
<a href="#">manning valley hockey association incorporated</a>	Society Cheque Account	260300907786	\$9,656.37 CR
<a href="#">MR CRAIG COLVIN</a>	Business Card	5550051000576682	



**Profit & Loss Statement**

1/10/2015 To 4/05/2016

Income		
Bar Sales		
Bar Sales	\$11,535.09	
Less: Cost of Stock	-\$6,000.08	
<b>Total Bar Sales</b>		<b>\$5,535.01</b>
Canteen Sales		
Canteen Sales	\$12,503.78	
Less: Cost of Stock	-\$10,741.93	
<b>Total Canteen Sales</b>		<b>\$1,761.85</b>
Advertising & Promotion		\$1,218.20
Clothing & Gear		\$63.63
Donations & Raffles		\$130.00
Electricity - Turf		\$1,074.78
Interest Received		\$0.86
Registration Fees		\$5,115.45
Rep Teams Income - Juniors		\$986.36
Sundry Income		\$232.25
Turf Fees		\$2,633.07
<b>Total Income</b>		<b>\$18,751.46</b>
<b>Gross Profit</b>		<b>\$18,751.46</b>
Expenses		
Administration		\$189.22
Audit Fee		\$360.00
Bank Charges		\$313.25
Canteen Expenses		\$1,052.39
Cleaning		\$1,596.26
Clothing & Gear		\$1,415.23
Electricity		\$1,048.08
Filing, Licence Fees		\$134.32
First Aid		\$1.74
Improvements - Grounds		\$650.00
Insurance		\$4,760.27
Interest Paid		\$12,221.23
Internet		\$549.94
Maintenance		
Clubhouse	\$1,188.21	
Grounds	\$4,469.78	
Equipment	\$232.09	
<b>Total Maintenance</b>		<b>\$5,890.08</b>
Nomination Fees - Juniors		\$4,086.36
Nomination Fees - Seniors		\$440.91
Registration, Affiliation Fees		\$6,232.50
Rep Team Costs - Juniors		\$3,499.27
Security		\$715.00
Trophies & Prizemoney-Seniors		\$18.18
Waste Services		\$246.79
Sundry Expenses		\$3,085.49
<b>Total Expenses</b>		<b>\$48,506.51</b>
<b>Operating Profit</b>		<b>-\$29,755.05</b>

This report includes Year-End Adjustments.

## Profit & Loss Statement

1/10/2015 To 4/05/2016

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Net Profit/(Loss)	-\$29,755.05
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This report includes Year-End Adjustments.