



**MANNING VALLEY HOCKEY ASSOCIATION INC.**  
**BOARD OF MANAGEMENT MEETING – Tuesday 10<sup>th</sup> October**  
**2017**

**Venue: Taree Hockey Centre**

**Time: 6pm**

Present: Deb Monck, Michelle Collier, Doug Davidson, Lyn Turner, Shane Green and John Surtees

Apologies: Adam Birkefeld and Dylan Turner

Visitors: Craig Colvin/Dan Aldridge/Meredith ? and Ruth Sheather

Declaration of Conflict of Interest: Nil

**a. Web page**

Meredith ?? gave a brief description on her costings to develop a web page.

The meeting gave her the following requirements for an updated web page;

1. Drop down boxes
2. News items displayed on front page
3. Draws /results and point scores for each competition
4. Documents - constitution/playing rules/hall of fame/forms
5. Insurance
6. Links to Hockey NSW/Facebook and other social media
7. Sponsors – Good Sports
8. Rep team information
9. Calendar

Meredith ?? will prepare a quote to include the suggestions.

Ruth and Meredith left the meeting

- b. New Clubhouse and Turf** - Dan Aldridge and Craig Colvin gave an update of the progress of the new field and presented to the meeting with a spread sheet (see attached) detailing costings and the extent of the overruns.

Meeting expressed their concerns as to the “blow out” in cost associated with the club house extensions and the third field.

Craig and Dan left the meeting.

The meeting then discussed the spreadsheet and it was agreed that the field needs to be finished.

Deb requested to arrange meeting with Midcoast Council to discuss.

- i. The funding arrangements between Midcoast council and the association. What would be required if a loan is provided by council i.e. interest rates and repayment schedule.

- ii. to inform them about our surprise and the concerns we have with the increase in the amount of money that the association will have to borrow to complete the field is it within our capacity to repay.
- iii. Request a detail spreadsheet for the construction of the clubhouse and the field.
- iv.
- c. **MOU with MVCC**

The meeting discussed the MOU developed from a meeting with MVHA and MVCC. Deb & Michelle, and the MVCC, Michael C & Michael D were present at the meeting held on 13/10/17. The intent is that these principles form a MOU between the two associations.

- Power - Meeting were all in agreement that there should be a sub meter for the cycle club. Deb requested to discuss with Michael Cross
- Water – Based on the sqm % used by the MVCC over the entire hockey complex. Bill to be supported by evidence of charges to the MVHA
- Lease - Based on the sqm % used by the MVCC over the entire hockey complex
- Usage – Is permissible of areas occupied by each association, by negotiation, for significant events
- Security – Each association is to be responsible for security of their occupied area.
- Insurance – Building insurance, based on the sqm % used by the MVCC over the entire hockey complex. All other insurances are the responsibility of each Tennant,
- Maintenance – Perimeter grounds are to be kept clean after each event, the area of occupation by each association is to be maintained by the corresponding organisation.
- Amenities – Lower level outside amenities are available for use by the MVCC on a as need basis. Upper floor amenities are available by negotiation. A monthly fee is to be remitted to the MVHA for consumables and cleaning in relation to the lower level amenities. Meeting suggested MVCC be charged \$60/mth and the cost to be reviewed annually.
- Diagram to be drawn showing areas managed by MVHA, MVCC and common areas.
- Canteen and bar will always remain under the control of MVHA.
- Mowing – who does.
- Communication – Communication between the MVHA and MVC is to be via the Presidents or delegated executives of each association. Each association is to provide contact details yearly within 30 days of respective AGM's.
- JS to draw a floor plan showing areas managed by groups.

#### **d. Club House Extension**

##### **i. Security**

Two quotes were obtained;

SNP \$55009

Advanced Coast Security \$3500

Meeting agreed to accept Advanced Coast Security's quote. The Secretary to contact Dave Dundas from Advanced Coast Securities to request sensors to be installed in the main lounge area upstairs and the pro shop/machinery storeroom downstairs as soon as possible. Other upstairs sensors be installed when the roller shutters are installed.

- ii. **Bollards** between TLF and ATF Cycle track end. Deb requested to action with Michael Cross.
- iii. **Breeze Way Gates**

Deb will contact MVCC to offer to meet half cost of supply and fit two security gates for breeze way if they meet the cost of a sub meter for their electricity..

**e. Reimbursement for Shane Green**

Shane to be reimburse each month for his work in preparing the TLF for Futzal matches and Masters nights. Shane requested to keep a time sheet

**f. Working Bee to paint exterior of club house**

Date set 11<sup>th</sup> Nov rub back and 12<sup>th</sup> Nov paint. MVCC members be invited to be part of the working bee.

Materials 3:1 undercoat plus 21 grade sand paper.

**g. Allowance for Depreciation**

Doug suggested that funds be set aside to cover depreciation of buildings and equipment.

**h. Uniforms outstanding**

2 uniforms outstanding from over 45 Div 2  
D Boyd and Michelle Border?

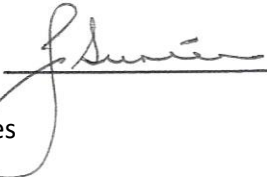
**i. Trophies**

Discuss at next P and S meeting.  
Revisit Women's Masters Glasses.

Meeting closed 9.30pm

Signed:

John Surtees  
Secretary



Signed :

Deb Monck  
President

## **2017 October Board of Management Correspondence**

2/9/2017 Telstra Account \$79.99

2/9/2017 Com Bank Statement

2/9/2017 Com Bank Cheque Account

2/9/2017 Sharks Cheque \$3857.25

25/9/2017 HNSW Team Nominations close for the Under 13 Boys and Girls Indoor State Championships at COB Friday 29 September 2017

25/9/2017 Doug registered Manning Valley for the NSW Under 13 Boys Indoor Championships

25/9/2017 Adam nominating for open men's indoor state championships

28/9/2017 Doug dispersing of prize money

29/9/2017 Advanced Coast Security quote on addition security system for extension \$3498.70

29/9/2017 Midcoast council electricity account \$6526.03 from 23/6/2017 to 15/9/2017

10/10/2018 Linda Ferguson withdrawing of her Managers position and Ben as coach

10/10/2018 Doug Open Mens Indoor payment to HNSW \$470

15/10/2017 Doug Reimbursement for Shane \$70.30

15/10/2017 Doug HNSW Invoices Under 13 Boys Indoor \$506.50 and Under 13 Girls Two Teams \$1013

13/10/2017 Michelle Neal Accommodation at Grafton 2018 Bent Street Motor Inn Under 15 Girls

16/10/2017 HNSW Team Nominations close for the Under 18 Boys Indoor State Championships at COB Friday 20 October 2017

**Section 1**

<b>MVHA</b>			
<b>3rd Field</b>			
	<b>Contracted amount</b>		\$826,618
<b>Variations</b>			
No.1	Top soil removal	\$239,676	
No.2	Latent condition	\$6,245	
			\$245,921
<b>Total</b>			<u>\$1,072,539</u>

**Section 2**

<b>Building</b>					
<b>Contracted Amount</b>					\$411,750
<b>Combined Variations</b>			<b>MVHA (65%)</b>	<b>MVCC (35%)</b>	
No.1	Concrete slabs	\$2,500	\$1,625	\$875	
No.2	Piers & footings	\$4,840	\$3,146	\$1,694	
No.3	Hotwater Supply	\$1,560	\$1,014	\$546	
No.4	Coor Drilling	\$300	\$195	\$105	
No.5	External Concrete & Pit	\$3,300	\$2,145	\$1,155	
No.6	New Storm water line	\$2,400	\$1,560	\$840	
No.7	Water Proofing wall	\$1,000	\$650	\$350	
No.8	Upstairs cornice lining	\$540	\$351	\$189	
		<u>\$16,440</u>	<u>\$10,686</u>	<u>\$5,754</u>	<u>\$16,440</u>
					<b>\$428,190</b>
<b>MVHA Extras</b>					
	Painting and patching of existing internal wall		\$3,700		
	Remove old cornice & repair		\$450		
	Less PC items purchased by Hockey		-\$2,523		
					<u>\$1,627</u>
<b>MVCC Extras</b>					
	Electrical (fans, switches and upgraded light fittings)		\$1,000		
					<u>\$1,000</u>
<b>Building Total</b>					<u><u>430,817.00</u></u>

**Section 3**

<b>Funding</b>			
<b>MVCC</b>	CBP Grant	\$75,000	
<b>MVCC</b>	Variation Contribution + Extras	\$6,754	
			81,754
<b>MVHA</b>	Council Loan	\$600,000	
<b>MVHA</b>	Grant	\$780,000	
			1,380,000

	<u>1,461,754</u>
Balances	
Funding	1,461,754
Contracts & Variations	<u>-1,503,356</u>
Balance	<u>-41,602</u>

**Section 4**

<b>NOTE:</b>	Extra electrical mvha	\$3,000
	Synthetic surface	\$410,000
	Gates	\$3,600
	Roller Doors (match existing)	<u>\$5,363</u>
		<u>\$421,963</u>