



MANNING VALLEY HOCKEY ASSOCIATION MINUTES OF 2009 NOVEMBER BOARD OF MANAGEMENT MEETING

Date of meeting: 16TH November 2009
Meeting venue: M.V.H.A Clubhouse

Meeting opened: 7.20pm

Members Present: Debra McGillicuddy (DM), Diane Cubbin (DC), Lynne Turner (LT), Dylan Turner (DT), Alan Steere (AS), Grant Coleman (GC), John Surtees (JS).

Apologies: Jane McNeil (JN).

a. Minutes of the August Board of Management Meeting

Amendments to minutes President Frank Birkefeld was in attendance at the meeting

Moved: DT

Seconded: DC

Carried

Business Arising from Minutes of the August Board of Management Meeting

- i. DC to check to see if hockey goals used at Veterans Women's Championships have been returned to Forster Hockey Club

b. Minutes of the October Board of Management Meeting

Moved: AS

Seconded: DT

Carried

Business Arising from Minutes of the October Board of Management Meeting

- i. Frank has not yet received correspondence regarding if there is workers compensation
- ii. Council Certificate of Occupation still not issued
- iii. Further informal discussions to be made with cycle club re using store room at club house for their use. (LT) raised issue of accountability /key deposit
Action: FB to make contact
- iv. Lighting upgrade for Terry Launders Field
(DM) informed meeting that the new lights have been ordered
Commonwealth grant will cover lights purchase

c. Correspondence

November Inward Correspondence

Reference	Date	Contact	Business
n12009	November	MVHA	E Mail attachments-Junior General Meeting August 2009refn12009
n22009	10	MVHA	
n32009		MVHA	ANNUAL GENERAL MEETING of the JUNIOR SUBrefn22009
n42009		NSW	
n52009		NSW	mvhacontactsefn32009
n62009		NSW	nswSeptember 8 Board Meeting Minutesrefn42009 nswMemo - U18 girls full state trial - rankingsref52009 nswMemo - U13 boys half state trial - association split and rankingsref62009 HockeyNSW09FinancialReportRevisedn72009
n72009	November		
n82009	11	Commonwealth	1 st Oct Commonwealth bank statement Better
n92009		Bank	Business Loan \$327282.00
n102009		Commonwealth	16 th Oct Commonwealth bank Cheque account
n112009		Bank	\$18776.91
n122009		Commonwealth	16 th Oct Commonwealth Bank Cheque account
n132009		Bank	\$833.25
		Greater Taree City Council	11/11/2009 Overdue Charges Account Code DMAN185 \$10,086.91
		John Turner	Sports Grants Program Guidelines
		Price Busters	Food Busters Price Lists/Range

November Outward Correspondence

Nil

d. Treasurer's Report

Not available

Discussions took place regarding the exact financial position of the association. Cheque books, deposit books, financial statements, accounts etc have been obtained from the previous treasurer.

(DC) has done preliminary work and tabled an estimate of the financial position of the association [see attachment].

Account	Bank Statement Balance	Unpresented Cheques	Accounts Owing
Kiosk Account	\$1514.00	\$1044.20	GTCC \$614.00 Dairy Farmers \$1300.42
Turf Account	\$1272.90		
General Account	\$3632.40	\$2597.00	

Action: (JS) to inquire about Kiosk electricity account to see if the association is being charged the correct amount.

Turf Fees outstanding due to no accounts being sent to clubs

- i. Possibly Taree West Hockey Club
- ii. Wingham Hockey Club \$5000?
- iii. Tigers Hockey Club \$13,000?
- iv. Chatham Hockey Club \$16,000.00
(AS) is calculating fees owing

Moved: That all outstanding accounts be paid subject to availability of funds in bank

Moved: DT

Seconded: DC

Carried

Motion: That the Association's financial affairs are being audited by George Butler, a retired qualified Chartered Accountant who will volunteer his services to conduct the audit.

Moved: FB

Seconded: DC

Carried

Action: (FB) to see him on the weekend to get investigation underway.

Motion: That the Public Officer (LT) request from Department of Fair Trading an extension in time for the submitting of the association's Annual Statement.

Moved: JS

Seconded: AS

Carried

Action: (JS) to email (LT) forms. (LT) to complete forms and send off.

Next Financial Report to be presented at next B.O.M Meeting 14th December 2009 at 6pm.

Action: (JS) to email (DM) and (GC) a copy of the constitution.

Asset Register for Association's Assets (including depreciation) to be developed to be included in Treasurer's Report

e. Allocation of Directors Responsibilities

Director	Position
Debra McGillicuddy	Finance Director

Field Director(Club House Co-Coordinator)	Lynne Turner
Umpires Director	Jane McNeil
Turf Director	Dylan Turner
Promotions Director	Grant Coleman
Publicity Director	Di Cubbin
Records Director	(Vacant)
Administrative Director	John Surtees
President	Frank Birkefeld
Coaching Director	Alan Steere

- Peter Cubbin to be approached to be Club House Manager
- Gloria Smith to be approached to see if she is interested in continuing as Canteen Supervisor. It is suggested that a committee be convened to discuss issues such as
 - Safe Food handling
 - OHS
 - Volunteer recognition
 - Canteen arrangements
 - Venting of hot plates
 People to be approached to see if they are interested in being on such a committee include Dot Stuart, Jenny Parvin, Janice Surtees and Anne Mercer.
- Turf Cleaning Contract
 - Need for a formal contract outlining areas of responsibilities, payment, signatures problems and possible solutions
 - Action:** (DT) to contact Shane Green to discuss issues.
- Brenda Meldrum to be appointed Association's delegate to NSWHA and Hunter Power.
 - Moved: (DC) Seconded: (FB)
 - Carried**
- Brenda Meldrum to be appointed Equipment Officer of the Association.
 - Moved: (DC) Seconded: (FB)
 - Carried**
- Ruth Sheather to be approached to perform the Registrar's Position.

f. General Business

i. E Mail Addresses

M.V.H.A Junior Division's email address is mvjh@live.com
(DM) debmcg@bigpond.com

ii. Multi Toilet Roll Dispensers for club house toilets needed

Action: (GC) to investigate Wayne Richards Supplies
Ladies Hygiene Container required for disabled toilet.

iii. Wingham Hockey Club – request to position club sign on fence.

Motion: That Wingham Hockey Club be given permission to hang their sign on the Terry Lauanders Hockey Field at no cost to the Association .That Cougars Hockey Club be requested to position their sign which is at presented hanging on the Alan Taylor Memorial Hockey Field be moved to the Terry Lauanders Field.

Moved: (FB)

Seconded: (DM)

Carried

Action: (DT) to contact Cougars Hockey Club and Wingham Hockey Club.

iv. Promotions Night: (GC) to organise a meeting and invite member club officials and association sub-committee members for an information /"get to know you"/ideas sharing. The night to be organized for the 8th February 2010.

Action: (GC) to organise.

v. Budget to be prepared for 2010 Hockey Season for presentation at Promotions Night.

Action: (DM and (FB)

vi. (DC) gave a NSWHA report which included
NSW Constitution.

Carol Purdy resigned as President NSWHA.

Men's Vet under NSWHA Umbrella.

Canterbury new supplier to NSW for uniforms.

Paul Bruce to Visit.

Development of new Judicial System.

Presidents Forum Sat 20th February 2010. **Action** (FB)

Levy for 2010 1 ½ % increase on fees.

Graham McKenzie/Larry Mayer new Directors NSWHA.

State Tournaments Program on Net.

Team Rankings for tournaments discussed.

v. Signage in club house – rules, alcohol policy etc to be investigated at future meetings

vi. A movable Notice Board to be displayed outside club house for information to members.

Action: (AS)

vii. Board Meeting Agenda Secretary to be sent items to be added to Agenda for meeting.

Action: (All)

viii. Picture Rail for club house.

Action: (JS) to approach Campbell and Jones about supplying timber.

ix. John Surtees and Alan Steere displayed the completed profiles of our four Australian Players who began their playing careers with our association which will be framed and displayed in the Clubhouse of our. It was suggested by Mick McDonald,

Manning River Times that we have an unveiling day when they are framed and we can invite the recipients. Bill Collins has done all the art work.

Meeting Closed 9.15

Next Meeting: 14th December 2010.

Signed: _____

Secretary

Signed: _____

President