



MANNING VALLEY HOCKEY ASSOCIATION INC.
FEBRUARY BOARD MEETING – Tuesday 19th February 2019
Venue: Taree Hockey Centre
Time: 6pm

Present: Deb Monck, Michelle Collier, Lyn Turner, Dylan Turner, Kevin Haigh, Loretta Bennett and John Surtees

Apologies: Shane Green and Adam Birkefeld

Visitors: Nil

Declaration of Conflict of Interest: Nil

1. a. Minutes: Jan 2019 Board of Management Meeting:

Moved: John Surtees

Seconded: Kevin Haigh

- b. Minutes February Special BOM Meeting

Moved: Lyn Turner

Seconded: Kevin Haigh

1. Business Arising from the Jan BOM Minutes and February Special BOM Meeting

- a. Non-financial Members

Some clubs have informed the Secretary with a list of Non- financial Members to be sent to Hockey NSW. The Secretary is requested to inform clubs that the deadline to submit the Nof non- financial members to MVHA is the last day in Feb

- b. Lyn informed the meeting that it takes a long time for the replacement gas to move up the line to the canteen.

- c. Score Board Computers – Deb to test scoreboards/computers for problems.

1. Storage space at the centre for clubs.

Kevin to discuss with the “boys” to see if storage space can be created to allow for clubs to store training gear at the centre

2. January 2019 /Feb BOM Correspondence

Moved: John Surtees

Seconded: Michelle Collier

3. Treasurers Report:

- Deb Welcomed Loretta Bennet to the BOM Committee and thanked her for taking on the position of Treasurer of the Association. She has met with the previous Treasurer Doug Davidson together with Kevin Haigh to discuss the financial policies and procedures for MVHA.
- Manning Valley Hockey Association (MVHA) officially accept the nomination of Loretta Bennett to the position of MVHA Treasurer for the 2019 season onwards. For access to financial records through the Commonwealth Bank and online with Commbiz the Board of MVHA request that Doug Davidson be removed from the MVHA accounts and Loretta Bennett be added, the formal paperwork/ forms required will be completed and submitted to the Commonwealth Bank as soon as practicable.

Moved: Deb Monck

Seconded: Michelle Collier

4. General Business/ Business Arising from P&S Meeting Oct 2018:

Presidents and Secretaries Meeting

- i. Port /Manning Mid North Coast Div. 1 Comp

ii. Non- Financial Members
Board Positions for consideration

- a) **Club House Director:** Lyn Turner
- b) **Turf Director:** Shane Green
- c) **Umpire Director:** Carry over to next meeting
- d) **Juniors Director:** Carry over to next meeting
- e) **WH&S and Member Protection Officer:** Kevin Haigh
- f) **Senior Reports:** Michelle Collier
- g) **Publicity:** Carry over to next meeting **Judiciary: Adam :**
- h) **Association Registrar** Carry over to next meeting:
- i) **Representative Coordinator:** Carry over to next meeting
- j) **Carnival Committee:** Carry over to next meeting

2. Web Page

At the Presidents and Secretaries all members indicated that they are happy. Secretary has been in touch with the Web Page Designer to add and change some items.

3. Liquor License

Frank Birkefeld has obtained a limited license for the 2019 hockey season. Lyn, Deb and Kevin will meet with the Licensing Police Linda Hedley tomorrow to discuss the third field and alcohol consumption

4. Security Cameras

Two quotes \$4,313.10 and \$4,787.26

The meeting agreed that the cameras are required as an additional security measure. Kevin was requested to contact Phil and confirm with him that we accepted his quote as presented and to install the cameras as soon as possible.

Moved: Michelle Collier

Seconded: Lyn Turner

5. Turf Maintenance and Cleaning

The meeting agreed that Shane's Contract needs to be reviewed and his duties and times need to be specified. Loretta and Kevin to revise his contract and after it will need to be discussed with Shane

6. Polytan Inspection of Third Field

Deb will contact them and get them to come and inspect new turf and deal with any issues.

7. Wayne Green has been contacted to fix main internal light switch downstairs and replace the cover on the strobe light for the underground pump-out system

8. Workers compensation insurance

Increase in cover for Workers Compensation Insurance may need to be considered. If total wages are over \$7,500.00 the Association is obligated to pay workers comp insurance.

Discussed and currently MVHA do not pay wages above the threshold and therefore do not require the extra insurance.

9. Contents insurance

Loretta will contact Tony Smith at Oxley Insurance Brokers to see when the policy is due and to see if additional cover is needed.

10. Insurance for the Third Field is insured.

Confirmation has been received by email from Dan Aldridge that the third field is insured by MidCoast Council)

11. MidCoast Council and Taree Hockey Centre Lease

Doug contacted council and discussed the proposed lease. He told them that we were not happy with the amount that they were to charge us for the lease and that we would talk to them in the New Year. Deb to contact them to discuss.

12. The family discount for Association registration fees

The meeting agreed that this policy will be disregarded.

13. Indoor representative team training

Representative Team Manual to be updated to include the policy

14. Representative team transactions

Due to the extra work involved for the Treasurer when monies collected by individuals was given to the Treasurer for receipting. Team Managers will be requested to deposit collections in bulk to the treasurer for banking and keep to keep their own records. Deb and Loretta will develop and appropriate spreadsheet to give to the Team Managers to use. The spread sheet to be put on MVHA Web Site.

15. A policy to cover extra funds that have been collected from some representative player groups and banked in the Association account to be available in future years needs to be discussed with the co-ordinator.

16. Women's Masters Indoor representatives.

The teams will be required to follow the policies as set out in the Rep Team Manual

17. Just Hockey vouchers

Adam will be requested to follow up with Just Hockey to see if vouchers from last year have been claimed... The Just Hockey sponsorship arrangement matures at the end of the 2019 season.

18. iPad Minis

Need to be utilised. The Junior Umpire Coordinator Chris Dennes to be contacted by Dylan and their use for training umpires discussed.

19. Association Registration Forms for fees

Ruth Sheather and Lyn Schneider are working on **updating** the Form

20. Age Waivers

The meeting recognised that they are absolutely necessary. The responsibility for the collecting and collating is the responsibility of the Junior and Senior Match Committees. Clubs can get their representatives to bring them to the meetings and or make arrangements to have them signed on a Saturday prior to the individual playing.

21. Changes to MVHA Account Signatories

Motion: *"The Treasurer to make appropriate arrangements with the Commonwealth Bank to update signatories to the accounts and set up new users the tokens to access CommBiz. Loretta Bennet MVHA Treasurer will be a signatory on all MVHA accounts*

As per the Constitution signatories and CommBiz users are;

President; Deb Monck
Vice Pres Michelle Collier
Secretary: John Surtees

Treasurer: Loretta Bennett
Ordinary Member: Kevin Haigh

Moved: Deb Monck

Seconded: Dylan Turner

Carried

22. Hockey promotion

MVHA is committed to a display at CCC this year. The date and time set is the preferred date 9th March 2019 from 8 am to 3 m 2019. Other Date 23rd March 2019.

23. Sink Plug in canteen. Lyn needs a replacement. Michelle to check on at work

24. Update to honour board

Secretary was given permission to update board.

25. XX Trophies

Yogi is retiring

26. Junior Match Committee use of hard ball.

They will be informed that the special hokin2 hockey balls must be used.

27. Turf Sweeper

Kevin was given permission at the meeting to purchase a turf sweeper as per the pamphlet presented at the meeting at a cost of \$1200

Moved: Kevin Haigh

Seconded: Dylan Turner

28. Rubber Chair Tips for chairs at clubhouse

160 required at \$1.10 each to protect the new carpet.

Kevin to purchase

Moved: Kevin Haigh

Seconded: Dylan Turner

29. High Vis Safety Strips on walkways concrete apron

Kevin given permission to replace them.

30. Edges of paths

Instead of Round up need to get an edging machine

Loretta suggested getting a loan edger from council.

Aldi may have a suitable on sale

Sometimes Midcoast Council auction off used equipment. The may send any suitable equipment our way?

31. Internet Modem

Doug spoke to Telstra about the Club House Modem. He was informed NOT to use RESET button if having trouble. People can turn it off and on if having problems. Telstra contact details are located in safe. Loretta to put a sign on the modem with this information.

32 Leaf Blower vacuum

Kevin informed the meeting of the effectiveness of the leaf blower demonstrated by council. Deb to write to Dan Aldridge from Mod Cost Council to find out if; the council are still going ahead with the modifying of the leaf vacuum that they have in their workshop at Forster and if so when and cost. /why he sent the text with the blower on EBay/if council have a back pack blower that they will be auctioning soon.

33 Contact Details

Loretta Bennett:

Loretta.errol@bigpond.com

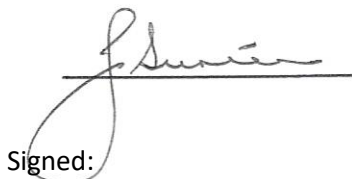
Mobile: 0428817286

Kevin Haigh

New email address

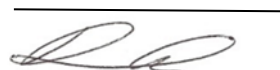
kevhaig@tpg.com.au

Meeting Closed: 8.15Pm



Signed:

John Surtees
Secretary



Signed:

Deb Monck
President

Correspondence for December /January

11/12/2018 – HNSW under 18 men's indoor team announcement
12/12/2018 Treasurer Women's masters account payment advice from Linda
13/12/2018 HNSW Men's Masters AGM information
17/12/201 Telstra account \$80
17/12/2018 police CYC account sixth of December \$200 court hire
17/12/2018 Jason Frendo thank the allowing him to show of the sweeper.
28/12/2018 mid coast Council account for electricity 15/9 – 14/12 2008 \$2094.88
28/12/2018 Treasurer account from mid coast Council Harry tech lighting system \$5167.30.
1/1/2019 Treasurer MoU for MV Futsal/indoor fees to buy orange peelers.
4/1/2019 Commonwealth Bank would charge account \$114.97
5/1/2019 cheque account 181130 \$13,252.77
-online Saver's account \$106,425.57
-cheque account number 181231 \$7798.74
5/1/2019 mid coast Council electricity account 15/9 – 14/12 \$2094.88
5/1/2019 MVCC electricity account \$129.26
6/1/2019 MVFUTSAL account \$1068
9/1/2019 Treasurer account sent to Futsal.
9/1/2019 sales at select sports account \$151.90 (again).
9/1/2019 Treasurer account sent to MV Futsal \$1101.
9/1/2019 Treasurer Australian tax office activity statement \$1648 refund \$1191.
9/1/2019 Michelle – carpet
10/1/2019 Advanced Coast Security monitoring account quarterly \$271.78.
10/1/2019 request from Chatham hockey club for information on fees.
10/1/2019 hockey New South Wales David Thompson AGM motion Saturday 16th of March 12 33 Fig Tree conference centre Olympic Park.
12/1/2019 Deb fees the 2019Turf Hire Fees
13/1/2019 Jason Sipek request for calendar
13/1/2019 Pete Mills site running
14/1/2019 HNSW awards evening.
14/1/2019 Commonwealth Bank society cheque account \$7683.07 credit business online Saver account \$106,425.02 credit Corp charge account \$114.97.
14/1/2019 Officeworks spam invoice.
14/1/2019 Shane green turf booking for Sunday for the Hunter Academy Squad training session. 9am
14/1/2019 Telstra account \$95.
15/1/2019 Wingham hockey club letter re-petition times/security fencing.
15/1/2019 Tigers hockey club question 2019 fee schedule.
15/1/2019 Treasurer indoor fees owing Orange Peelers - \$60.00 and More - \$30.00.
15/1/2019 Treasurer – Auditors Report
17/1/2019 Treasurer – Tax Invoice
18/1/2019 Hockey NSW Newsletter
19/1/2019 Tigers HC request for copy of age waiver
20/1/2019 Allison reminder for carpet Account
21/1/2019 HNSW Mens Masters Nominations
22/1/2019 Chatham HC Annual Statement
22/1/2019 Hamish hire of clubhouse for workshops
23/1/2019 HNSW Womens Masters Newsletter

23/1/2019 HNSW Indoor Championship Dates
23/1/2019 Hunter cup 2019
23/1/2019 Jason Frendo Turf Sweeper info
25/1/2019 Cougars Contact Details
26/2/2019 Sharks HC Insurance question Certificate of Currency/Question when rep teams coaches managers are selected.
28/1/2019 Shane Green Committee Nomination
28/1/2019 Kevin Haigh Committee Nomination
28/1/2019 Treasurer Reports
28/1/2019 Deb Presidents Report
28/1/2019 Tim Lestrangle Email Address
30/1/2019 Treasurer Tax Invoice Advanced Coast Security Monitoring\$253
31/1/2019 Chatham CH Contact Details
1/2/2019 Taree West Contact Details
1/2/2019 Advanced Coast Security Quote for cameras
1/2/2019 Treasurer Invoice 484 MVCC \$15
1/2/2019 Treasurer Invoice 485 Futsal\$601
1/2/2019 HNSW Mens Masters advanced nominations
1/2/2019 Elgas Account \$0.00
2/2/2019 Chatham HC training back from Wednesday 27th February 2019 from 5pm-7pm/using a 2nd field from 5pm to 6pm/2 fields from 5pm to 6pm and 1 field 6pm to 7pm on Wednesdays
4/2/2019 Sharks Contact Details
4/2/2019 Chatham List of Unfinancial members.
4/2.2019 LT Lockers.
4/4/2019 Dylan Mid North Coast Hockey Comp from Simon Thresher
7/2/2019 TWHC List of Unfinancial Players
7/2/2019 TWCH Web Page Info Update request
7/7/2019 Philip Newell \$4,313.10.Camera quote
7/7/2019 Petries Mitre 10 Lock \$66.96
7/7/2019 Pete Frappell MVHA Mens Masters contact details
7/7/2019 Tigers HC Contact Details
7/7/2019 Treasurer XX Trophies Unpaid Invoice \$17.40
8/2/2019 Great Lakes HC Contact Details
11/2/2019 LT Annual Returns
11/2/2019 Wingham List of Unfinancial Players
11/2/2019 Hockey NSW Masters Team nominations are now due for the Over 55's Championship to be held on 5th – 7th April in Bathurst
11/2/2019 HNSW AGM Formal Notice
11/2/2019 Barrier Signs Signs \$66
13/2/2019 HNSW Womens Masters Newsletter
13/2/2019 H Australia Pro League information
13/2/2019 Wingham HC Uniform picture
13/2/2019 MidCoast Council Account Replacement of Lights on Alan Taylor Field \$2140.60
13/2/2019 NSW Awards Night is being held next Saturday night the 23rd of February
19/2/2019 PO Box Hire \$130