

# MSWA BOARD MEETING

Minutes of Meeting – Wednesday, 17<sup>th</sup> January, 2018

SWA Boardroom, Beatty Park Leisure Centre, 220 Vincent St, NORTH PERTH WA 6006, Meeting Start 5.30pm

Agenda Item	Notes	Outcome/Actions/Timeline
<b>Attendees</b>	Graham Senders (President), Sandra Mutch, Fiona Wilkins, Andy Muller, Martin Lodge, Lynne Duncan (Chair)	Quorum present
<b>By Invitation</b>	Lynne Duncan (minutes)	
<b>Apologies</b>	Nick Wyatt	
<b>1. Welcome</b>	GS welcomed all in attendance and recommended that Board work on governance as major focus. LD agreed to Chair the meeting and welcomed WH as volunteer minute taker.	
<b>2. Conflicts of interest</b>	Nil	
<b>3. Consent Agenda</b>	<p>3.1 Minutes from previous three Board meetings were tabled for approval:</p> <p>3.1.1 Minutes from 13 September 2017 were moved by FW and seconded by SM - AGREED            3.1.2 Minutes from 1<sup>st</sup> November 2017 were moved by FW and seconded by AM – AGREED            3.1.3 Minutes from 15<sup>th</sup> November 2017 were moved by FW and seconded by AM – AGREED</p> <p>Matters arising from above minutes:</p> <p>3.1.1 Related Party Purchase Policy to be developed.            3.1.2 LD to be included in attendance.</p> <ul style="list-style-type: none"> <li>• Member retention issue regarding TOs to be discussed at Technical Sub-committee for response to MSA.</li> <li>• Feedback to be requested from effected Clubs re possible future Multi-class events for response to MSA.</li> <li>• Board nomination form to be finalized for distribution to Clubs this week.</li> </ul> <p>3.1.3 CBA signatory authorities to be finalized.</p> <p>Board Reports received in advance were circulated with Agenda and taken as read.</p>	<p><b>Action: ML to draft policy</b></p> <p><b>Action: LD to coordinate</b></p> <p><b>Action: FW to draft email for office</b></p> <p><b>Action: GS to view draft from ML for office</b></p> <p><b>Action: Authorities to be activated NW</b></p>
<b>4. Items for discussion</b>	<p><b>4.1 Nationals N18 Surplus</b>            Report from NW was tabled and accepted.</p> <p><b>4.3 Board Nominations</b>            GS confirmed items were covered at 15<sup>th</sup> November meeting.</p> <p><b>4.4 Ownership of Annual Report</b>            GS confirmed that Annual report to be constructed in 2 parts, with initial bones of document to be commenced now and financial reports added after audit completed and signed off.</p>	

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	<p><b>4.5 WA Sports Star Awards 2017</b> GS advised awards function is on Thursday 8<sup>th</sup> February 2018 with nominations due soon. Meeting agreed to purchase a table as per usual arrangement.</p> <p><b>4.6 Dissolution and reconstruction of 10km committee</b> GS outlined need for approval of process after resignations in recent weeks. AGREED.</p> <p><b>4.7 Position of EO and replacement</b> LD advised that job description draft was underway and that panel of three including Life Members Kim Tyler and Tricia Summerfield was confirmed.</p> <p><b>4.8 Volunteer acknowledgement function</b> Item deferred for discussion at next meeting however GS recommended awards function for 2018 State Championship results be conducted together with Club Volunteer presentations.</p> <p><b>4.9 Interim Arrangement for EO position</b> LD advised:</p> <ul style="list-style-type: none"> <li>• WH had agreed to work 10 hours per week until new EO is appointed. Monday and Wednesday afternoons initially. Meeting agreed on salary according to part-time casual rate.</li> <li>• final payment for previous EO had been completed.</li> </ul> <p>GS congratulated LD on great work undertaken since EO left MSWA and suggested that vehicle claim process be reviewed and revised where necessary as part of the process to appoint a new EO. Payroll documents to be employed.</p> <p>LD suggested meeting agree to reduced hours at higher salary rate to enable higher level of EO applicants.</p> <p><b>4.10 Kerensa Allason Legacy Fund</b> LD tabled proposal and advised:</p> <ul style="list-style-type: none"> <li>• Panel had met and developed criteria with aim to help less fortunate members participate at State events with funding available for approximately 10 years.</li> <li>• Documentation to go to Clubs soon.</li> </ul> <p>LD recommended Board approve proposal. AGREED.</p>	<p><b>Action: LD to follow up</b></p> <p><b>Action: JD document to be finalized and distributed through formal channels</b></p> <p><b>Action: Place on 14<sup>th</sup> March 2018 Board meeting agenda</b></p> <p><b>Action: LD to liaise with NW re WH salary arrangements</b></p> <p><b>Action: Time sheets and payroll advices to be reinstated</b></p> <p><b>Action: LD to finalise EO employment documents with NW for approval by Board</b></p> <p><b>Action: LD to coordinate and implement</b></p>
<b>5. Items for Information</b>	<b>5.1 Grievance process</b> No report received.	
<b>6. Other Reports</b>	Nil	
<b>7. Other Business</b>	7.1 LD advised Heather MacGowan Scholarship documentation had been received.	<b>Action: Promote to Clubs</b>

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	<p>7.2 LD advised that locked box is being investigated for keys.</p> <p>7.3 LD confirmed having completed 2018 meeting dates document for distribution.</p> <p>7.4 LD confirmed draft minutes of November Council of Clubs meeting be revisited before distribution.</p> <p>7.5 GS advised having received a query from Leeming Club re their funding application. Board agreed in principle if meets criteria. Leeming to be requested to resend document.</p> <p>7.6 LD advised having discussed Albany OWS issue again with organisers. Meeting agreed to suggest postponing until 2019.</p>	<p><b>Action: Distribute to Clubs</b></p> <p><b>Action: LD to review document for approval</b></p> <p><b>Action: Office to request document to be resent</b></p> <p><b>Action: LD to advise Albany of recommendation</b></p>
<p><b>8. Next Meetings</b></p>	<p>Board: Wednesday 14<sup>th</sup> March 2018 SWA Boardroom 5.30pm</p> <p>Council of Clubs/AGM: Wednesday 21<sup>st</sup> February 2018 Time &amp; Venue TBC</p>	

Meeting closed at 7.12pm

President: Fiona Wilkins (from 21<sup>st</sup> February 2018) \_\_\_\_\_