

# MSWA BOARD MEETING

Minutes of Meeting – Wednesday, 14<sup>th</sup> March 2018  
 SWA Boardroom, Beauty Park Leisure Centre, 220 Vincent St, NORTH PERTH WA 6006, Meeting Start 5.30pm

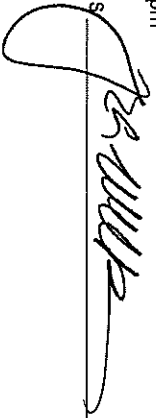
| Agenda Item              | Notes   | Outcome/Actions/Timeline  |
|--------------------------|---|---|
| Attendees                | Fiona Wilkins (President & Chair), Sandra Mutch, Lynne Duncan, Julie O'Connor, Andreas Muller   | Quorum present  |
| By Invitation            | Sophie Row (minutes)  |   |
| Apologies                | Martin Lodge, Graham Senders  |   |
| 1. Welcome               | FW welcomed all in attendance   |   |
| 2. Conflicts of interest | Sandra Mutch – Secretary Swan Hills<br>Andy Muller – Coach Perth City<br>Julie O'Connor – President & Club Captain, Bunbury Masters<br>Sophie Row – Board Member (Marketing & Sponsorship) Volleyball WA  |   |
| 3. Consent Agenda        | 3.1 Minutes from previous meetings were tabled for approval:<br>3.1.1 Minutes from 17 <sup>th</sup> January moved by FW and seconded by LD - AGREED<br>3.1.2 Minutes from Council of Clubs meeting 21 <sup>st</sup> February were moved by FW and seconded by LD – AGREED<br>3.1.3 Minutes from 15 <sup>th</sup> November 2017 were moved by FW and seconded by AM – AGREED<br>Matters arising from above minutes:<br>3.1.1 Related Party Purchase Policy remains a work in progress.<br>3.1.2 Following feedback, Clubs are not supportive of future Multi-class events.<br>3.1.3 CBA signatory are in the final stages of being authorized.<br>4.5 WA Sports Awards – there was no representation due to no MSWA members being nominated<br>4.7 The position of Executive Officer has now been filled by Sophie Row<br>4.8 Volunteer Acknowledgement Function<br>4.10 Four applications have been received for the Kerensa Allason Legacy Fund.<br>Board Reports received in advance were circulated with Agenda and taken as read. | Action: ML work in progress<br>Action: FW to feedback to MSA<br>Action: Authorities to be activated NW<br>Action: GS to form sub-committee with EO to plan this event |
| 4. Items for discussion  | 4.1 The following Board Portfolios were agreed <ul style="list-style-type: none"> <li>• President – Fiona Wilkins</li> <li>• Vice President - Vacant</li> <li>• Finance – Vacant</li> <li>• Administration &amp; Communications – Lynne Duncan</li> <li>• Events – Julie O'Connor</li> <li>• Recording – Sandra Mutch</li> <li>• Coaching &amp; Technical – Andy Muller</li> <li>• Governance – Martyn Lodge</li> <li>• National Delegate – Fiona Wilkins</li> </ul>  | Action: advertise via Sports TG to all clubs requesting a Director of Finance.<br>Include clarification that Albany event not Masters sanctioned OWS. EO              |

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|                          | <p>It was agreed that Minutes should be uploaded to the website once approved and an e-Alert sent to advise when the Minutes are available.</p> <p>4.2 CBA Signatories require updating</p> <p>4.3 Volunteer Acknowledgement Function to be passed over to the next meeting.</p> <p>4.4 Process for updating the Constitution to be passed over to the meeting.</p> <p>4.5 Strategic Plan Review</p> <p>4.6 Business credit card. It was noted that other banks offer better facilities and functionality for the NFP Sector. Westpac offer a Community Club account which combines a debit/Mastercard.</p> <p>4.7 Business Mobile Phone</p> <p>4.8 Reorganising and modernizing office</p> <p>4.9 OWS Planning session – MSWA attendance. The EO is unable to attend this event. Proxies to be found to ensure MSWA has representation.</p> | <p>Action: EO to action</p> <p>Action: NW to commence the process of handover</p> <p>Action: ML and JO to continue to draft for review at the next meeting.</p> <p>Action: EO commence planning Strategic Planning review.</p> <p>Action: EO to investigate options in regards to Banks as part of a wider Financial Audit and Review of processes</p> <p>Action: EO and LD to investigate options</p> <p>Action: EO/LD approach SWA to paint and maintain the office. Rearrange and purchase appropriate office equipment.</p> <p>Action: JO and SM to attend. JO to contact each club prior to the OWS Session to determine dates for next season prior to the planning session.</p> |
| 5. Items for Information | <p>5.1 Results of past State OWS have not been kept</p> <p>5.2 At the J2J it was reported that four cars were broken in to at the event</p> <p>5.3 A venue is required to store the OWS trailer</p> <p>5.4 The clinic is to be held on the 18<sup>th</sup> March – run by Elena and Siobhan</p> <p>5.5 AM advised he is unavailable to run future clinics due to work commitments</p>  | <p>Action: EO to ensure results are recorded and filed appropriately</p> <p>Action: FW to contact J2J to advise of need to increase security next year</p> <p>Action: LD to approach Damien Eyles to request whether National Storage would be prepared to store</p>   |

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|                   | 5.6 It was noted that the number of club participants is declining.<br>5.7 A review of points system for OWS is required<br>5.8 Priya Cooper has confirmed she is interested in being Patron but has not confirmed in writing<br>5.9 Recognition and appreciation for Wendy Holtam's contribution is required | Action: FW & SM to take to OWS Committee for review<br>Action: LD to follow up for confirmation of acceptance as Patron<br>Action: WH to be invited to next C of C for recognition. EO |
| 6. Other Reports  | None  |  |
| 7. Other Business | None  |  |
| 8. Next Meetings  | Board: Wednesday 2 <sup>nd</sup> May 2018<br>SWA Boardroom 5.30pm<br>Council of Clubs/ 2018 Wednesday 16 <sup>th</sup> May 6.30pm Clubroom, Beatty Park   |  |

Meeting closed at 7.05pm

President: Fiona Wilkins

 2/5/2018