**Committee Meeting**

**Monash University Water Polo Club**

**Minutes – 23/9/2018**

**5:30pm Lifeguard Tower – Doug Ellis Pool – Clayton**

Meeting called to order by Kai-Yang at 5:40 PM.

**Attendance**

Present: Kai-Yang, Kai-Xing, Lara, Mark, Aidan, Jason, Zac (late), Dean

Apologies: Tilly, Tom

Absent:

**Previous minutes**

Approved by Lara, seconded by Mark.

1. **General**

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| **Topic** | **Discussion** | **Actions** |
| 0.1 Manual and Constitution | Kai-Xing aiming to finish first draft by end of October to give everyone time to edit. |  |
| 0.2 Team Monash Presidents Meeting | UniOne software  Team Monash is working on something like RevSport but for all the university sports clubs. They are trying to have it ready for O-Week next year but no surprises if it isn’t.  Hopefully we will be able to charge WPV rego on Revolutionise and Club/Match fees on UniOne, then less work chasing fees and no need for Reckon anymore.  --  Off-campus event checklist – reasons  Monash runs Incident Control Management Scenario training sessions for sports clubs both daytime and evenings.  Right now Jason and Kai-Xing have done the training, ideally at all our events 1/2 people will have done it.  An incident happened to one of the other clubs on their retreat with one member getting aggressive after drinking. President called Michael Jones who did a *great* job helping them resolve the matter.  Example of why it is important to have everyone’s details especially for trips/overnights and that the information is given to Team Monash through the pre-event checklist, because they are there to help if anything goes wrong. |  |
| 0.3 Meeting with Michael Jones re affiliation | Individual Club meetings  Following the Presidents’ Meeting, Team Monash (Michael Jones and Marty Doulton) want to meet with each of the sports clubs individually.  They’ve realised that they themselves do not know a whole lot about running sports clubs and that in their efforts to centralise they have to figure out what sort of club each club is (eg competitive, recreational, instructional) and have a different affiliation agreement for each one.  There will also be guidelines for non-affiliated sports clubs.  Currently the meeting with Michael is set at Wednesday 10 October at 4pm.  Lets try Thursday 4 October (4pm? – no games, so we can meet Team Monash and pack Ballarat bags together then go training)  **Everyone** from Committee to try to be there at this meeting.  Need to raise: Grant and pool hire fees, future presidency, uniforms and supplier hunt, own t-shirts, unigames. | Kai-Xing to schedule meeting  **EVERYONE** to try and attend (4/10). |
| 0.4 WPV Constitution Updates | Meeting Summary with WPV at MSAC on 17/9  WPV asked a Big lawyer to help them with some amendments to their constitution to reflect   1. Principles of governance by Sports Australia (government body) 2. Current corporate practice   Principles and proposed amendments can be found in the WPV September newsletter.  WPV and the lawyer had a meeting at MSAC to discuss proposals.  Most notable change is that current office holders on Club boards can’t simultaneously go on the WPV board. You also won’t need to be a WPV member to go on the WPV board.  At the meeting they said they are already having some friends from outside helping out eg marketing, this will just allow them to formally be on the board.  However decisions like the new rules in Winter comp were also decided by the WPV board (Tony Ryan wasn’t really happy with them either) – do we really want these to be made by people who don’t have that same familiarity with the game? Maybe will lead to progressive innovation.  Note: WPV is having similar pressure to us. Like how Monash wants to centralise its sports clubs, WPA wants to centralise water polo clubs. In fact, Sports Australia is encouraging (through funding) all sports to centralise their State sport administration. Steve Blunt from WPA was there to speak to this. |  |
| 0.5 Catch up with Sally Jones | Meeting with Sally Jones  Sally Jones (staff at WPV) wants to catch up with us just to see how things are going with the club.  Probably not as important as the Team Monash meeting, but let’s try to schedule this for after that one.  Need to raise: Thoughts on constitution amendments | Kai-Xing to schedule meeting |
| 0.6 Bathers and Caps | Bathers Order  Bathers have come through, Kai-Yang dealing with distribution.  We charged people 45/80 for bathers based on information Rowan gave us. We got invoiced 45/85 + 10% GST by Delfina, which means we’d have to charge 50/95 to not lose money on bathers.  Probably won’t go with Delfina again because it’s too expensive.  Future Bathers Orders  With the Monash store on Kukri going up, Team Monash is also looking to centralise uniform administration for all the clubs.  Michael Jones said at the Presidents’ meeting that they want to take our Delfina bathers and ask their supplier to match the quality. He sounded very confident that they would be able to do this…  If they do this, then our bathers can be offered in their store and they can keep stock for us so it won’t take weeks or months whenever we do an order. Hopefully it will be cheaper as well.  Caps Order  We’ve successfully gotten past Rowan and straight in touch with Emma from Delfina – she seems to be handling the caps.  When we got in touch she thought we didn’t need caps anymore?  Kai-Xing to keep discussing between Emma and Marty to get a final design and organise order. Still aiming to have caps by Winter comp next year.  Perhaps email Michael ahead of the Team Monash meeting to see if he has a plan for caps since they are not really uniform (club owned rather than individually owned). | Kai-Xing to continue working on caps order  Kai-Xing to ask Michael/Marty about plans for caps |
| 0.7 Other uniform items | Cheap t-shirts  Team Monash sad the cheap t-shirt is just 1 of the 5 things they have to-do list. It’s not in the works yet and from the sounds of things will take at least another year before we can get them out to members.  We take this as an all clear to go ahead with organising our own t-shirts. Since Monash won’t finish theirs any time soon we will probably be allowed to sell to all seniors as well. | Dean to continue with the t-shirt designing that he started last time. |
| 0.8 Team kits (caps and balls) | Mark has done a team manager tips sheet and Jason has written up the gear policy.  Let’s wait until the start of Winter comp to send out this email since the season is almost over anyway and some teams were not exactly given full standard gear. |  |
| 0.9 Insurance | WPA pays insurance for all Clubs. WPV has certificate of currency for all Victorian Clubs. Monash has $20m public liability and injury cover.  Certificate of currency is on the Drive, we need to get it every year from WPV. | Kai-Yang to check exact details of our cover |
| 0.10 AGM | Typically AGM lines up with end of juniors season, which lines up with end of seniors season. We do a fun thing for the kids and they join seniors for a bbq after. This is usually so that we get enough people for quorum which may not be an issue this year…  Tentative date is therefore first week of December, 2/12/18?  Zac is happy to be returning officer and run the elections; he has run elections before. Other details can be sorted later. |  |
| 0.11 Chancellor Cup Golf Day | Monash invited us to share a golf day they run for their clubs to our members.  If anyone wants to spend $2-5k to get product placement and send their clients (or business partners or something) to play some rounds of golf then the money will go back to the club.  Committee decision to not send this to members as sharing will probably do more harm than good. |  |

**1. Juniors**

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| **Topic** | **Discussion** | **Actions** |
| 1.1 Juniors and sub-juniors | U12s and u14s Boys B teams entered. |  |
| 1.2 HaBaWaBa competition | We got invited to join a u12s tournament in December in Singapore.  We can barely have a team for our own tournament so let’s keep this one on hold. |  |
| 1.3 Ballarat competition | Exact times + running sheet of competition  Fixture is done. Running sheet not yet but not much to add – just the function on Saturday and presentations on Sunday.  Saturday registration opens 9:10 for first game at 9:45. Last game at 4:45 and evening function after.  Sunday first game at 8am, presentation after last game finish at 2:30.  Note that clocks go forward for daylight saving on the Sunday morning.  Dean going up on the Friday morning to bring goals. Pool should be set up by Saturday.  All teams confirmed:  6 u12s  2 u14 girls (footscray had to pull out just now)  5 u14 boys  Overall 9 -> 13 teams  MC promised to help out next year (Rod from MC was in hospital, MC has probably 1 in every grade)  St Caths + Albury not this time but maybe next time  Girls teams playing boys teams with special rules (5 goal head start, 3 goal lead becomes extra man)  Every team minimum 5 games + 1 or 2 final games  --  Update on t-shirts, bags, lanyards, passes etc  T-shirts being ordered on Tuesday, delivered the Tuesday after.  Bags due Monday.  Lanyards arrived a few weeks ago. Passes Dean will print at work.  Trophies organised, waiting on plaque.  Program not yet done.  Banners organised, available Tuesday. Made up some bigger ones to replace banners from last year.  Function booked + ready to go, just need exact numbers.  Started buying bits and pieces of food on special for Sunday breakfast. Certain items (eg bread rolls) buy from local stores once we get up there.  Bags will have:  T-shirt (if ordered)  Emma&Tom’s (bar + juice)  Program  Lanyard + Pass  Bag packing session together with Michael Jones meeting on Thu 7/10.  --  Update on sponsors  Be mindful that we want to show the sponsors afterwards how we promoted their stuff.  Add details to website and program, t-shirts, send them photos of the event etc – whatever you can think of.  As we want to turn Ballarat into an annual event, we would also like to retain our sponsors (Not sure about Delfina if we as a club stop ordering uniform through them). | Dean to send rough running sheet so we can plan who will do what over the weekend re volunteers  Dean to finish trophies, program, passes.  T-shirts, bags, banners on the way. Food sort out later.  Aidan to fill out fixture and team details on the website.  Lara (arrange with Mark) to pick up the Emma & Tom’s stuff and print Funkita vouchers – dress it up for the raffle.  Kai-Yang to receive merch from Delfina.  **Everyone** available to help pack bags on 7/10. |

**2. Seniors**

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| **Topic** | **Discussion** | **Actions** |
| 2.1 State Championship |  |  |

**3. Finances**

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| **Topic** | **Discussion** | **Actions** |
| 3.1 Financial position | We have around $15k in our bank account after paying $6.5k WPV fees and Delfina $2.5k bathers and receiving $9k grant from Monash.  Yet to pay $2.5k most recent pool hire invoice. They’ve charged us non-affiliated rate for pool bookings on the Sunday, Jason to inquire and we will discuss with Michael at meeting on 7/10.  Yet to receive around $9k in fees from members. Jason sent out the invoices on Reckon again today. If they don’t pay Zac will start texting people.  We potentially have to register for GST if we turn over $75k but let’s wait and see if they (ATO) do anything. | Jason to ask about the extra hire rate  Jason and Zac to continue chasing fees |
| 3.2 Pool fees | Started getting charged extra for Sunday rates. |  |
| 3.3 Club fees | We are set to operate surplus, don’t reduce fees because they are already low compared to other water polo clubs. |  |
| 3.4 Things to pay | Jason reimbursement for balls $151.60  Pool Hire $2516.57 Due Friday – Jason to inquire  WPV fees $6655 Due Wednesday - paid  Delfina bathers $2458.50 Overdue – paid (price increase?) |  |
| 3.5 Bathers | See above 0.6 |  |

**4. Social Media/Marketing**

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| **Topic** | **Discussion** | **Actions** |
| 4.1 Interviews | Good work Mark | Mark to keep up with weekly interviews |

**5. Social**

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| **Topic** | **Discussion** | **Actions** |
| 5.0 AGM | See above 0.10 |  |
| 5.1 Social event ideas | End of year Holey Moley breakup, probably after the AGM.  Sell tickets beforehand to know numbers, maybe we can go for dinner on the night too 😊 |  |

**6. Other Topics**

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| **Topic** | **Discussion** | **Actions** |
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Meeting closed by Kai-Yang at 7:05 PM.