Western Australian Volleyball Association Inc
VWA Board Meeting
Meeting held at Volleyball WA
180 Charles Street, West Perth
10 December, 2018 at 6.00pm

MINUTES

	Agenda Item	Discussion Points/Attachments	Action
1	Attendance & apologies	The meeting commenced at 6.00pm **Present:** Robyn Kuhl (RK), Ian Phipps - President (IP), Paul Prindiville (PP), Sophie Row (SR), Matt Hodges (MH) **Apology:** Ben McRobb (BM) **Welcome:** The meeting welcomed Scott Joy (Warwick Stadium) to the meeting. Scott provided the VWA Board with an update in regards to a possible new centre in South Perth.	
2	Registration of Conflict of Interest	The below VWA Board members indicated their Conflict of Interests • IP – WAVL Review Matters - Section 4.2 • SR – Masters Swimming and Sponsorship matters – Section 4.1 (Stakeholder Engagement)	
3	Minutes from Previous Meeting	It was resolved that the Minutes of the meeting held on 12 November 2018 be adopted as a true and correct record. All in favour – Carried	
4	Strategic Planning 2018 - 2021	The VWA Board noted the Comparative Data report for the statistical data outcomes of the VWA Strategic Plan.	
4	Business for decision at the	**4.1 Outstanding Risk Register / Operational Plan items of the VWA Board – Schedule** The meeting noted that the Risk Management Sub-Committee had meet on the 15 November,	

	meeting	2018. IP and RK as members of this sub-committee provided an update in regards to the meeting. After discussion the VWA Board meeting approved the following tabled documents;
		
		• VWA Risk Register Process
		• VWA Risk Management Gap Analysis for 2018
		• VWA 2019 Risk Register
		
		The VWA Board also discussed the following items;
		
		• The appointments for the VWA Committee Chairpersons for 2019. VWA Board approved the appointment of the 2019 VWA Committees;
		
		  • Coach Committee – Paul Prindiville
		  • Junior Committee – Mike Dempsey (noting that Mike is stepping down from this position as of March, 2019).
		  • Referee Committee – Sam Delany
		
		  The meeting noted that at this stage VWA Board does not have a Beach Committee Chairperson.
		
		  The VWA Board thanked Paul, Mike and Sam for accepting the VWA Committee Chairperson positions for 2019.
		
		• Stakeholder Engagement, it was agreed that as BM was not present at the meeting that this would be discussed at the next VWA Board meeting. In the interim the VWA Board agreed that a sub-committee would be formed to discuss those stakeholders that VWA should be approaching in 2019. It was agreed that this sub-committee would consist of SDT, BM, IP, RK and David Smith. It was further agreed that this meeting should be held in the first quarter of 2019.
			Stakeholder Engagement to be discussed at the next VWA Board meeting.
			
			A sub-committee be formed to discuss this further.

		The VWA Board also discussed the following Strategic Plan Enabler and the following Profile Priority; • Strategic Enabler – Strong Financial Sustainability – Amber • Profile – Review of the launch of Discover Volleyball (first six months) – Green It was agreed the VWA Policies Schedule for the review of VWA Policies would be tabled at the VWA Board meeting in February 2019. **4.2 WAVL Review** The VWA Board noted that the below information had been circulated to the WAVL Clubs on the 16 November, 2019. • WAVL Recommendations • Collated feedback from the Clubs RK also noted that to date verbal feedback had been provided by Rossmoyne VC and Reds VC. Written feedback and related questions had been provided by NSVC. RK noted that the following information would be distributed on the 15 December, 2018; • VWA Event Calendar showing all WAVL dates • WAVL and WAVJL key dates • The VWA fee structure for all competitions in 2019 • Date for the VWA Indoor Committee Meeting (7 February, 2019) • Announcement of membership of the WAVL Review Committee After discussion the VWA Board agreed the following in relation to the VWA WAVL Technical Committee and the VWA WAVL Review Committee; • The WAVL Technical Committee to remain the same as in the 2018 WAVL Technical Committee. • The following individuals be appointed as members of the WAVL Review Committee;	The VWA Policy Schedule to be discussed at the February 2019 VWA Board meeting. VWA to circulate calendar information prior to the closure of the office for Christmas.

		• All members of the WAVL Technical Committee • VWA Chief Executive Officer – Robyn Kuhl • Club Representative – Anthony Meo • Coach Representative – Mitchell Collins • Referee Representative - Dani Francis / Derek Scales (shared position)	
5	Business Arising from the previous meeting	**5.1 AVL** The meeting noted that Volleyball Australia had indicated that they would be undertaking a review of AVL prior to providing information in regards to the 2019 season and beyond. VA would be using an external Consultant Gavin McDonald – Gavin is employed by Sport Australia (previously Australian Sports Commission) and is on secondment with volleyball for six months. RK noted that this process would start with an initial meeting on the 13 December (in Melbourne). The VWA Board requested that RK provide a report at the next VWA Board meeting. The meeting noted that the VWA Steel Launch on the 10 November had been very successful. The VWA Board congratulated the teams for all their work in regards to the Launch. RK also noted that the VWA Steel Merchandise had been extremely well received. The VWA Board noted that the AVL games commenced in Melbourne today's date and wished both teams every success in the tournament.	RK to provide a report at the next VWA Board meeting.
6	VWA Staff Reports	The Board noted the following reports; **Operations and Support Section report** The VWA Board approved the following; • New VWA Club Affiliations; • Silver (1) – Merredin College.	

		• Bronze (1) – Mate in Oz – International Student Services **Participation and Development Section report** The VWA Board noted the information as tabled in the report. **Places to Play Update** The VWA Board noted the update as tabled at the meeting. All in favour – carried.	
7	Finance report	**7.1 Financial Reports / Budget Reports** The VWA Board accepted and noted the financial reports as tabled at the meeting. All in favour – carried. **7.2 2019 Budget** The VWA Board noted the information as tabled at the meeting. The meeting also agreed the following addition to the budget; • A fund of $4,000 be allocated in the budget to provide support for coaches and referees attending national / international events and camps. The VWA Board noted that this fund would allow $400 to be allocated per individual, per annum. **7.2 AVL Payment Plans** The VWA Board noted the following in regards to AVL payment plans; **2017** • Holly Trpcevska (AVL) – currently listed as an un-financial VWA member. **2018** • Trent Irwin • Waverley Burling	

		• Jason Laverdure • Tenille Ryan • Jackie Tamburri • Dylan Wood **7.3 DLGSC Grant Applications** The meeting noted the following; • DLGSC Regional Grant - SW ($15,000) – RK reported that the grant agreement had arrived in the VWA office today's date. **7.4 VA We are Volleyball Applications (July 2018 – June 2019)** RK noted that Volleyball Australia had still not made their Quarter Two payments. **7.5 BCA Sponsorship** RK noted that only $2,500 of the outstanding invoice for $10,000 has been paid. RK noted that the VWA office was following this matter up weekly. **7.6 VA CRM Payments** The VWA Board noted that the first installment payment had now been paid. **7.7 VA Insurance** RK provided a verbal update report to the meeting. The VWA Board noted that VWA is now represented by RK on the VA Working Group for 2019 (and onwards) insurance matters. **7.8 Approval for 2019 VWA Fees** The VWA Board approved the following for implementation in 2019; • 2019 VWA Fee Structure • 2019 VWA Rates for payment of Coordinators, Coaches and Referees	VWA to continue to follow-up outstanding monies from BCA.

8	General Business	**8.1 VWA Committee Reports** • **VWA Beach Committee (19 November 2018)** This meeting was cancelled. • **IBVF and VWA Meeting (22 November 2018)** RK provided a verbal update to the meeting. • **VWA Referee Committee (26 November 2018)** The meeting noted the information included in the Operations and Support section report in relation to this meeting. **8.2 Volleyball Australia Meetings – 24, 25 November (Stakeholders meeting) and 26 November, 2018 (ED's meeting)** IP and RK provided an update in relation to these meeting. The VWA Board also noted the VA Future Organisation and staff structure that had been provided at the National meeting. **8.3 2019 Planning** The meeting noted the final draft calendar for the meeting. RK noted that VWA was still awaiting information from VA in relation to a number of their competitions and camps. **8.4 Letter from the Minister** The meeting noted that letter as tabled at the meeting. The letter contained two items; • Governance Reform • Women in Leadership Positions **8.5 VWA Office Closure – Christmas Break** It was noted that the VWA Office closes on the 14 December 2018 and re-opens on the 2 January 2019.	

		8.6 Resignation of VWA Board Members at the 2019 AGM PP (personal family commitments) and SR (work commitments) both notified the VWA Board of their intent to resign from the VWA Board as of the 2019 AGM in April. The Board thanked both of them for their service to the Volleyball WA Board and noted that they would be very disappointed to see them leave.	
9	Date of next meeting	**11 February, 2019** **Date of VWA AGM: 30 April, 2019**	