

14 May, 2020 at 6.00pm

## MINUTES

Agenda Item		Notes	Action
1	Attendance & Apologies	<p>The meeting commenced at 6.00pm.</p> <p><b>Present:</b>                      Mitchell Collins (MC), Jo-anne Fitzpatrick (JF), Matt Hodges (MH), Robyn Kuhl (RK), Ben Mc Robb (BM), Beth Morris (BMo) and Ian Phipps – President (IP)</p> <p><b>Apologies:</b>                      Susan Diver-Tuck (SDT)</p>	
2	Registration of Conflict of Interest	<p>The below VWA Board members indicated their Conflict of Interests;</p> <ul style="list-style-type: none"> <li>• IP – WAVL Matters</li> <li>• BM – Beach and Indoor Beach Matters</li> <li>• BMo – WAVL and Beach Matters</li> <li>• MC – CoE, WAVL, AJVC and AVL Matters, GWA – application for LotteryWest Grant</li> <li>• JF – City of Vincent</li> <li>• MH – Boostax</li> </ul>	
3	Minutes from Previous Meeting	<p><b>Minutes from Previous Meeting</b>                      The VWA Board approved the following meeting minutes;</p> <ul style="list-style-type: none"> <li>• VWA Board Meeting Notes – 23 April, 2020</li> <li>• VWA Board Meeting Confidential Meeting Notes – 23 April, 2020</li> </ul>	

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		<ul style="list-style-type: none"> <li>VWA Board Confidential Meeting Notes – 16 April, 2020</li> </ul>	
4	VWA Policies	<p><b>4.1 VWA Transport Policy (as per Good Sports Accreditation #2)</b>                  The VWA Board noted the VWA Transport Policy as tabled at the meeting. The VWA Board members agreed that whilst this met the requirements of Good Sports, it needed review at a later stage to include the other areas of VWA's transport requirements.</p> <p><b>4.2 VWA Smoking Policy (as per Good Sports Accreditation #2)</b>                  The VWA Board noted the VWA Smoking Policy as tabled at the meeting.</p> <p>RK noted that the VWA Illegal Drugs Policy for Good Sports Accreditation #3 would be tabled at the next VWA Board meeting for approval.</p>	<p>At a later stage VWA to review possible additions to the VWA Transport Policy.</p> <p>The VWA Illegal Drugs Policy to be tabled for approval at the next VWA Board meeting</p>
5	VWA Updates in regards to possible incoming funds	<p><b>5.1 LotteryWest Grant (s)</b>                  RK noted that grant application had been submitted as required on the 13 May, 2020.</p> <p><b>5.2 City of Vincent (COV)</b>                  RK noted that the applications had been submitted for the COV Tenant Assistance grant for three months support (April, May and June). RK noted that COV had advised that VWA would receive \$1,081 waived rental, \$1,081 deferred rental payments and the balance to be paid on a monthly basis</p> <p><b>5.3 City of Cockburn – Venue at Bowling Club</b>                  RK noted that there was no further update at this stage.</p> <p><b>5.4 DLGSC Annual Grant 2020 / 2021</b>                  RK noted that the grant documentation had been received from DLGSC on the</p>	

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		<p>13 May, 2020 and had now been signed and returned to DLGSC. RK noted that the documentation specifically noted that payment would be made within 14 days of receipt of the signed and returned grant agreements.</p> <p>The VWA Board agreed the following upon receipt of the DLGSC Annual Grant monies;</p> <ul style="list-style-type: none"> <li>• The VWA Office hours be re-opened to five days per week (Monday through to Fridays).</li> <li>• All VWA Office staff be re-instated to their pre-Coronavirus working hours / days / salaries.</li> </ul> <p><b>5.5 Healthway Annual Grant</b>                  RK noted that there was not further information at this time.</p> <p><b>5.6 Job Keeper payments</b>                  RK noted that the ATO Job Keeper (April) reimbursement to VWA had been received on the 13 May, 2020.</p>	
6	VWA Staff Team	<p><b>6.1 Helen Shields</b>                  The VWA Board noted with sadness that Helen Shields has resigned on the 11 May, 2020, thus meaning that her last day of work with VWA would be on the 4 June, 2020. The VWA Board thanked Helen for six years of commitment and dedication to VWA, noting that the work that Helen had led in relation the organisations Operational and Risk Management Plans and all Policies and Procedures had been invaluable. The VWA Board also acknowledged the development and then implementation of the Fortix CRM into the daily work practices of VWA had been vital for the improvement of many systems within the organisation.</p>	

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7	VWA Operatonal Matters	<p><b>7.1 VWA Marketing</b>                  The VWA Board noted the information as tabled at the meeting. After initial discussions the VWA Board requested that David Smith (VWA Marketing and Communications Coordinator) attend the next VWA Board meeting so these matters could be discussed further.</p> <p><b>7.2 ATA 2019 / 2020 Annual Beach Survey</b>                  MH and RK noted that the annual ATA Beach Survey has now been released. The VWA Board requested an update as to it's findings at the next VWA Board meeting.</p> <p><b>7.3 Volleyball Australia – ED's Meeting</b>                  RK provided a verbal update of the teleconference meeting held on the 13 May, 2020. RK noted that the two main agenda items related to;</p> <ul style="list-style-type: none"> <li>• Post- Coronavirus – re-activation of Community Sport.</li> <li>• National Redress ongoing discussions.</li> </ul>	<p>David Smith to attend the next VWA Board meeting.</p> <p>An update in relation to the ATA Annual Beach Survey to be provided at the next VWA Board meeting.</p>
8	VWA Cash Flow	<p>The VWA Board discussed the VWA Cash-flow. The VWA Board noted that whilst the sport moved forward in the coming months, that the Cash-flow would need to be closely monitored on a monthly basis. This was to ensure that no additional expenditure occurred as the organisation's waited for it activities, competitions and events to recommence.</p>	
9	Date of next meeting	<b>Thursday 8 June, 2020</b>	