

14 September, 2020 at 6.00pm

MINUTES

	Agenda Item	Notes	Action
1	Attendance & Apologies	The meeting commenced at 6.00pm. Present: Mitchell Collins (MC), Susan Diver-Tuck (SDT) – via Zoom, Jo-anne Fitzpatrick (JF), Matt Hodges (MH), Robyn Kuhl (RK), Ben Mc Robb (BM), Beth Morris (BMo) and Ian Phipps – President (IP) Apologies: Nil	
2	Registration of Conflict of Interest	The below VWA Board members indicated their Conflict of Interests; <ul style="list-style-type: none"> • IP – WAVL Matters (Member of SCVC – Acting Treasurer), Life Membership – David Hedge • BMo – WAVL (Senior Coach at ECU VC) and Beach Matters • MC – CoE, WAVL (Senior Coach at Balcatta VC), Order of Merit – Michelle Hilbrands • JF – City of Vincent • MH - Boostax 	
3	Minutes from Previous Meeting	Minutes from Previous Meeting The VWA Board approved the following meeting minutes with amendments; <ul style="list-style-type: none"> • VWA Board Meeting Notes – 10 August, 2020 	

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		<p>The amendments included the following two items to be included in Section 8 – VWA Finance Report;</p> <p>8.8 Budgets 2021 The VWA Board discussed the 2021 budget processes and procedures and agreed that this needed to be a focus after the completion of the WAVL and WAVJL seasons and the events to be held on the 10 October, 2020 (AGM, Clubs Conference and Awards Night).</p> <p>8.9 Term Deposit After discussion the VWA Board requested that the options available for utilising a Term Deposit be investigated and information be provided at the next VWA Board meeting.</p>	<p>VWA Staff (with the assistance of MH) to undertake the 2021 budget process.</p> <p>VWA Staff to investigate options in regards to Term Deposits.</p>
4	VWA Strategic Plan 2018 – 2021 and COVID-19 update	<p>The VWA Board noted the Comparative Data report as tabled at the meeting.</p> <p>The VWA Board reviewed the Strategic Plan 2018 – 2021 priority of Profile- “to continue to enhance the visibility of volleyball in Western Australia”. After discussion the VWA Board agreed that they believed that this priority area was GREEN. They also noted that the continued presence of Volleyball had been very well executed throughout the COVID-19 Pandemic, and that the road-maps produced had been excellent.</p> <p>The VWA Board noted the draft 2021 planning calendar as tabled at the meeting.</p>	
5	Business for decision at the meeting	<p>5.1 Life Member and Order of Merit Applications The VWA Board approved the following nominations;</p> <ul style="list-style-type: none"> • VWA Life Membership 	

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		<ul style="list-style-type: none"> • David Hedge (nominated by Southern Cross VC) • VWA Order of Merit <ul style="list-style-type: none"> • Heidi Haake (nominated by Mandurah VA) • Jenny Harris (nominated by ECU Chequers VC) • Michelle Hilbrands (nominated by Balcatta VC) • Sharon Parker (nominated by Northern Stars VC) • Wendy Tregenza (nominated by Mandurah VA) <p>The VWA Board noted that these nominations would be tabled at the VWA AGM to be conducted prior to the commencement of the Clubs Conference on the morning of the 10 October, 2020. It was noted that pending ratification by those present at the VWA AGM, the Awards would be presented at the Awards Night to be held on the evening of the 10 October, 2020.</p> <p>5.2 Volleyball Australia (VA) – Draft Strategic Plan The VWA Board noted the information as tabled at the meeting. Feedback was provided for IP and RK to share at the National Stakeholders meeting which will be held on the 28 November, 2020.</p> <p>5.3 VWA Board Charter Update The VWA Board reviewed the VWA Board Charter and updated a number of items on the document. The VWA Board requested RK update the document and provide to the next meeting for confirmation.</p> <p>5.4 2021 Fee Structures The VWA Board meeting agreed ‘in principle’ to a 2% (CPI) increase to all 2021 VWA Fee structure payments. The meeting requested that RK update the</p>	<p>IP and RK to share the feedback information at the forthcoming National Stakeholders meeting.</p> <p>RK to update the VWA Board Charter and provide at the next meeting for confirmation.</p> <p>RK to update the VWA Fee structure payments schedule</p>
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		<p>relevant documents and table them at the November Board meeting for ratification.</p> <p>5.5 National Redress Program MC and RK provided a verbal update in relation to the WA Governments recent information pertaining to this program. After discussion the VWA Board requested that MC with the assistance RK investigate the risk management aspects of being involved / not being involved with this program. The VWA Board requested a further update at the next VWA Board meeting.</p>	<p>and provide at the next meeting for ratification.</p> <p>MC (and RK) to provide an update at the next VWA Board meeting.</p>
6	Business arising from the previous meeting	<p>6.1 City of Vincent (COV) Lease RK noted that as requested at the previous meeting, an email had been written to COV. COV had acknowledged receipt of the the email, but to date had provided no further response.</p> <p>6.2 VWA Staffing Matters The VWA Board noted the following;</p> <ul style="list-style-type: none"> • Tayla Tenaglia (VWA Development Coordinator) had commenced work with VWA on the 27 August, 2020. • Tony Ashton (VWA Places to Play Coordinator and Operations and Support Coordinator) had commenced work with VWA on the 7 September, 2020. This contract is until the 18 December, 2020, with the option for both parties to review the terms and conditions prior to the completion date of the contract. • The contract for Gareth Whitehead (VWA State Teams Officer) has been extended until the 18 December, 2020. • David Smith (VWA Marketing and Communications Coordinator) had 	

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		<p>completed working with VWA on the 11 September, 2020. The VWA Board thanked David for his commitment and support to the sport of volleyball it had been highly valued and the sport is very sad to see him depart. The VWA Board wished David all the very best in his future life choices.</p> <p>RK also noted that in regards to moving forward, over 80 applications had been received for the position and that with the help of JF interviews for the position have now commenced.</p> <p>6.3 2020 AGM</p> <p>The meeting formally noted that there had been numerous meetings and telephone calls between MH, IP and RK in regards to the completion of the financial report for the AGM. It was noted that the completed document was tabled at the meeting.</p> <p>Given the amount of discussion that arose with the VWA Auditors in relation to the completion of these reports, it was noted that the VWA Board would need to revisit whether there was need for a future specific Audit Committee or that as per the agreement at the July, 2020 meeting (Section 9.7 2020 Auditor) this role would be combined within the remit of the VWA Risk Management Committee.</p>	<p>VWA Board to re-discuss the role of a separate VWA Audit Committee.</p>
7	VWA Staff reports	<p>The VWA Board noted the following reports as tabled at the meeting;</p> <ul style="list-style-type: none"> • Marketing and Communications • Operations and Support • Participation and Development <p>The VWA Board noted the submission by VWA to host the volleyball</p>	

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		<p>programs at the 2021 Australian Master’s Games that will be in held in Perth, in October 2021. The VWA also noted that Sporting Schools had indicated that there would be no clinics in Term 3 of 2020.</p> <ul style="list-style-type: none"> • State Teams and Events • Places to Play 	
8	VWA Finance Report	<p>8.1 Financial Reports - 2020 The VWA Board accepted and noted the financial reports as tabled at the meeting.</p> <p>All in favour – carried.</p> <p>8.2 VWA Annual Financial Report - 2019 The VWA Board noted the documentation as tabled at the meeting.</p> <p>8.3 LotteryWest – Community Benefits The VWA Board noted the information included in the individual Staff reports in regards to the Community Benefit projects. The VWA Board requested that RK provide an update at the next VWA Board meeting.</p> <p>8.4 Healthway Annual Grant RK noted that the grant monies have now ben received.</p> <p>8.5 Job Keeper payments RK noted that the ATO Job Keeper (August) reimbursement report from VWA had been submitted to the ATO and the payment had been received.</p>	<p>RK to provide an update at the next VWA Board meeting.</p>

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		<p>8.6 Outstanding Club Payments The VWA Board noted the following in relation to outstanding 2019 Club payments;</p> <p style="padding-left: 40px;">Northern Stars VC – payment for the outstanding debt has now been paid.</p> <p>The following clubs have not paid / completed their 2020 VWA affiliation;</p> <ul style="list-style-type: none"> • Evolution VC – currently on a payment plan. A meeting has now been organised with Evolution VC for the 18 September, 2020. <p>8.7 2021 Budgets The VWA Board requested that the 2021 Budgets be tabled at the December, 2020 VWA Board meeting for ratification.</p> <p>8.8 VWA Term Deposit RK noted that this matter had still to be investigated and that information would be provided at the November, 2020 VWA Board meeting.</p>	<p>2021 VWA Budgets to be tabled at the December, 2020 meeting.</p> <p>RK to provide information in regards to a possible VWA Term Deposit at the November 2020 meeting.</p>
9	General Business	<p>9.1 VWA Committee Reports The VWA Board noted that no VWA Committee meetings had been held since the last meeting.</p> <p>RK noted that she had attended two IBVF meetings (including their AGM) on the 3 and 10 September, 2020. RK provided a brief verbal update in relation to the discussions at these meetings.</p>	

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		<p>9.2 Volleyball Australia (VA) Matters</p> <p>RK noted that the We are Volleyball (WaV) Review has commenced and requested that all VWA Board members complete the survey that had been circulated previously. The VWA Board requested that RK provide an update at the next VWA Board meeting.</p> <p>RK noted that in relation to the FIVB transfer matter, that the FIVB has now extended the transfer window to accommodate the Australian Indoor season.</p> <p>RK also noted that the 2020 AVSC and AVL have both been cancelled due to COVID-19 Pandemic.</p>	<p>VWA Boards members to complete the WaV Review survey.</p>
12	Date of next meeting	<p>Monday 9 November, 2020</p> <p>Noting: The VWA AGM, Clubs Conference and Awards Night will be held on the 10 October, 2020.</p>	