

Western Australian Volleyball Association Inc

**VWA Board Meeting**

Held at Volleyball WA, 180 Charles Street, West Perth

Monday 12 April 2021 at 6.00pm

**Summary of Actions**

ITEM	ACTION	ACTION BY
1A	SS to email word changes to BM.	SS
1B	The Board to hold a zoom meeting prior to the Club Conference to review the proposed draft of the Strategic Plan 2022+.	All
2.0	A Conflict of Interest Guiding Document to be investigated (Outstanding Action).	RK
3.0	RB to edit the March Minutes as approved by the Board.	RB
4.1	RK to speak with SS regarding the increase in social media engagement numbers.	RK
5.1	MC to investigate possible nominations for Hall of Champions.	MC
5.1	Audit Committee to have a meeting to review the auditor's report on Thursday 15 April 2021.	IP, MH, RK
8.1	VWA office to investigate signage for live streaming and filming.	RK
8.2	VWA to create a proforma document that is used by the Volleyball community to communicate with the Board.	RK
8.3	An update to be provided at the next meeting regarding the South Perth RAF Project.	RK

**Minutes**

Agenda NO	AGENDA TOPIC	Action
1	<p><b>Attendance &amp; Apologies</b></p> <p>Welcome: The Chair opened the meeting at 6:05PM and welcomed attendees in the office and via Zoom</p> <p><b>Present:</b> Mitchell Collins (MC), Ian Phipps (IP), Robyn Kuhl (RK), Matt Hodges (MH), Reachelle Beasley (RB),            Attended by Zoom: Ben Mc Robb (BM) Departed the Meeting at 7.00pm, Beth Morris (BMo), Susan Diver-Tucker (SDT)</p> <p><b>Invited:</b> Sascha Stone (SS) Departed Meeting at 6.50PM</p> <p><b>Apologies:</b> Jo-anne Fitzpatrick (JF)</p>	

<b>1A</b>	<p><b>Strategic Plan 2022+</b>  <b>Vision, Mission and Values (VMV)</b></p> <p>SS delivered a PowerPoint presentation to outline the VWA Subcommittees (Committee) proposed Purpose, Vision and Mission for the Boards consideration and discussion.</p> <p>The subcommittees had met on two occasions prior to the Board meeting.</p> <ul style="list-style-type: none"> <li>• BM and RK – summarise information.</li> <li>• BM, RK, JF, SS – Purpose, Vision, Mission and Profile.</li> </ul> <p>In summary, the committee considered the following when determining their recommendations:</p> <ul style="list-style-type: none"> <li>• Vision – is <b>where you aspire to be.</b></li> <li>• Purpose – articulates why you do what you do, <b>why your organisation exists.</b></li> <li>• Mission – <b>is how you accomplish your purpose.</b></li> </ul> <p>The committees recommended VWA have a Purpose and Mission only. The VWA Board accept this recommendation.</p> <p>The Board were presented with two options to consider for Purpose.</p> <ol style="list-style-type: none"> <li>1. To inspire healthy minds and bodies through the game of volleyball.</li> <li>2. Inspire healthy minds and bodies through volleyball.</li> </ol> <p><b>The Board Agreed</b> “To Inspire healthy minds and bodies through volleyball”.</p> <p>The Board were presented with three options to consider for Mission.</p> <ol style="list-style-type: none"> <li>1. Bring this world of sport to Western Australians who dream to play in an inclusive and fun environment.</li> <li>2. Provide the inclusive and fun world sport of volleyball to Western Australian communities.</li> <li>3. Enable Western Australian communities to play the inclusive and fun world sport of volleyball.</li> </ol> <p><b>The Board Agreed</b> to an alternative statement “Support Western Australian communities to play the world sport of volleyball in an inclusive and fun environment.”</p> <p>The following points were discussed by the Board in determining their decisions above:</p> <ul style="list-style-type: none"> <li>• The importance of High Performance and the need to ensure this was not excluded in the VWA Purpose and Mission</li> <li>• The term “World of Sport” is inclusive to all the members and includes High Performance and social members.</li> <li>• It’s important that our existing members are not excluded from the defined Purpose.</li> <li>• VWA should increase use of the term of “community”, in our language, to further enhance our inclusivity.</li> </ul>	<p>SS to email the new Purpose &amp; Mission statement to BM.</p>
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	<p><b>Profile</b>          SS Presented to the Board the proposed “Profile” Pillar for the Strategic Plan 2022+</p> <p><b>Proposed Profile</b>          “To continue to build the visibility of volleyball in Western Australia”</p> <p><b>Proposed Focus Areas</b></p> <ul style="list-style-type: none"> <li>• Continue to develop mutually beneficial partnerships with current and new sponsors and stakeholders.</li> <li>• Shape the sports digital presence, enhance the website with the end user in mind and consolidate the content direction for owned social media platforms.</li> <li>• Consolidate and promote the volleyball experience.</li> </ul> <p><b>Proposed Outcomes</b></p> <ol style="list-style-type: none"> <li>1. Develop and implement a Communications &amp; Marketing Plan on time and on budget.</li> <li>2. Boost communication and engagement with the non-competitive, non-member volleyball participants.</li> <li>3. Broaden the community value of the sport through increased media coverage. Minimum 12 articles per year.</li> <li>4. Determine and develop a communications value of VWA’s key digital assets. Increase the value of these assets by 200% by the end of year 3.</li> <li>5. Develop new sponsorship packages to reflect the increased value and in turn raise the cash sponsorship portfolio across the sport.</li> <li>6. Renew and re-launch the Discover Volleyball brand.</li> <li>7. Provision of high-quality programs and events (90% satisfaction).</li> </ol> <p><b>The Board</b> noted:</p> <ul style="list-style-type: none"> <li>• The Profile priority should provide an opportunity to encapsulate both our existing members and those who play volleyball in their backyard.</li> <li>• Acknowledgement that the four Pillars of the Strategic Plan cross over between departments for responsibility. For example, “Provision of high-quality programs and events”, the State Teams department is responsible for organizing and delivering the events and Marketing &amp; Communications is responsible for promotion and increasing the profile or the event.</li> <li>• When determining outcomes, the Board need to be mindful of the cross overs so that outcomes are measurable.</li> <li>• It was agreed that there needs to be a clear understanding of who is responsible for the delivery of each component.</li> </ul>	<p>BM to collate &amp; circulate to the Board for comments and recirculate, thereafter.</p> <p>The Board to hold a zoom meeting prior to the Club Conference to review the proposed draft of</p>
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	<p><b>The Board agreed</b> that in the first instance BM would collate all the information and circulate for comments by all Board members. The Board will host a zoom meeting to review the completed draft Strategic Plan prior to the club conference.</p> <p>RK noted that's she would in turn circulate to the VWA staff team for comments.</p>	<p>the Strategic Plan 2022+.</p> <p>RK to discuss with the staff team.</p>
<p><b>2</b></p>	<p><b>Registration of Conflict of Interest</b></p> <p>The Board identified the following conflicts to be added and/or adjusted to those identified at previous meetings:</p> <p>JF indicated that she has resigned from COV. Her Conflict of Interest should be removed from the register.</p> <p>The below VWA Board members previously declared Conflict of Interests.</p> <ul style="list-style-type: none"> <li>• IP – WAVL Matters (Member of SCVC) IP noted that he is no longer Acting Treasurer at SCVC.</li> <li>• BMo – WAVL (Senior Coach at ECU VC), and Beach Matters</li> <li>• MC – CoE, change of employment to WAFC</li> <li>• MH – Boostax</li> <li>• BM - Playing Indoor Beach</li> </ul>	
<p><b>3</b></p>	<p><b>Minutes of Previous Meeting</b></p> <p>IP confirmed he provided the edits to the February meeting minutes. The minutes are now available on the VWA website.</p> <p>The meeting discussed the Minutes of the VWA Board meeting of 8 March 2021.</p> <ul style="list-style-type: none"> <li>• Susan Diver-Tucker (SDT), noted her surname was recorded incorrectly in the March Minutes, and requested the adjustment to be made.</li> </ul> <p>IP indicated minor edits below:</p> <ul style="list-style-type: none"> <li>• Item 5.0 – Remove the word “will”.</li> <li>• Item 5.7 – Change the dot point from “The ‘two by two’ year lease agreement was requested by VWA”. “The two-year lease, with an additional two-year option was requested by VWA.”</li> <li>• Item 6.4 – 5<sup>th</sup> dot point change VL to AVL</li> <li>• Item 6.4 – Last paragraph remove the word “until.”</li> </ul> <p>RB apologized to SDT for the oversight in the spelling of her name.</p> <p><b>Resolution</b></p> <p>That the minutes of the Board meeting of VWA held on 8 March 2021 be confirmed as a true and accurate record, with the edits requested.</p>	<p>RB make the edits as approved</p>

	<b>Carried:</b> Unanimously	
<b>4</b>	<p><b>Strategic Planning 2018 – 2021 AND 2022 - 2025</b></p> <p>4.1 Strategic Planning matters – Data Comparative Data</p> <ul style="list-style-type: none"> <li>• The CRM is undergoing a tidy up so there are a few changes in membership numbers as a result of reallocations of data in the membership area.</li> <li>• The People area (coaches and referees) has started to increase. Three courses were held on the weekend (two referee and one coaching course).</li> <li>• There is a large jump in engagement numbers from social media Instagram story engagement from 1323 to 40884. Clarification on this jump has been requested.</li> </ul> <p>4.2 Review of the VWA Strategic Plan sections</p> <p>People</p> <ul style="list-style-type: none"> <li>• Referees / Coaches: by 2021 have 200 / 300 new, active &amp; accredited referees / coaches and increase L2 (&amp; above) referees by 25% / coaches by 30%.  <b>The Board</b> have agreed to rating of <b>RED</b>.</li> <li>• Develop and implement the Regional Education program (current and new).        The Regional Peel Coordinator (Brad Barclay) has improved service provisions in his regions. VWA are applying for grants to assist with delivering more support to the regions. <b>The Board</b> have agreed to rating of <b>AMBER</b>.</li> <li>• Reduce the administrative burden through the development and implementation of the Club Portal.        The Board acknowledge the difficulty in achieving outcomes due to the failure of VA to deliver the education program. <b>The Board</b> have agreed to rating of <b>AMBER</b>.</li> <li>• Provide Club Committee training, Mentoring programs and FTEM education.        Clubs are improving in how they work with VWA. The FTEM program is affected by the lack of National Pathway and its difficult to mentor when there is no program to utilise. <b>The Board</b> have agreed to rating of <b>AMBER</b>.</li> </ul> <p><b>The Board</b> acknowledge the following points in determining the ratings given:</p> <ul style="list-style-type: none"> <li>• The People Pillar is perhaps the area of the strategic plan that has had the least number of resources allocated to achieve the outcomes.</li> <li>• There is a lack of support from VA as a shown by their failure to deliver the education platform.</li> <li>• Volleyball is a gender diverse sport. This is a positive and is represented by both the membership and</li> </ul>	<p>RK to speak with SS regarding increase in social media engagement.</p>

	<p>staffing of the VWA office.</p> <ul style="list-style-type: none"> <li>• Although there is no VA education program, there has been improvement in teacher and referee development.</li> <li>• There is a positive impact of the inclusivity of the sport shown through the CaLD and Masters programs which has been positive.</li> <li>• People to be a focus area in 2022+.</li> </ul> <p><b>Resolution</b></p> <p>The Board resolved that the rating of <b>Amber</b> be applied to the People pillar, noting that many of the outcomes that have not been achieved are based on external factors.</p> <p><b>4.3 2021 Planning</b></p> <p>The 2021 VWA Calendar was circulated for noting.</p> <ul style="list-style-type: none"> <li>• Asian Engagement with the East Java project. The WA Government / ECU University Liaison Officer is continuing to assist us with this situation with no further updates.</li> <li>• VA events: <ul style="list-style-type: none"> <li>• AVL – ACT, NSW, QLD, VIC, TAS, WA intend to play in 2021. VA Board are yet to approve the program.</li> <li>• AJBVC – VWA made the decision to not attend the event due to COVID and boarder restrictions. VA has permitted individual teams to enter which undermines the VWA decision. VWA will provide two training sessions and a modified tournament, State Beach Championships (one day) on the Anzac Day weekend.</li> </ul> </li> </ul> <p><b>The Board</b> noted the difference of leadership from VA when compared to Swimming Australia and their management of a similar situation. IP and RK will address this at the next face to face stakeholders meeting.</p>	
<p><b>5</b></p>	<p><b>Business for decision / ratification at the meeting</b></p> <p><b>5.1 VWA Board Matters</b></p> <p><b>VWA Board Skills Matrix</b></p> <ul style="list-style-type: none"> <li>• IP thanked the board for completing the Board Matrix document.</li> <li>• IP expressed his view that the Board needs to start head hunting influential Board members who have influence in both business and sport to help lift the profile of VWA.</li> </ul>	

	<ul style="list-style-type: none"> <li>• MC indicated the importance of the volleyball community nominating their representation to the Board and that there should be consideration for this when determining appointing or electing potential Board members.</li> <li>• RK noted the importance of ensuring we meet the DLGSC grant requirement of having gender equal board representation.</li> </ul> <p><b>Annual Awards</b></p> <ul style="list-style-type: none"> <li>• To date there have been no nominations for distinguished awards for the upcoming AGM.</li> <li>• RK has asked the Board to think about anyone within the community who would be eligible for nomination to receive an award.</li> <li>• MC suggested Laurel Wentworth, Rachelle Bremmer &amp; Lisa Wilcox for possible Hall of Champions recipients.</li> </ul> <p><b>Annual Report</b></p> <ul style="list-style-type: none"> <li>• IP &amp; RK are finalising their reports.</li> <li>• Club Reports are almost completed.</li> <li>• The Auditors attended the VWA office and the final draft accounts for 2020 have been circulated.</li> <li>• The Audit Committee will meet and review the audited accounts and discuss the feedback received from the auditors. This will occur the 15 April.</li> <li>• The 2020 Financial Report shows a significant profit and as such the board agreed to prepare answers to possible questions from the floor. For example, funding for expenditure yet to be expended (East Java, Lead Volley camp etc) and the delay to 2021 of held off recruiting new staff due to COVID. The community benefits program undertaken in the last six months of 2020 also provided direct benefit to the VWA community.</li> </ul> <p><a href="#">5.2 Ratification of new affiliates</a></p> <p>For noting:</p> <ul style="list-style-type: none"> <li>• Busselton VA, United &amp; VC Mandurah VA have upgraded to Platinum.</li> <li>• Broome VA has not provided paperwork of payment.</li> <li>• Silver and Bronze affiliates are undergoing a review and audit within the CRM.</li> </ul> <p>The following Clubs and Associations have completed their 2021 Affiliation documentation and made payments (if applicable);</p> <p><b>Platinum Clubs (3)</b></p> <ul style="list-style-type: none"> <li>• Murdoch VC, United VC, Virsa Club</li> </ul>	<p>MC to investigate possible nominations for Hall of Champions.</p> <p>Audit Committee to meet to review the auditor's report on Thursday 15 April.</p>
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	<p><b>Platinum Regional Clubs (1)</b></p> <ul style="list-style-type: none"> <li>• Collie VA</li> </ul> <p><b>Bronze Affiliates – new (5)</b>          Centre of Kalamunda Hartfield Park Reserve, City of Subiaco / Lords Recreation Centre, Cockburn ARC, Jungle Sports and Perth Social Sports (moved from Gold to Bronze)</p> <p><b><u>RESOLUTION</u></b>          The Board resolved to ratify the clubs as listed.  <b>Carried:</b> Unanimously</p> <p>5.3 IBVF Request</p> <ul style="list-style-type: none"> <li>• RK met with Rod Taylor. Rod has requested VWA assist with policy development and for VWA Board to consider a new MOU. After discussion the VWA Board agreed that the current Service Agreement relationship was the viable option moving forward.</li> <li>• The Board discussed the future growth of participants with IBVF and discussed possible affiliation opportunities for the future.</li> <li>• The Board acknowledged the similarities between the IBVF and the Regions, and the need to consider this when determining the outcome.</li> <li>• It was agreed there has been positive momentum with the group and some income potential for VWA.</li> </ul> <p><b><u>RESOLUTION</u></b>          RK to determine how to charge for the work provided in regards to the Policy Development, and agree that it must be more than a cost price arrangement.  <b>Carried:</b> Unanimously</p>	
6	<p><b>Business for noting at the meeting</b></p> <p>6.1 City of Vincent (COV) Safety and Security Items          COV have installed gates for the men’s toilet. The Police will attend the May Staff meeting (13 May) to provide advice and training on safety.</p> <p>6.2 Warwick Stadium          No update provided.</p> <p>6.3 VA Matters          The next VA/Eds meeting is the 21 April 2021.</p>	

	<p><b>6.4 WaV Review</b></p> <p>RK updated the Board on the progress of the WaV review group. There have been some issues with continuity in regular attendance of WaV meetings by members of the group, which has slowed the process.</p> <p>There are four possible outcomes identified by the group:</p> <ul style="list-style-type: none"> <li>• Increasing Opportunities for the Australian Population to Play Volleyball.</li> <li>• Developing a new Governance structure of the program to strengthen accountability and core strategic outcomes (including review processes).</li> <li>• Defining a new Business Model.</li> <li>• Consistent Data Collection Nationally and by State.</li> </ul> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• VWA have no issues in making payment to VA, provided VA provide the services and is accountable to the delivery of those services.</li> <li>• If capitation is the way forward, it's imperative that the funds are clearly allocated to set projects with adequate benchmarks for accountability.</li> </ul> <p><b>6.5 Risk Management Update</b></p> <p>The committee have been emailed relevant documents and a meeting is scheduled for the 21 April 2021.</p> <p><b>6.6 SportsWest Dinner</b></p> <p>Tayla Tenaglia attended the event.</p> <p><b>6.7 Club Social Members</b></p> <ul style="list-style-type: none"> <li>• VWA have been in contact with the clubs to obtain numbers &amp; fees for their social membership fees.</li> <li>• SCVC and FVC have paid their fees.</li> <li>• VWA are following up UWA VC.</li> <li>• Murdoch VC are working with VWA to finalise an agreement.</li> </ul>	
<p><b>6</b></p>	<p><b>VWA Staff Reports</b></p> <p>The Board noted the VWA Staff Report as circulated, and the Board made the following comments:</p> <p><b>Communications &amp; Marketing</b></p> <ul style="list-style-type: none"> <li>• Noted</li> </ul>	

	<p><b>Operations and Support</b></p> <ul style="list-style-type: none"> <li>• MH asked RB to confirm the purpose of her teleconference with Employsure. SDT indicated that she has a contact with Employsure if we need to have a further discussion. MH suggested RB investigate products such as Employment Hero, as this also has linking ability with Xero.</li> <li>• IP questioned why the player numbers when consolidated in the operations report did not match (Gender and Club). RB informed the Board that the CRM system requires extensive administration and clean up due to the limited resource allocation over the past two years. The intention of the Operations area is to clean up the current membership year as much as possible, within the constraints of the CRM. Fortix are assisting in this process and have been helpful. VWA's CRM requirements will need to be reviewed later.</li> </ul> <p><b>Participation and Development</b></p> <ul style="list-style-type: none"> <li>• MC acknowledged the lead generation of the Discover Volleyball program which was a result of work of Karen Wickham (PDM) and David (Previous Marketing &amp; Communications person). The participation numbers are now flowing through because of that project.</li> </ul> <p><b>State Teams and Events</b></p> <ul style="list-style-type: none"> <li>• A large growth in players numbers. This is a great result but is currently providing some challenges with venue bookings.</li> <li>• RK noted that VWA will be commencing a facility audit for all WAVL &amp; WAVJL venues.</li> </ul> <p>RK thanked MC and MH for their assistance with WAVL meetings and assisting with the WAVL Criteria Exemption Review Panel. Fremantle VC are at this stage the only WAVL club to have required an exemption for the 2021 season.</p>	
7	<p><b>VWA Finance</b></p> <p>The VWA Board noted the financial reports as tabled at the meeting.</p> <p><a href="#">7.1 Overview</a></p> <p>MC &amp; RK indicated a decision may need to be made as to the future of the Asian Engagement Project and that we may need to close the project due to the inability to fulfill the requirements. There is concern that, instructions maybe given to deliver a project component with little notice. MH &amp; RK, indicated we should wait and see if they request the funds be returned but no action should be taken yet to return the funds. It's hoped the project can be fulfilled in some way given the ongoing COVID restrictions.</p>	

	<p><b>RESOLUTION</b></p> <p>The Board resolved to adopt the financials as circulated.</p> <p><b>Carried:</b> Unanimously</p> <p><b>7.2 Healthway</b> Healthway payment installment received.</p> <p><b>7.3 Grants</b> WVA applied for the Healthway and DLGSC Innovation Grant.</p> <ul style="list-style-type: none"> <li>• Business / IT Solutions – Places to Play / Data Collection / Hiring &amp; Lockers for equipment at POS places.</li> </ul> <p><b>7.4 Junior Membership</b> Reds VC and Michael Dempsey (MD) have asked for a reduction in WVA U/19 Membership fees, suggesting a reduced price of \$50 as a set program fee.</p> <ul style="list-style-type: none"> <li>• WAVJL is 12 rounds and finals only.</li> <li>• WAVJL has 35 teams in Year 7/8 and one team in Year 5/6.</li> <li>• Reds has 33 teams, 15 in Year 7/8 and seven boy's teams.</li> </ul> <p>MC provided feedback of junior fees for other sports:</p> <ul style="list-style-type: none"> <li>• Volleyball \$81</li> <li>• Basketball \$30</li> <li>• Badminton \$31</li> <li>• Netball \$86/\$71 (12-week program)</li> <li>• Rugby \$80</li> </ul> <p><b>RESOLVED:</b> The Board appreciate the feedback, and this will be taken into consideration when setting the Membership fees for 2022/2023.</p> <p><b>Carried:</b> Unanimously</p>	
8	<p><b>General Business</b></p> <p><b>8.1 Filming and Photography</b></p> <ul style="list-style-type: none"> <li>• MC informed the board that he has viewed video footage of volleyball social games on Youtube and was concern around privacy breaches.</li> </ul>	RK seek Legal advice.

	<ul style="list-style-type: none"> <li>• The Board discussed where VWA responsibilities sit and how they can be minimised, for example asking the Tournament Director to ask the videoing stop.</li> <li>• The Board discussed signage in relation to the use of live streaming/filming if games. The VWA office to investigate if this was required.</li> </ul> <p><b>The Board</b> agreed to seek legal advice on this matter and to investigate the production of signage.</p> <p><b>8.2 Member communication to the Board</b></p> <ul style="list-style-type: none"> <li>• RK raised the issue of members bypassing the office and communicating directly with the Board.</li> <li>• MC supported the need for a process to allow Members direct access to the Board.</li> </ul> <p><b>The Board</b> agreed that a proforma document be created and a process established for members to have direct communication to the Board. The VWA Board require the document(s) be provided to RK prior to the distribution of the Board papers.</p> <p><b>8.3 RAF Project (Development of facility)</b></p> <ul style="list-style-type: none"> <li>• RK provided a verbal update to the meeting regards to this ongoing project. The VWA Board requested an update at the next meeting.</li> </ul> <p><b>8.4 VWA Committee Reports</b></p> <p><b>Beach Committee</b></p> <ul style="list-style-type: none"> <li>• State Teams &amp; Events report noted.</li> <li>• Increasing number on beach teams.</li> <li>• 2020/2021 Survey being released shortly.</li> </ul> <p><b>VWA HPRG Meeting (23 March 2021)</b></p> <ul style="list-style-type: none"> <li>• State Teams and Events Report noted.</li> <li>• BMo noted that she had been accepted on the forthcoming HP course being provided by DLGSC.</li> </ul> <p><b>VWA Masters Games Meeting (24 March 2021)</b>  Participation and Development Report noted</p>	<p>VWA office to investigate signage.</p> <p>VWA to create a proforma document that is used by the Volleyball community to communicate with the Board.</p> <p>RK to provide an update at the next meeting</p>
<p><b>9</b></p>	<p><b>Next meeting</b></p> <p>On behalf of the Board IP thanked Susan Diver-Tucker for her 9 years of service to the Board of VWA and her service to the Volleyball community. Susan has contributed to the growth of the sport in Western Australia and her service and commitment is greatly appreciated.</p>	

	<p>Susan Diver-Tucker thanked the Board and expressed her sadness that she will not be involved in the future but has enjoyed her role and is excited to reflect on her journey over the last 9 years with VWA.</p> <p>The Chair closed the meeting at 9:20PM</p> <p>VWA AGM &amp; Clubs Conference is Saturday 15 May 2021 The next meeting is on Monday 14 June 2021 starting at 6PM</p>	
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