

**Minutes of the meeting of the directors of Volleyball WA
 Held at 180 Charles Street, West Perth
 on Monday 8 November 2021**

Present: President Ian Phipps (IP), Robyn Kuhl (RK), Matt Hodges (MH), Mitchell Collins (MC), Ben Mc Robb (BM), Jo-anne Fitzpatrick (JF)

Virtual Attendance via Zoom: Beth Morris (BMo), Racheal Funch (RF)

Apologies: Nil.

Resignation: Matt Waddington

In attendance: **Sascha Stone – Section 2.1 only**

Summary of Actions

ITEM	ACTION	ACTION BY
3.3	VWA Board to complete the DLGSC Board Evaluation by 12 November, 2021 and the final report to be tabled at the December 2021 Board meeting.	All Board Members
3.3	Risk Management Workshop to be organised for the 27 November, 2021.	BM All Board Members
3.3	VWA 2022 Operational Plans to be provided at the December 2021 Board meeting.	RK VWA Staff
4.4	VWA 2022 Budget to be tabled at the December 2021 Board meeting for final approval.	MH & RK
5.2	VWA Patron – to be discussed at the December 2021 / January 2022 Board meeting.	All Board Members

Minutes

AGENDA	AGENDA TOPIC	ACTION
1.0	<p>OPENING AND PRELIMINARIES</p> <p>1.1 Welcome and Apologies The President opened the meeting at 6.00pm.</p> <p>1.2 Resignation from VWA Board The meeting noted the resignation by Matt Waddington from the VWA Board effective as of 30 October, 2021. The meeting noted the reason for leaving the VWA Board was that Matt had been voted in as the President of the Rossmoyne VC. The VWA Board thanked Matt for his service to the Board and wished him all the best with his new role within the volleyball community.</p>	
2.0	<p>Marketing & Communications</p> <p>2.1 2022 Documents for Marketing & Communications The Board welcomed Sascha Stone (SS) VWA Marketing and Communications Coordinator to the meeting. SS provided a briefing on the following documents as tabled at the meeting;</p> <ul style="list-style-type: none"> • VWA Stakeholder and Engagement Strategy • VWA Digital and Content Marketing Strategy • VWA Individual Project Area – Communications Plan 	

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3.0	<p>DECLARATION OF CONFLICTS 3.1 Declaration of conflicts, competing interest and confidentiality. The meeting noted the updated Conflict of Interest form as tabled by RF. RF noted that this had been submitted due to her new employment with the National Disability Insurance Agency.</p> <p>MINUTES FOR APPROVAL 3.2 Confirmation of Minutes The meeting discussed the Minutes of the VWA Board meeting of 13 September, 2021.</p> <p>Resolution That the minutes of the meeting of the Board of Directors of VWA held on 13 September 2021 be confirmed as a true and accurate record.</p> <p>3.3 Actions of the previous meetings All Actions with the exception of those detailed below from the previous meeting held on 13 September, 2021 have been completed.</p> <p>The following item remains outstanding;</p> <ul style="list-style-type: none"> • VWA Board to complete the DLGSC Board Evaluation by 12 November, 2021 and the final report to be tabled at the December 2021 Board meeting. • Risk Management Workshop to be organised for the 27 November, 2021 • VWA Operational Plans to be provided at the December 2021 Board meeting. 	<p>All Board Members</p> <p>BM All Board Members RK / VWA Staff</p>
4.0	<p>BUSINESS FOR DECISION / RATIFICATION 4.1 CEO Discussion Items The VWA Board noted the report as tabled.</p> <p>4.2 Club Ratification The following Clubs and Associations have completed their 2021 Affiliation documentation and made payments (if applicable):</p> <p>Silver Affiliation (Schools) (14) – Baldivis SC, Byford PS, Darkan PS, Greenbushes PS, High Wycombe PS, Newton PS, Queens Park PS, Redcliffe PS, Santa Clara School, St Brigids College, St Jeromes School, St Josephs School, St Marys Catholic School, St Vincents School</p> <p>Resolution The Board resolved to ratify the clubs as listed. Carried: Unanimously</p> <p>4.3 VWA Policies The Board approved the following Policies;</p> <ul style="list-style-type: none"> • VWA Photography and Videography Policy 	

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	<ul style="list-style-type: none"> • VWA Work Experience and Volunteer Placement Policy • VWA WWC Check Screening Policy • VWA Child Safeguarding Policy <p>Resolution The Board resolved to approve the Policies as listed. Carried: Unanimously</p> <p>4.3 VWA Finance and Staffing - 2022 The Board approved the following;</p> <ul style="list-style-type: none"> • 2022 VWA Fee Structures. • 2022 VWA Casual Payments for Coordinators, Coaches, Referees and Presenters. <i>The meeting noted that VWA was still awaiting information / possible changes to be provided by the DLGSC HR Consultant. It was agreed that any changes were provided by the HR Consultant that RK would table the changes at the December Board meeting.</i> • 2022 VWA Hobby (and Honorium) payments for Set-up and Pack-down crews, Coaches and Referees. • 2022 VWA Staffing Structure <p>Resolution The Board resolved to approve the Finance and Staffing documents as listed. Carried: Unanimously</p> <p>4.4 VWA 2022 Budget The VWA Board discussed the 2022 VWA Budget documentation as supplied at the meeting and requested MH and RK to provide some further information. It was agreed that the 2022 Budget documentation would be provided at the December 2021 Board meeting for final approval.</p>	MH and RK
5.0	<p>BUSINESS FOR DISCUSSION</p> <p>5.1 VA AGM – Voting of Board of Directors IP provided a verbal report to the meeting.</p> <p>5.2 VWA 2022+ Patron The VWA Board noted that the current Patron John McGrath would retire at the next AGM (May 2022), it was agreed that this matter would be discussed further at the December / January Board meetings.</p>	VWA Board
6.0	<p>BUSINESS FOR NOTING</p> <p>No business presented for noting.</p>	
7.0	<p>FINANCIAL REPORT</p> <p>7.1 Financial reports as presented. MH distributed the abridged Financial Reports and comments via email circular.</p> <p>Resolution The Board resolved to adopt the abridged financials as circulated.</p>	

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	Carried: Unanimously	
8.0	VWA OPERATIONAL REPORT 8.1 CEO Report The Board noted the CEO Report as circulated. 8.2 Places to Play - General The Board noted the report as circulated. 8.3 Strategic Plan Report – Comparative Data The Board noted the report as circulated.	
9.0	SUB COMMITTEES 9.1 VWA Indoor Committee (6 October) MH, MC and RK provided a verbal update at the meeting. 9.2 VWA Junior Committee (25 October) BMo provided a verbal update at the meeting.	
9.0	GENERAL BUSINESS No general business was presented.	
10.0	NEXT MEETING AND CLOSURE The President closed the meeting at 9.05pm. The next meeting will be held Monday 13 December 2021 starting at 6pm.	