

**Minutes of the meeting of the directors of Volleyball WA**  
**Held at 180 Charles Street, West Perth**  
**on Monday 13 June, 2022**

**Present:** President - Ian Phipps (IP), Darren Beltman (DB), Michelle Hort (MH), Robyn Kuhl (RK), Beth Morris (BMo)  
**Virtual Attendance via Zoom:** Rachael Funch (RF), Ruth Gibbons (RG), Matt Hodges (MH)

**Apologies:** Ben Mc Robb (BM),

**Summary of Actions**

ITEM	ACTION	ACTION BY
2.3	The outstanding items from the previous meeting – 11 April, 2022 to be addressed; <ul style="list-style-type: none"> <li>Risk Management Plan Updates</li> <li>VWA Awards Criteria – Life Membership and Award of Merit</li> <li>VWA Patron Sub-Committee Meeting</li> <li>Formal Induction Process documented</li> </ul>	BM RK IP IP / RK
3.0	A VWA Advocacy Plan Board Sub-Committee to be formed to develop a Board (Strategic) level Advocacy Plan.	DB/ RF/ IP
4.2	VWA Policies – minor adjustments to be completed for the Cyber Security Policy tabled at the meeting.	RK
4.2	VWA to investigate Cyber Insurance and add this insurance to the VWA Insurance portfolio.	RK
5.2	Gavin McDonald Volleyball Australia Contractor to be invited to the next VWA Board meeting.	RK
5.3	RK to complete the review of the VWA Committees and Working Groups TOR's by the VWA Staff team and provide feedback at the next VWA Board meeting.	DB / RK

**Minutes**

AGENDA	AGENDA TOPIC	ACTION
1.0	<b>OPENING AND PRELIMINARIES</b> 1.1 Welcome and Apologies The President opened the meeting at 6.10pm.	
2.0	<b>DECLARATION OF CONFLICTS</b> 2.1 Declaration of conflicts, competing interest and confidentiality. RG noted that she had been contracted to VWA to complete the review of the Policies as per agenda item 4.3.  <b>APPOINTED BOARD MEMBERS</b> 2.2 Confirmation of Appointed Board Members The meeting discussed the Confirmation of the VWA Appointed Board Members; <ul style="list-style-type: none"> <li>Rachael Funch</li> <li>Ruth Gibbons</li> <li>Michelle Hort</li> </ul> <b>Resolution</b> That Rachael Funch, Ruth Gibbons and Michelle Hort be approved as Appointed Board Members / Directors for the VWA Board. <b>Carried:</b> Unanimously.	

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	<p><b>MINUTES FOR APPROVAL</b></p> <p><b>2.3 Confirmation of Minutes</b>          The meeting discussed the Minutes of the VWA Board meeting of 11 April, 2022.</p> <p><b>Resolution</b>          That the minutes of the meeting of the Board of Directors of VWA held on 11 April, 2022 be confirmed as a true and accurate record.  <b>Carried:</b> Unanimously.</p> <p><b>2.4 Actions of the previous meetings</b>          The following actions from the previous meeting held on 11 April, 2022 are outstanding;</p> <ul style="list-style-type: none"> <li>• Risk Management Plan Updates (BM)</li> <li>• VWA Awards Criteria – Life Membership and Award of Merit (RK)</li> <li>• VWA Patron Sub-Committee Meeting (IP)</li> <li>• Formal Induction Process documented (IP / RK).</li> </ul> <p>All other Actions have been completed and / or included on the agenda for this meeting.</p>	
3.0	<p><b>3.1 VWA Board Risk Management Plan</b>          The VWA Board reviewed the information as tabled by IP and RF pertaining to the Risk Management Report – Key Role Reliance Section. After discussion the VWA Board approved the changes as tabled at the meeting.</p> <p>The VWA Board noted that BM had been unable to complete the updates as discussed at the previous meeting. BM had noted that this would be tabled actioned for tabling at the next VWA Board meeting.</p> <p><b>3.1 VWA Board Risk Management Plan – review of Strategic Risk</b>          As per agreement at the previous Board meeting the Strategic Risk Growth and Finance was discussed in conjunction with the four key Strategic Priorities from the 2022 – 2025 Strategic Plan.</p> <p>It was agreed that this Strategic Risk related to all four Strategic Priorities and is also included in the Strategic Enablers. The meeting discussed the following areas;</p> <ul style="list-style-type: none"> <li>• The landscape for Australia is changing with Inflation, Interest Rates and CPI all increasing. As VWA normally increases fees and staff salaries to align with the Annual CPI increases this could / would have a future impact on the overall 2023 budgeting process.</li> <li>• VWA whilst seeing positive increases in grant applications still required a growth in revenue from alternative sources.</li> <li>• For future discussions of this Strategic Risk a review of the four individual Operational Sections budget / actuals to be undertaken.</li> </ul> <p>The VWA Board also discussed the necessity to commence working on the development of a high (Strategic) level Advocacy Plan. It was agreed that a VWA Board Advocacy Plan Sub-Committee (DB, RF and IP) would be formed to commence discussions for the development of the plan including any financial requirements for professional development of this plan.</p>	<p>BM</p> <p>DB, RF &amp; IP</p>

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4.0	<p><b>BUSINESS FOR DECISION / RATIFICATION</b></p> <p><b>4.1 CEO Discussion Items</b> The VWA Board noted the report as tabled.</p> <p><b>4.2 Club Ratification 2022</b> The following Clubs and Associations have completed their 2022 Affiliation documentation and made payments (if applicable):</p> <p><b>Platinum Affiliation (1)</b> Collie VA.  <b>Silver Affiliation (4)</b> Dudley Park PS, Hale School, Leinster Community School, South Heads PS.  <b>Bronze Affiliation (1)</b> Club Malayalam.</p> <p><b>Resolution</b> The Board resolved to ratify the clubs as listed.  <b>Carried:</b> Unanimously.</p> <p><b>4.3 VWA Policies</b> The Board approved the following Policy as tabled at the meeting;</p> <ul style="list-style-type: none"> <li>• VWA Alcohol Policy</li> <li>• VWA Contract Management Policy</li> <li>• VWA Cyber Security Policy</li> </ul> <p>The Board approved the three Policies with a minor adjustment to the Cyber Security Policy.</p> <p><b>Resolution</b> The Board resolved to approve the three Policies as tabled at the meeting.  <b>Carried:</b> Unanimously</p>	
5.0	<p><b>BUSINESS FOR DISCUSSION</b></p> <p><b>5.1 VWA Strategic Plan – Feedback from the VWA Clubs Conference</b> The VWA Board noted the feedback information as tabled at the meeting.</p> <p><b>5.2 Volleyball Australia (VA) Meeting – 1 &amp; 2 June 2022</b> The VWA Board noted the information included in the CEO's report. RK noted that the three areas of discussion at the meeting included;</p> <ul style="list-style-type: none"> <li>• AVL 2023 and Beyond.</li> <li>• VA Participation Plan – Spikezone as a National Program.</li> <li>• VA Financial Revenue Model.</li> </ul> <p>The VWA Board agreed to invite Gavin McDonald (VA Contractor) to the next meeting to discuss a number of items pertaining to the VA Financial Revenue Model. RK was requested to action this matter.</p> <p>RK also noted that VA had indicated that they would be adopting the suite of policies, including Child Safe-guarding as stipulated by Sport Integrity Australia (SIA). They indicated that SIA required that all the States and Territories would be required to sign these documents within 90 days from</p>	RK

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	<p>the approval by the Policies by the VA Board. RK noted that both SportWest and DLGSC had indicated that this required further discussion between themselves and SIA and that at this stage VWA and the other impacted Western Australian State Sporting Associations should await further information prior to signing the Policy documents.</p> <p><b>5.3 VWA Committees and Working Groups</b>            DB provided a verbal update at the meeting. RK noted that the VWA Staff team had yet to review the Terms of Reference to provide feedback to the VWA Board. The VWA Board requested that an update be provided at the next meeting.</p>	DB / RK
6.0	<p><b>BUSINESS FOR NOTING</b>  <b>6.1 VWA 2022+ Patron</b>            The VWA Board noted that at this stage no meeting had as yet been convened.</p>	IP / VWA Board Patron Sub-Committee to discuss.
7.0	<p><b>FINANCIAL REPORT</b>  <b>8.1 Financial reports as presented.</b>            MH distributed the Financial Reports and comments via email circular.</p> <p><b>Resolution</b>            The Board resolved to adopt the financials as circulated.  <b>Carried:</b> Unanimously</p> <p><b>8.2 2022 VWA Audit</b>            The VWA Board noted that the annual Audit was complete and had been approved at the 2022 AGM.</p> <p><b>8.3 DLGSC Grants</b>            The VWA Board noted that the DLGSC Coaches and Officials grant application had been successful with \$13,000 being provided.</p> <p>RK noted that VWA was still awaiting formal confirmation of two further DLGSC grant applications;</p> <ul style="list-style-type: none"> <li>Regional Funding 2022 / 2023</li> <li>IIP (Annual) Funding 2022 / 2023</li> </ul>	
8.0	<p><b>VWA OPERATIONAL REPORT</b>  <b>8.1 CEO Report</b>            The Board noted the CEO Report as circulated.</p> <p>The VWA Board noted the following staff movements;</p> <ul style="list-style-type: none"> <li>The new VWA Club and People Development Coordinator Kirsten Tyson had commenced work on the 18 May, 2022.</li> <li>Michelle Hilbrands has replaced Sean Andrews (currently on extended leave) as the Discover Volleyball Coordinator.</li> <li>The new Financial Accountant Weiwei Yuan commenced work on the 7 June, 2022.</li> </ul> <p>The VWA Board welcomed Kirsten, Michelle and Weiwei to the staff team.</p>	

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	<p>The VWA Board congratulated the following coaches selected for AYVC;</p> <ul style="list-style-type: none"> <li>○ Coaches selected for VWA U18, U17, U16 and U15               <ul style="list-style-type: none"> <li>▪ Cameron Edwards and Anthony Meo (U18 Boys)</li> <li>▪ Desiree Tan and Jac Garland (U17 Boys)</li> <li>▪ Ryan Penno and Jed Walker (U16 Boys)</li> <li>▪ Peter Fitzgerald and Ryan Martins (U15 Boys)</li> <li>▪ Dylan Wood and Adilson Silveira (U18 Girls)</li> <li>▪ Carly Walters and Matthew Liley (U17 Girls)</li> <li>▪ Darren Beltman and Rachel Tausem (U16 Girls)</li> <li>▪ Jimmie Mok and Lori Graham (U15 Girls)</li> </ul> </li> </ul> <p><b>8.2 Strategic Plan Report – Comparative Data</b>          The Board noted the report as circulated.</p> <p><b>8.3 Australian Selection / Representation</b>          The VWA Board congratulated the following Western Australian athletes and coach for their selections.</p> <p><b>Australian Volleyball Academy (Canberra) &amp; Beach (Adelaide) Athletes</b></p> <ul style="list-style-type: none"> <li>• Elizabeth Alchin (camp based)</li> <li>• Sarah Burton</li> <li>• Kaia Clarkin</li> <li>• Tom Dempsey</li> <li>• Cassie Dodd</li> <li>• Ben Farley</li> <li>• Joshua Howatt</li> <li>• Ella Schabort</li> </ul> <p><b>Commonwealth Games</b></p> <ul style="list-style-type: none"> <li>• Paul Burnett</li> </ul> <p><b>AVC U18 Women’s Volleyball Championships, Nakhon Pathom, Thailand- June 6-13</b></p> <ul style="list-style-type: none"> <li>• Ella Schabort</li> <li>• Caitlin Whincup (Captain)</li> </ul> <p><b>U18 Men’s Trans-Tasman Camp, AIS, Canberra- July 9-14</b></p> <ul style="list-style-type: none"> <li>• Logan Burns</li> <li>• Desiree Tan has been selected to attend as part of the coaching staff</li> </ul> <p><b>U20 Women’s Trans-Tasman Tour, New Zealand- July 10-19</b></p> <ul style="list-style-type: none"> <li>• Elizabeth Alchin</li> <li>• Tully Bew</li> <li>• Cassandra Dodd</li> </ul> <p><b>AVC U20 Men’s Volleyball Championships, Bahrain, August 22-29</b></p> <ul style="list-style-type: none"> <li>• Kaia Clarkin</li> </ul> <p><b>AVC U19 Beach Volleyball Championships, Roi Et, Thailand- June 2-5</b></p> <ul style="list-style-type: none"> <li>• Cassandra Dodd</li> </ul>	

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	<p><b><i>Volleyball Australia Senior Programs (Volleyroos)</i></b></p> <p>The following athletes have been selected for the following senior Volleyroos teams.</p> <p><b>Men's Indoor Volleyroos-</b> Volleyball Nations League- June-July</p> <ul style="list-style-type: none"> <li>• Luke Perry (captain)</li> <li>• Max Staples</li> <li>• Nicholas Butler</li> <li>• Thomas Heptinstall</li> <li>• Hamish Hazelden</li> <li>• Korben Phillips</li> </ul> <p><b>Women's Indoor Volleyroos</b></p> <ul style="list-style-type: none"> <li>• Caitlin Wincup</li> <li>• Cassie Dodd</li> <li>• Tessa Brown</li> <li>• Sarah Burton</li> </ul>	
9.0	<p><b>SUB COMMITTEES</b></p> <p>9.1 Indoor Beach Federation Meeting (12 June)</p> <p>The VWA Board noted that this meeting has been cancelled and will be rescheduled for a later date in June, 2022.</p>	
10.0	<p><b>GENERAL BUSINESS</b></p> <p>Nil.</p>	
11.0	<p><b>NEXT MEETING AND CLOSURE</b></p> <p>The President closed the meeting at 9.25pm.</p> <p>The next meeting will be held Monday 11 July, 2022 starting at 6pm.</p>	