

Minutes of the meeting of the directors of Volleyball WA
Held at 180 Charles Street, West Perth
on Monday 13 November 2023

Present: President - Ian Phipps (IP), Ruth Gibbons (RG), Matt Hodge (MH), Darren Beltman (DB), Michelle Hort (MHo), Ben Mc Robb (BM) & Robyn Kuhl (RK)

In attendance: Josh Brown (Agenda Item 1.1), Matt Hort (Agenda Item 1.1)

Apologies: Nil.

Summary of Actions

ITEM	ACTION	ACTION BY
3.1	Risk Management Matters <ul style="list-style-type: none"> The establishment of a Volleyball Australia Participation Plan Risk Management Plan. The meeting requested the RK and the VWA Staff provide a draft document for further discussion at the next VWA Board meeting. The circulation of the current VWA Event Risk Management Plan and the VWA State Team's Risk Management Plan. 	RK RK
3.2	The DLGSC Board Evaluation to commence in June, 2024, this being after the 2024 AGM. RK to advise DLGSC.	RK
4.1	VWA Policies (Occupational Health & Safety and Privacy) to be tabled at the December meeting for approval.	RK
4.2	VWA Board Charter to be tabled at the December meeting for review and discussion.	All
4.3	RK provide a draft of the new Award (John Sewell Service to Volleyball in Western Australia) criteria for further discussion at the next meeting.	RK
4.4	The Order of Merit nominations (2) to be tabled at the 2024 AGM for approval by the affiliate members.	VWA Board
4.5	RK to write to Reds Volleyball Association (RVA) regarding questions raised by the VWA Board in relation to the legal name change to the Association. RK to provide the response from RVA at the next Board meeting.	RK
4.6	The recommended individuals for the remaining positions on the Working Group be tabled at the next VWA Board for their approval.	DB
4.7	RK to provide information pertaining to the new date chosen for the 2024 VWA Awards Night.	RK
5.2	VWA Board to discuss the VWA Constitution further at the next meeting.	VWA Board
7.5	VWA to change their Auditor to Nexia.	VWA Board
7.6	The VWA Board requested that the RK and the VWA Financial Accountant Weiwei Yuan) investigate the opportunity to access a higher interest rate for this bank account.	RK
7.7	The final draft 2024 budget would be tabled at the next VWA Board meeting.	RK

Minutes

AGENDA	AGENDA TOPIC	ACTION
1.0	OPENING AND PRELIMINARIES 1.1 Welcome and Apologies The President opened the meeting at 6.00pm and provided an Acknowledgement of Country.	

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	<p>1.2 Welcome and Introductions IP welcomed and introduced Josh Brown (VWA Diversity and Inclusion Coordinator) to the meeting. IP welcomed and introduced Matt Hort (WHS Consultant) to the meeting. Matt provided an overview of the new legislation and the VWA Board Directors roles and responsibilities pertaining to WHS.</p> <p>1.2 Declaration of Interests The meeting noted the conflicts of interest as previously tabled.</p> <p>The meeting also noted that the updated Policies at the table had been produced by RG. The VWA Board thanked RG for her help and assistance in producing the updated VWA Policies.</p>	
2.0	<p>MINTUES FOR APPROVAL 2.1 Confirmation of Minutes The VWA Board approved the following meeting minutes as tabled at the meeting;</p> <ul style="list-style-type: none"> • 10 July, 2023 • 10 July, 2023 (Confidential Minutes) • 12 September, 2023 • 12 September, 2023 (Confidential Minutes) <p>Resolution That the minutes and confidential minutes of the meetings of the Board of Directors held on the 10 July and 12 September, 2023 be confirmed as true and accurate records.</p> <p>Carried: Unanimously.</p> <p>2.2 Actions of the previous meetings The Board noted the previous actions and accepted they were completed or contained with the current Board Meeting Agenda.</p>	
3.0	<p>VWA BOARD RISK MANAGEMENT PLAN 3.1 Strategic Plan Implementation Strategy - People The VWA Board noted the information contained within the report and commented on the achievements and success of number of key projects contained within the Participation pillar of the VWA Strategic Plan 2023-2025.</p> <p>The meeting discussed the following;</p> <ul style="list-style-type: none"> • The establishment of a Volleyball Australia Participation Plan Risk Management Plan. The meeting requested the RK and the VWA Staff provide a draft document for further discussion at the next VWA Board meeting. • The circulation of the current VWA Event Risk Management Plan and the VWA State Team's Risk Management Plan to the VWA Board. 	<p>RK to table at the next VWA Board Meeting.</p> <p>RK to circulate.</p>

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	3.2 DLGSC Board Evaluation After discussion the VWA Board agreed that they would request that the DLGSC Board Evaluation commence in June, 2024, this being after the 2024 VWA AGM.	RK to advise DLGSC.
4.0	BUSINESS FOR DECISION / RATIFICATION 4.1 Approval of VWA Policies The Board approved the following VWA Policies; <ul style="list-style-type: none"> • Document Management Policy (Internal Policy) • Membership Policy • Staff Appointment Policy (Internal Policy) Resolution That the listed three VWA Policies be confirmed as approved. Carried: Unanimously. The meeting noted the following two VWA Policies would be tabled at the next meeting for Approval; <ul style="list-style-type: none"> • Occupational Health and Safety Policy • Privacy Policy The meeting also noted the VWA Board Charter would be tabled at the next meeting for review and discussion. 4.2 Life Membership / John Sewell Service to Volleyball in Western Australia The VWA Board noted the nomination as tabled at the meeting. After discussion it was agreed that the sport needed to introduce a new Award into the VWA Policy portfolio to ensure that individuals with long service (over 20 – 25 years) to volleyball in Western Australia were recognised and acknowledged. After lengthy discussion it was agreed that VWA would introduce the John Sewell Service to Volleyball in Western Australia Award. It was noted that John Sewell is one of the original Presidents of the VWA and the inaugural Life Member (in 1985). The VWA Board requested that RK provide a draft of the new Award criteria for further discussion at the next meeting. 4.3 VWA Order of Merit (OOM) Nominations The VWA Board approved the two OOM nominations as tabled at the meeting; <ul style="list-style-type: none"> • Carly Walters (nominated by ECU Chequers VC) • Chatthip (Goong) Buenaflor (nominated by North West VA) Resolution That the listed two VWA OOM nominations be confirmed as approved. Carried: Unanimously.	VWA Policies to be tabled at the next meeting for approval. VWA Board Charter to be tabled at the next meeting for review and discussion. RK to table the new Award criteria.

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	<p>The VWA Board noted that the nominations would now be tabled at the 2024 AGM for approval by the affiliate members.</p> <p>4.4 Change of Association Name The VWA Board noted the information tabled at the meeting from Reds Volleyball Association (RVA) regarding a legal change to their name (and thus affiliation name) to that of Perth Reds Volleyball Association. After discussion it was agreed that a number of questions needed to be asked of RVA regarding a number of associated changes to the organisation's Constitution and the rationale for the new name, particularly in light of the planned 2024 introduction of zoning for all WAVL Clubs based in Metropolitan Perth. The meeting requested RK write to RVA regarding their questions and provide the response from RVA at the next Board meeting.</p> <p>4.5 Places to Play Working Group The VWA Board noted the Terms of Reference for Places to Play Working Group as tabled at the meeting. After discussion the VWA Board approved the Terms of Reference as tabled.</p> <p>Resolution That the Terms of Reference for the Places to Play Working Group be confirmed.</p> <p>Carried: Unanimously.</p> <p>They also agreed that the appointed Chairperson of the Working Group would be Board Member Darren Beltman and that the Deputy Chairperson would be the VWA Marketing and Communications Manager. They also agreed that the Executive Officer would be the VWA Community and Stakeholder Engagement Coordinator.</p> <p>The VWA Board requested that the recommended individuals for the remaining positions on the Working Group be tabled at the next VWA Board for their approval.</p> <p>4.5 Change of date for the 2024 Awards Night RK noted that Volleyball Australia had indicated at the October 2024 National Stakeholder meeting was scheduled for the same weekend as the VWA Awards Night. The VWA Board agreed that the date of the 2024 VWA Awards Night could be either the 19 October or 2 November, 2024. RK to provide information pertaining to the new date chosen at the next VWA Board meeting.</p> <p>4.8 Ratification of State Team Appointments After discussion the VWA Board agreed to the re-appointment for a further 12 months of the AVSL Team Coaches;</p>	<p>OOM nominations to be tabled at the 2024 VWA AGM.</p> <p>RK to write to Reds Volleyball Association.</p> <p>DB to table nominated positions at the next VWA Board meeting.</p> <p>RK to confirm the new date for the 2024 VWA Awards Night.</p>

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	<ul style="list-style-type: none"> AVSL Men – Head Coach Mark Petersen and Assistant Coach Nick Bew. AVSL Women – Head Coach Pauline Manser and Assistant Coach Laurel Wentworth. The VWA Board noted that if any of the above listed individuals did not accept their positions then an EOI process would need to be undertaken. Further, any other coaching positions would require that an EOI process was undertaken. <p>After further discussion the VWA Board ratified the appointments of the AYBVC Head of Delegation and Senior Head Coach;</p> <ul style="list-style-type: none"> AYBVC Head of Delegation – Carol Hodgen AYBVC Senior Head Coach – Rory Read 	
5.0	<p>BUSINESS FOR Discussion</p> <p>5.1 VA Matters / Meetings RK and IP provided a verbal update regarding the VA National Stakeholders meeting held on the 28 & 29 October, 2023. RK provided an update regarding the National AVSL Review meeting held on the 30 October, 2023.</p> <p>5.2 Possible VWA Constitution Changes The Board discussed possible future VWA Constitution Changes. It was agreed that this would be further discussed at the next VWA Board meeting. RK also noted that at present there were two positions vacant for the VWA Board. It was agreed that this should also be discussed further at the next VWA Board meeting.</p>	VWA Board to discuss the VWA Constitution further at the next meeting.
6.0	<p>BUSINESS FOR NOTING</p> <p>6.1 Launch of SportWest – True Sport The VWA Board noted the release of following True-Sport campaigns;</p> <ul style="list-style-type: none"> Sideline Behaviour Mental Health and Well-being Child Safeguarding (including SIA) <p>6.2 NT Volleyball Strategic Planning RK noted that this work was now complete, to this end, NT Volleyball now have a new Strategic Plan.</p> <p>6.3 Volleyball Australia Life Membership The VWA Board noted that the nomination for Danielle Franics for Life Membership of Volleyball Australia had been successful. The VWA Board formally congratulated Danielle on this well-deserved honour.</p>	
7.0	<p>FINANCIAL REPORT</p> <p>7.1 Financial reports as presented. MH distributed the Financial Reports and comments via email circular.</p> <p>Resolution The Board resolved to adopt the financials as circulated.</p> <p>Carried: Unanimously</p>	

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	<p>7.2 Fee Structures for 2024 The VWA Board approved the VWA Fees Structures for 2024 as tabled at the meeting.</p> <p>Resolution The Board resolved to adopt the 2024 VWA Fee Structures as tabled.</p> <p>Carried: Unanimously</p> <p>7.3 Healthway Grant payment The VWA Board meeting noted that this payment has now been made by Healthway.</p> <p>7.4 DLGSC The VWA Board noted the following;</p> <ul style="list-style-type: none"> • The IIP Annual Grant has not yet been received. • The Regional Annual Grant has not yet been received. • The Women's National League Grant acquittal was complete. • The Coach and Official Grant acquittal was complete. <p>7.5 New Auditor The VWA Board noted that the current Auditor Pitcher and Partners had indicated that their Senior Partner had left to another company Nexia and that they were no longer in the position to provide VWA with the same partnership agreement. After discussion it was agreed that VWA would change their Auditor to Nexia.</p> <p>7.6 VWA Bank Account – Cash Management The VWA Board requested that the RK and the VWA Financial Accountant Weiwei Yuan) investigate the opportunity to access a higher interest rate for this bank account.</p> <p>7.7 2024 VWA Budget RK noted that work had commenced on the 2024 Budget. Tabled at the meeting was the CEO's preferred staffing structure which was agreed in principle for budgeting purposes. The workload of the Pathways and Competitions section was discussed at length, it was agreed that for 2024 this area would be split into two separate sections and that two Manager positions (one current Manager and one new Manager) would need to be appointed.</p> <p>RK noted that the final draft 2024 budget would be tabled at the next VWA Board meeting.</p>	<p>RK to notify the new Auditor – Nexia.</p> <p>RK (and Weiwei Yuan to investigate.</p> <p>2024 Budget to be tabled at the next VWA Board meeting.</p>
8.0	<p>VWA OPERATIONAL REPORT</p> <p>8.1 CEO Report The Board noted the CEO Report as circulated.</p> <p>The VWA Board ratified the affiliation of the following Bronze Affiliates;</p> <ul style="list-style-type: none"> • Cockburn Aquatic and Recreation Centre • Midland PCYC 	

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	<p>8.2 Strategic Plan Report – Comparative Data 2023 The Board noted the report as circulated.</p> <p>8.3 Places to Play Report The Board noted the Places to Play Report as circulated.</p>	
9.0	<p>SUB COMMITTEE UPDATES (verbal)</p> <p>9.1 Indoor Beach Volleyball Federation (13 September) RK provided a verbal update to the meeting.</p> <p>9.2 VWA High Performance Review Group (27 September) The meeting noted the information contained within the CEO Report.</p> <p>9.3 VWA Junior Working Group (9 October) The meeting noted the information contained within the CEO Report.</p> <p>9.4 VWA Referee Committee (6 November) RK provided a verbal update to the meeting.</p>	
10.0	<p>GENERAL BUSINESS</p> <p>Nil.</p>	
11.00	<p>DATE OF NEXT MEETING</p> <p>11 December, 2023</p>	