

11 November, 2024 – commence 6.00pm

Present: President - Ian Phipps (IP), Ben McRobb (BM), Darren Beltman (DB), Michelle Hort (MH), Robyn Kuhl (RK), Ruth Gibbons (RG)
In attendance: Kirsty Eaton (KE)
Apologies: Helen Shields (HS), Yuhan Richards (YR)

Item	Summary of Actions	Action by
1.3	The DLGSC Evaluation Report will be presented at the December Board meeting with Angele Gray (AG) in attendance to deliver the findings from the Evaluation. AG to be invited to December Board meeting.	RK
2.1	IP requested a change of date for 2025 AGM and Clubs Conference to 31 May, 2025. RK to update 2025 VWA Calendar.	RK
2.2	VWA Board Delegation to CEO - final document to be circulated to VWA Board members for approval.	HW / RK
3.1	BM to update the VWA Strategic Risk Plan.	BM
3.4	KE to publish VA Child Commitment Statement on the VWA website and include it in the Staff Induction Pack. The statement will be circulated to VWA Staff to add into Affiliation Packs and all relevant Handbooks. RK to notify VA.	KE / RK
4.2	RK to advise Ella Stewart (ES) to update 2025 Affiliation Document, specifying that Clubs / Associations must submit Annual Financial Documents as a prerequisite for requesting a VWA Payment Plan and / or Loans	RK
4.3	Details regarding the Discussions and Approvals on the 2025 WAVL Criteria, Promotions and Relegation, WAVL Exemptions are to be communicated to the Clubs	RK
4.6	Order of Merit nominations to be tabled at the 2025 AGM	RK
7.3	KE to update the name of the VWA Financial Management Policy and circulate to all VWA Staff	KE
7.4	MH to meet with Leah Clayton (LC) to establish priorities for the 2025 Marketing & Communication budget	MH
7.6	VWA 2025 Budgets to be tabled at the VWA December Board Meeting	RK
8.1	RK to provide any calendar updates at the VWA December Board Meeting	RK
10.1	VWA Constitution updates to be discussed at VWA December Board Meeting	All

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Agenda Item		Notes	Action
1	Opening and Preliminaries	<p>1.0 Welcome and Apologies The President opened the meeting at 6.00pm and provided an Acknowledgement of Country.</p> <p>IP welcomed Kirsty Eaton (KE) – VWA Administration & Support Manager to the meeting. The VWA Board noted that the primary role of KE was to support the VWA Board with the preparation of the meeting Agendas and Minutes.</p> <p>1.1 Declaration of Interests The meeting noted the conflicts of interest as previously tabled.</p> <p>IP declared an additional conflict of interest due to obtaining a 2024 The Hub membership.</p> <p>1.2 DLGSC Bi-annual Board Evaluation Process The DLGSC Sports Governance Board Evaluation has been completed by all Board Members and the findings will be presented at the VWA December Board meeting with Angele Gray (AG) in attendance.</p>	All
2	Minutes for Approval	<p>2.1 Confirmation of Minutes The VWA Board approved the following minutes as tabled at the meeting;</p> <ul style="list-style-type: none"> • 9 September, 2024 • IP requested to change the date of the 2025 VWA AGM and Clubs Conference to 31 May, 2025. The VWA Board approved this request with RK to update the 2025 VWA Calendar. • 9 September, 2024 – Confidential Minutes 	RK

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		<p>Resolution That the minutes and Confidential meeting notes of the VWA Board of Directors held on the 9 September, 2024 be confirmed as true and accurate records. Noting request of date change for the 2025 VWA AGM and Clubs Conference.</p> <p>Carried: Unanimously.</p> <p>2.2 Actions of the previous meetings The Board noted the previous actions and accepted they were completed, contained with the current Board Meeting Agenda or listed below;</p> <ul style="list-style-type: none"> • VWA Board Delegation to CEO - final document to be circulated to VWA Board members for review and approval. 	<p>HW / RK</p>
<p>3</p>	<p>VWA Risk Management Plan</p>	<p>3.1 Strategic Risk Management Meeting The VWA Board met on the 19 October, 2024 to review the Strategic Risk Plan and ensure that it was still relevant for 2025. It was noted that 2025 was also the final year for the 2022 – 2025 VWA Strategic Plan. It was noted that BM will circulate an update on the key areas discussed.</p> <p>3.2 National Meeting Update RK and IP provided an update on the VA National meeting that took place in Tasmania on 25-28 October, 2024.</p> <p>3.3 VWA 2024 Comparative Data The VWA Board noted the Comparative Data information as tabled at</p>	<p>BM</p>

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		<p>the meeting. The VWA Board agreed that including a comparison column for the same month of the previous year was valuable and should continue to be incorporated into future reports.</p> <p>It was noted that some of the participation data is lower than in the previous year particularly in relation to school engagement (RK noted that this was principally a timing of data provided by the schools) and absence of the comparison data from the Indoor Beach Federation (IBVF).</p> <p>3.4 VA Child Safeguarding Commitment Statement The VWA Board approved the VA statement. It was agreed that KE will publish the statement of Commitment on the VWA website and include it in the Staff Induction Pack. KE to circulate to all VWA Staff for inclusion in Affiliation Packs and all relevant Handbooks. The meeting requested that RK advise VA of the approval of the Statement</p>	<p>KE / RK</p>
4	<p>Business for Decision / Ratification</p>	<p>4.1 Ratification of VWA Affiliates The VWA Board ratified the below listed 2024 Affiliates;</p> <p>Silver</p> <ul style="list-style-type: none"> • Freshwater Bay Primary School • North Fremantle Primary School • West Balcatta Primary School <p>Bronze</p> <ul style="list-style-type: none"> • Carnarvon PCYC • Kitwek Association Inc. 	

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		<p>4.2 Ratification of Affiliation Document Requirements The VWA Board confirmed the following Affiliation Fees for 2025:</p> <ul style="list-style-type: none"> • Platinum = \$585 • Platinum Regional = \$550 • Gold = \$515 <p>The VWA Board agreed on the following regarding the possible additions for the Affiliation Documents required from the Clubs:</p> <ul style="list-style-type: none"> • Annual Report – minimum requirements Annual Report provided for the VWA Annual Report. • Annual Financial Documents – these will be required in conjunction with any requests from Clubs and Associations for Payment Plans and / or loans. <p>4.3 Ratification of WAVL Recommendations 2025 Season The VWA Board formally ratified the recommendations as provided by the VWA Competitions Section for the 2025 WAVL Recommendations. These recommendations included the WAVL Criteria, WAVL Promotion & Relegation and Vacated Positions, Exemption Requests and a number of other related items pertaining to the 2025 WAVL season.</p> <p>4.4 WAVL Exemption Feedback The VWA Board formally ratified the WAVL Exemption Request from UWA VC, this is the third WAVL Exemption Request approved.</p> <p>The VWA Board also formally approved an exemption request from Busselton VA for the 2025 WAVL season so as to allow for further discussions to occur pertaining to the formation of the South West</p>	
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		<p>Region.</p> <p>4.5 AYBVC Coach and HOD Selections The VWA Board formally ratified the 2025 AYBVC Coach and HOD Selections:</p> <ul style="list-style-type: none"> • Head of Delegation – Carol Hodgen • Senior Head Coach – Rory Read • Female Head Coach – Gareth Whitehead • Male Head Coach – Jayson Fox <p>4.6 Order of Merit Nominations: The VWA Board formally ratified the three Order of Merit Nominations, as tabled at the meeting.</p> <ul style="list-style-type: none"> • Manu Nair (UWA VC) • Sean Andrews (SCVC) • Laurie Drage (Kalgoorlie VA) <p>It was noted that the three nominations would now be tabled at the 2025 VWA AGM for ratification at the meeting.</p>	
5	Business for Discussion	<p>5.0 VWA Advocacy Documentation RK distributed the Participation and High-Performance Advocacy Fact sheets, along with several examples of case studies to the VWA Board. RK and DB noted that the Advocacy materials were shared with the Minister for Sport and Recreation. RK commended and thanked Leah Clayton (VWA Staff), Sean Andrews (VWA Staff) and DB for their efforts</p>	

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		<p>in completing these documents.</p> <p>RK further recognised Sean Andrews, DB and IP for their contributions in submitting the recent Infrastructure Survey as had been requested by DLGSC. It was noted that any further Advocacy materials will be demand driven.</p>	
6	Business for Noting	<p>6.1 WA Representation in National Teams</p> <p>The VWA Board congratulated the following athletes for their selection into the 2025 National Performance Program:</p> <ul style="list-style-type: none"> • Pre-Youth Women: Madison Eckert, Ella Zaorski • Pre-Youth Men: Levi Chandra, Reece Da Silva, Bodhi Hand, Tom Merrett, Hayden Saw, Jayden Cho • Youth Women: Cynthia Aung, Zoe Green, Erin Parker, Kaia Tuuta, Asha Walters • Youth Men: Jacob Allison, Hayden Baker, Angus Flower, Ben Fourie, Matthew McCarthy • Junior Women: Rosie Alchin, Jolie du Plessis, Tara Jorgensen • Junior Men: TBC 	
7	Financial Reports	<p>7.1 Financial Reports</p> <p>The VWA Board noted the Financial Reports as circulated prior to the meeting.</p> <p>7.2 DLGSC Grants</p> <p>The VWA Board noted that the Annual (IIP) Grant and the Regional Grant from DLGSC, and the Regional Grant had not yet been received</p>	

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	<p>from DLGSC. RK noted that the Asian Engagement Grant will be acquitted at the completion of the VWA requested and DLGSC Approved extension to this grant.</p> <p>7.3 VWA Financial Management Policy The VWA Board approved the VWA Financial Management Policy, subject to renaming it as the VWA Financial Management Policy and Procedures. RK acknowledged Weiwei Yuan (WY), Matt Hodges (MH) and KE for their contribution in reviewing and updating the Policy.</p> <p>7.4 VWA – 2025 Fee Structures and Casual Payments The VWA Board agreed to a 3.5% CPI increase (or as per requirements of Fair Work Australia) for all contracted Casuals. The VWA Board also agreed a 3.5% increase for the VWA Fee Structures (excluding Section 7.5).</p> <p>7.5 VWA – new budget increases by Section (Marketing and Competition) requests The VWA Board has provided in-principial approval for the tabled Budget Requests, from the Competitions and Marketing Sections.</p> <p>It was agreed that MH would meet to discuss with Leah Clayton (VWA Marketing Manager) her additional budgetary requests.</p> <p>The meeting noted the agreement of an additional fee increase to the WAVL Game fees so as to allow for an increase of payments to Level 2 Associate Referees and to support additional Marketing and Promotional materials and photographs. It was noted that the 2024</p>	<p>KE</p> <p>MH</p>
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		<p>WAVL survey for both Clubs and Athletes had supported this additional increase.</p> <p>7.6 2025 VWA Budgets RK noted that the final draft budgets would be tabled at the next VWA Board meeting for approval by the VWA Board.</p>	
8	VWA Operational Reports	<p>8.1 CEO Report The VWA Board noted the CEO report as circulated.</p> <p>The meeting noted the potential changes to the VWA Calendar for the final quarter of 2025. RK noted that this was due to a change in the 2025 AVSL season dates (commencing a month later) An update will be provided at the December Board Meeting.</p>	RK
9	VWA Sub-Committee Reports	<p>9.1 Sub-Committee Reports The VWA Board noted the information as included in the CEO Report.</p> <ul style="list-style-type: none"> • Indoor Beach Federation (25 September) • VWA Mental Health and Wellbeing Working Group (7 October) 	
10	General Business	<p>10.1 Constitution Update The VWA Board to discuss potential Constitutional updates at the VWA December Board Meeting.</p>	All
11	Next meeting	9 December, 2024	

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