**Committee Meeting**

**Monash University Water Polo Club**

**Agenda – 18/3/2018**

**4:00pm Lifeguard Tower – Doug Ellis Pool – Clayton**

Meeting called to order by Kai-Yang at 4:05PM.

**Attendance**

Present: Kai-Xing, Kai-Yang, Zac, Aidan, Mark, Jason, Tilly, Lara, Dean

Apologies: Tom

Absent:

**Previous minutes**

Approved by Tilly, seconded by Jason.

1. **General**

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| **Topic** | **Discussion** | **Actions** |
| 0.1 Committee Members | Jason and Tom swap roles Seb retire, Lara GenCom? | Tom and Jason are both happy to swap roles. Jason happy to be treasurer, Tom happy to step down to general committee.  Lara recruited to general committee, phone call with Seb – he is happy to step down.  Roles appointed by rule 57 committee power to fill vacancies. |
| 0.2 Debrief from meeting with Monash | What problems do Monash reps have with our club?  Parties – Michael Jones (Team Monash), Cathleen Howell, Lisa Beasley and Ariane Tebb from Aquatics.  4 weeks to show action (which we have been doing all year anyway)  Affiliation signed at the end of period | Pretty much just Michael running the talk, a bit unclear about what he wants.  Things Michael wants to see   * Incorporation (done) + ABN (see below 3.1) * As few juniors as required (????) * Financial transparency (working on it, see below) * Administrative transparency (eg member list – done) * Let Kai-Yang or Kai-Xing know ASAP if something breaks at the pool so they can let Cathleen know   If we settle the affiliation then we can afford a coach again.  Dean still to talk to John about Michael |
| 0.3 Incorporation | Change details of old ABN | Figure out bank account first (see below 3.1) |
| 0.4 Construction work | Will this ever happen?? | Let’s sort out current issues then give it another crack closer to the end of the year |
| 0.5 New balls | What to do with them | **Tilly will take from Dean next Sunday** |
| 0.6 Photos + WWCC | Send WWCCs to Tilly! And also a nice photo so that they can be put on the website. | **Tilly to make sure she has WWCCs from all team managers and committee members, also a photo from every committee member.** |

**1. Juniors**

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| **Topic** | **Discussion** | **Actions** |
| 1.1 \*Problem\* with fees paid by juniors |  | Different people paid different amounts, some problems with invoicing.  Main problem was confusion and lack of communication about charging fees through WPV last year.  (Invoicing problems see below 3.3)  **Kai-Xing has spreadsheet of who has paid what, to talk with Dean about making sure everyone pays the right amount of money.** |
| 1.2 End of season social | Location? | Dean come in early to set up bubble soccer.  Dean’s company will sponsor both bubble soccer and venue (bbq/field) hire.  **Mark to go ahead with the booking, fill out the booking form and return to Martin.**  **Committee please arrive at 4pm to help set up and make sure everything goes smoothly**  **Mark to get numbers and sort out running sheet with Dean, to direct Tilly re bbq purchases**  Kids in pool 5-630, one of seniors to help out with running games  Parents/kids games and fun activities, seniors can get in water too (?)  Seniors playing bubble soccer while kids in water, then juniors playing bubble soccer while seniors cook bbq? |
| 1.3 Juniors | What teams will we be having | u16 boys only in Winter comp  u12s and u14s stop training until Mothers’ day (Sunday 13th May).  **After next week and up until Mothers’ day, u16s will use the u12s/u14s pool booking time (Sunday 5-6:30).**  **Seniors are encouraged to come along too so that the juniors can get used to being in the pool with older people.**  After Mothers’ Day (20/5) – u12s and u14s will get back to training and their season starts on 14/10.  U12s and u14s will go back to training Sundays at 5-6:30, u16s and seniors training pushed back to 6-7:30 (time TBC)  **Dean to let Kai-Xing know at least 2 weeks in advance when extra pool bookings need to be made.**  Note that we pay around $100 per 1.5 hr training session. |
| 1.4 Ballarat | Sponsors | **Tilly to ask person from PBTP about how they get sponsors and start trying to get sponsors – say we are happy to hand out their product, put logos on tshirt and hand out any promo material.**  **Jason and Aidan to contact potential sponsors, proposal as above.**  Get information as needed from Dean. Typically runs over weekend of term 3 school holidays so 22 – 23, 29 – 30 September or 6 – 7 October.  Don’t really care how much sponsors want to give, even a few hundred is good – any amount.  Just having sponsors just makes us look a bit more professional.  **Kai-Xing to make flyer, ask Dean to see old flyer for base.**  Dean to organise Tshirts, pool hire and team entries. |

**2. Seniors**

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| **Topic** | **Discussion** | **Actions** |
| 2.1 Winter Comp | What teams will we be having | MSL1, MSL3, MSL5 teams stay largely the same, we have entered 2 MSL6 teams ~11 players each with a mix of returning and new players.  Entered 2 WSL2 teams, very full (12 or 13 people each) |
| Summer Splash |  | Going very well.  After next week (second last round) we will send out an email with standings for “finals” on the week after. On the same email will be a flyer + invitation to the ball!  On the last week we can invite other clubs in person and hand out hard copy flyers.  **Kai-Xing to manage this.** |

**3. Finances**

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| **Topic** | **Discussion** | **Actions** |
| 3.1 Bank Account | Now that we are incorporated, we need to set up a bank account under the corporation | The requirement is that we have an account held by the corporation with multiple signatories requiring two people to set up any outgoing payments.  We currently have a CommBiz account, but our bank account lists Courtney Neville as having permission to edit details.  Need to update bank details to change password and update signatories to current officers.  Re ABN, we have an ABN but we suspect it is linked with the old corporation ‘Monash University Swimming and Water Polo Club Inc’ that was deregistered ~2015.  Michael Jones wants us to have an ABN.  We need to either update the old ABN to change it to the current corporation or cancel the old ABN and apply for a new ABN.  **Dean to call the bank person his company deals with to see what they can do. Talk to Jason, Kai-Xing or Kai-Yang if unsure about what we need.** |
| 3.2 Budget | KY + KX did a rough budget for the year | When we get money from Monash and are in surplus again then we can get back to getting a coach + more gear + balls.  **Jason still looking into online services that we can use to do both budgeting and invoicing. Potentially $15/month?**  **Jason to get a sense of what our financials are like so that he can determine which service fits us the best, ask Kai-Xing and Kai-Yang about it.**  Hopefully if we use an online service then we can have a budget that can be easily updated by committees in future years and invoicing that is convenient and will tell us who has paid what.  Jason suggests that we try out an online service to do invoicing for the ball (see below 5.2) |
| 3.3 Fees | Fees restructured, fee notice publicised  Invoices sent out to playing members, please pay ASAP. | Fees still ~$700 a year but changed so that club fees are higher and match fees lower.  Previously we were making a lot of money on match fees, we want it to be clear that match fees are collected to cover our expenses to WPV (including forfeit fines) and club fees are what go to the club for training, socials, equipment etc. Numbers have been adjusted to give effect to that, also to give current Monash students a discount as required by the affiliation agreement.  Will fees for juniors stay the same? Unsure.  We have decided not to use WPV for invoicing this year since last year’s confusion was very bad. We have reverted to manual invoicing by emailing an invoice to everyone who will play Winter comp. Potentially switch to online invoicing in future (see above 3.2).  Treasurer – Make sure that people are sent invoices and given reasonable time to pay BEFORE start of season. Same goes for juniors and sub juniors. Offer payment plans, weekly/monthly or whatever works for people who need. Aim to have entire amount paid by end of season.  **Committee all please pay fees ASAP.** |
| 3.4 Current financial position | What debts we have currently and will incur in the next few weeks? What income in the next few weeks? | Currently have $6k in the bank account, owing ~4.5k to WPV, ~2k for Summer Splash expenses and ~2.5k for pool hire.  Winter fees are coming in and soon we will have money from the ball coming in too.  **Jason to get access to bank account and start looking at cash flow to assess solvency.** |
| 3.5 Club Manual | CLUB MANUAL  Proposal that we write a club manual to outline how to run the club to be handed to future committees. | **Tilly to be in charge of putting the manual together.**  **Dean to send Tilly (and maybe the rest of the committee + Rowan?) a list of stuff he thinks needs to be in the manual. Others can add –google docs is a good idea here.**  Manual to cover everything from roles of each committee member to how to run trainings and socials, Monash policies, invoicing and fees etc  Once club manual is underway Kai-Yang can begin drafting new club rules to reflect and enable the things set out in the manual. |

**4. Social Media/Marketing**

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| **Topic** | **Discussion** | **Actions** |
| 4.1 Website | Have a committee page with photos + what role | See above 0.6  **Committee all please check that you have sent both WWCC and nice photo to Tilly.** |

**5. Social**

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| **Topic** | **Discussion** | **Actions** |
| 5.1 O-week social debrief |  | Overall event very good!!  Good attendance, both old and new members and friends.  Good mingling between boys/girls, also between new/old members.  Nothing went wrong during the event. |
| 5.2 Black Tie Ball | 19th May at Carlton Brewery  Ticketing  Venue visit  Photographer/DJ updates | We have booked in and paid $2.5k deposit for the venue.  **Venue visit date set at Sunday 8th April. Mark to organise with CUB to lock it in.** Next Sunday is BBQ, Sunday after is Easter. We will visit in the afternoon then go for dinner after?  **Purpose of visit is to decide how we want to decorate the venue and invest in marketing things eg banner/media wall.**  Plan for ticketing is that we will send out a google form asking for details. After this everyone will be sent an invoice for payment. After payment they will receive an email with their ticket. Jason found something that will let us send and scan tickets for free.  **Aidan has done google form, Mark to send it to people (Facebook/email)**  **Jason to do invoicing (see above 3.2 discussion of online accounting systems)**  **Aidan to draft sponsorship letter and Jason to send to people. Jason and Aidan to together think of appropriate sponsors.**  Re sponsorship we are only looking to have raffle prizes – we already have slabs, but what else can we get? Gift cards, hampers, bathers, goggles etc.  We can offer to promote their business alongside our promotion of the event as well as make announcements on the night – if anyone else has anything let Aidan know. |
| 5.3 Whole club social | See 1.2 | See above 1.2 |

**6. Other Topics**

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| **Topic** | **Discussion** | **Actions** |
| 6.1 Inter Varsity Games (AUG replacement) | Any updates from Monash? (Tilly) | 1 day comp will be held sometime in October, picking of men’s and women’s team is well underway. Our club can withdraw from the organisation of this. |
| 6.2 Uniforms |  | No date yet. |
| 6.3 Awards |  | With the new logo, we need to get new trophies.  Awards are: President’s award, Most improved Male, Most improved Female, B+F for each team.  Pres. Award decided by Kai-Xing  Male most improved – Lachie  Female most improved – Ilana  Team awards to be decided by team managers.  **Kai-Xing to find out from team managers who their nomination for the award is.**  **Kai-Xing to organise production of trophies with Rowan.** |

Meeting closed by Kai-Yang at 5:50PM.