**Committee Meeting**

**Monash University Water Polo Club**

**Agenda – 29/4/2018**

**4:30pm Lifeguard Tower – Doug Ellis Pool – Clayton**

Meeting called to order by Kai-Yang at 4:40 PM.

**Attendance**

Present: Kai-Yang Goh, Kai-Xing Goh, Tilly Rudd, Dean van Huizen, Aidan Williams, Mark Goy, Lara Calligaro, Jason Vincent (late), Rowan Bennett (late)

Apologies: Zac Evangelides

Absent: Tom Acton

**Previous minutes**

Approved by Kai-Xing, seconded by Tilly.

1. **General**

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| **Topic** | **Discussion** | **Actions** |
| 0.1 Monash Follow up meeting debrief | See notes. Any comments? | No actions. Discussion aligns with notes. |
| 0.2 Club Manual | Manual is WIP and on the google drive. Everyone take a look and make a note/tell Tilly what else you think should go in there | Let’s work on this more seriously after the ball. |
| 0.3 Affiliation | Signed | **Everyone READ the agreement at least as a skim, make sure we try to comply even if some things Michael doesn’t really care about.** |
| 0.4 Gear | SL6 team needs game ball(s)  Do we need more caps for next season? Buy another set? | 5 balls (3 mens 2 womens) distributed as follows:  1 ball to Tilly’s WSL2 team  1 ball to Kai-Xing’s WSL2 team  1 ball to Mark’s MSL6 team  1 ball to Kai-Yang’s MSL6 team  1 ball Kai-Yang to keep for future team.  Note – “competition” ball is $56, “game” ball is $40  In winter comp last year we had 3 women’s teams (2s, 2s, 3s), 5 men’s teams (1s, 3s, 5s, 6s, 7s) with Kai-Yang and Kai-Xing sharing caps => 7 sets.  The WSL3 team was disbanded and caps distributed to replace missing caps. => 6 sets.  This season we have 7 teams (women’s 2s and 2s, men’s 1s, 3s, 5s, 6s, 6s)  Men’s and women’s teams are full across the board so next season we will likely have an extra men’s team and an extra women’s team.  **Summary – Potentially 9 teams in State Champs Season with 6 sets => we need to buy 3 sets (blue and white) at least, and maybe a 4th as spare if we can afford it.** |

**1. Juniors**

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| **Topic** | **Discussion** | **Actions** |
| 1.1 Bubble Soccer debrief | How did it go? What could we do better for next time? | Generally ran well.  Good feedback from kids, all enjoyed it.  Change it up to have something new next season. |
| 1.2 Winter Comp | Update on juniors  Fees? Registrations? | **All paid but Otto Bodo needs to be chased up. Dean to talk to his father to find out how much he has paid in 2017-18 season. Jason to invoice accordingly.** |
| 1.2 Sub juniors | Options for sub junior training times (20/5 onwards) | Dean can drive the goals around and we have spare goals, so we have options re where sub-juniors will train.  **Dean to make some enquiries to see where can accommodate the sub juniors and where is convenient for them.**  **Dean to let Kai-Yang/Kai-Xing know and they will approach Team Monash to work out a costs agreement.** |
| 1.4 Ballarat | Update?  Start organising after ball? | Pool time booked, dates set.  Will send notice to clubs formally confirming that the event will happen.  **Dean to send old flyer to Kai-Xing. Kai-Xing to make new flyer to be sent out in later correspondence.**  **Competition will be 6th and 7th Oct, all committee to help out on the weekend.** |

**2. Seniors**

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| **Topic** | **Discussion** | **Actions** |
| 2.1 Winter Comp | Update on seniors  Plan for State Champs comp (number of teams) | Most people have paid fees – over 80%  Most of the people who haven’t paid are SL1 boys.  See above discussion re caps on number of teams for next season. |
| 2.2 Summer Splash debrief | How did it go? What could we do better for next time? | Generally ran well.  Profit is around $2200 from the event.  **Accounts are settled except Charlie (ref) and ref for the final week. Jason to pay settle.**  Dean doesn’t think WPV wants to run things like this so we can keep running in future years. Maybe next time we will ask WPV if they want to try rule changes. |

**3. Finances**

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| **Topic** | **Discussion** | **Actions** |
| 3.1 Current financial position | How are we doing? | - |
| 3.1 Bank Details | Signatories changed to Dean, Kai-Xing, Tilly, Jason.  Bank details are otherwise the same.  ABN details will be changed to suit current situation.  Bank tokens have been ordered, coming soon (need tokens to do transactions) | Dean spoke to ATO applied for a form. We need to manually change office bearers of ABN, since don’t know who the old ones are, a paper form needs to be mailed and might take 3 or 4 weeks. Then we can apply for the online one and change it easily next time.  Dean to report when he hears back from ATO.  Bank account done, tokens done. Signatories are Jason, Kai-Xing, Tilly, Dean. Kai-Xing, Tilly, Dean in possession of tokens.  2 signatories required per transaction. |
| 3.2 Accounting Service | Jason has signed our club to Reckon (accounting software). What are the features? $10/month | - |
| 3.2 Things to pay | Summer splash – pool hire, refs  Monash – pool hire  Sub junior fee refunds  Reimbursements (BBQs, incorporation, ball) | $450 junior finals  Refs for summer splash  Incorporation  Pool hire |
| 3.3 Fees | Has everyone paid?  What do we do about people who don’t pay? | - |
| 3.4 Club card | Do we need to set up a card under the club’s name to use for club transactions rather than individually pay and get reimbursed? | Not necessary  Now that our bank account and finances are sorted and treasurer is proactive, reimbursements should be quick. If spending is approved by the committee, then Jason can reimburse on procurement of proof of payment. Paying for things ourselves then being reimbursed shouldn’t be excessively troublesome now.  Having this sort of system forces committee to be accountable to the purchases they make since if not approved expressly at committee meetings then they make purchases at their own risk. Having a club card exposes the club to unnecessary risk. |
| 3.5 Payment for coaches | We should start paying Rowan/Jeff/whoever takes training. $20/session? Rowan said for now he will buy balls instead of pay club fees. | ISSUE: do they want to be paid??  Dean doesn’t want to be paid anything. Rowan doesn’t want to be paid anything.  Glen stepped up to coach WSL2 of own accord as volunteer so shouldn’t be paid anything.  What about Simon R and Jeff?  **Let’s have this discussion again after ball.** |
| 3.6 Bunnings BBQs | Still pursuing? Tilly. | - |

**4. Social Media/Marketing**

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| **Topic** | **Discussion** | **Actions** |
| 4.1 Interviews | Mark to do fun interviews with committee members then maybe players from time to time? For people to get to know us. (?) | - |
| 4.2 Sponsorships | Funky Trunks – survey: tell us about event + what we want  Delfina – Tournament support and merchandising (Ballarat and Summer Splash?)  Speedo – no reply, try again?  Maybe some local snack brands like Emma & Tom’s | Dean definitely wants sponsors – more money.  Perry from MC did tshirts last year but Dean is happy for anyone to do it. Everyone buys the t shirt and easy to stick a logo.  Showbags with snacks and flyers?  Banners from last year for Monash Ballarat comp – we can stick additional logos on there or sponsors can provide their own banner for us to hang. |

**5. Social**

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| **Topic** | **Discussion** | **Actions** |
| 5.1 Black Tie Ball | Venue visit update  Awards and trophies update  Photography and DJ update  Decorations update  Media wall update  Raffle prizes update  Ticket sales update | Venue is set, CUB.  Trophies are under control by Rowan.  Photography and DJ being provided by Kevin Sun, Riverside Creative. $400 for 4 hours photography and 2.5 hours DJ.  $120 deposit paid by Mark.  Decorations will be balloons (~3 each table).  Mark to go ahead with buying media wall and be reimbursed.  Raffle prizes are still slabs, Dean’s 5x footy tickets, hamper from Maddie.  **Mark to buy cheap concert tickets for raffle.** |
| 5.2 Off season/end of season social | What should we do? Toss us ideas for now. | - |

**6. Other Topics**

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| **Topic** | **Discussion** |
| 6.1 Formal system for approving payments. | Kai-Xing motion and  Tilly approves the following:  Mark to spend up to $350 for media wall and $70 for Insta prop  $120 Deposit Photographer Mark  $18 Kai-Yang BBQ  $200 KX incorporation  In future we need to follow a formal procedure for payments. Some payments (eg bills) can be paid by treasurer without approval, but some payments (eg media wall) to be approved by committee formally.  **Kai-Yang to account for something like this when he drafts the club rules over holidays.** |
| 6.2 Collecting attendance at training | We need to do this to comply with Team Monash’s affiliation agreement. It is a requirement for all sports clubs.  **Kai-Yang to organise attendance sheet to be at training, people write name or tick in.** |
| 6.3 Newsletter | **Bit too late to have one now, but let’s send one out after the ball.**  We have done a lot of things so far this year so let’s put in our best photos from Summer Splash, O-week social, Bubble soccer and Ball to show everyone what’s been going on in the Monash Uni Water Polo community! |
| 6.4 Southern Cross Water Polo League | Rowan has talked to the 1s and juniors and is now talking to us.  The Southern Cross Water Polo League is a comp that runs Feb-April at a level between SL1 and National League. Games happen between Melbourne, Sydney, Canberra, Hobart, Wodonga. Driving to save money where possible.  Cost is about $12k a team. We can subsidise a bit from the club + help out with fundraisers and things.  If we seriously want to compete then we have to start organising NOW. Last year Dean asked towards the end of the year and it was too late already.  Rowan is happy to coach the team and will gauge interest. Will make it clear that it a definite commitment from players is needed.  Right now the highest level of water polo is just to play the same 2 teams every few weeks in SL1. We want to promote the sport and encourage young talent by giving them opportunities to develop.  Potentially players like Hugo Stephenson and James Dickson will come back if we do something like this.  We will be able to start changing the SL1 culture and it will be good outreach for Monash University. |
|  | Rowan went to the SL1 game, has told them that they all need to be coming to training on Thursdays.  Rowan says training this year has been great, especially attendance from players in lower grades. People are keen to come and keen to improve. Rowan says this is a great culture that we haven’t had in years. |

Meeting closed by Kai-Yang at 6:05 PM.