



WAFDA COMMITTEE MEETING MINUTES

29th November 2007

19:10 – 21:50

Present:

President	Anna Haynes (ACH)
Vice President	Andrew Delane (AD)
Treasurer	Paul Denyer (PD)
Secretary	Debbie Ng (DN)
Events Director	John Damiani (JD)
University Rep	Tim Delane (TD)
Women's & Recruitment	Gillian Stone (GS)
Apologies:	Steve Baker (SB)

Previous Minutes

- Previous minutes reviewed and passed as true record of the meeting.

Action: DN to publish minutes on the WAFDA website

Treasurer's Report

- \$2072.30 in cheque account, \$11367.25 in savings.

Operational Plan

- Roles of committee members to fulfil different areas of the Plan e.g.:
 - o Development – TD, GS & SB.
 - o Communications such as newsletter, emails, website – DN, AD.
 - o Events – AH, JD.
- Treasurer sets budget for each area and person(s) responsible to adhere to that budget. Aim to produce a report for each area for review whether goals and performance targets have been achieved.
- Administration – budget for more AFDA conferences. Lobby AFDA to have agenda and dates set early so WAFDA has enough notification to attend as conferences are not always cost shared. Budget around \$1000 for non-cost shared conferences.
- Quarterly report to AFDA on WAFDA events, along with a financial status. Be more proactive in communicating to AFDA, especially for conferences that we can not attend.
- Strategic plan should be reviewed on an annual basis.

**Action: Executive to review Strategic Plan May 08, 07/08 Budget set by 30 June 08
Risk management plan reviewed in February 08**

- New HP target is to subsidise field hire for club teams who express interest in going to Nationals.

Action: PD to email club contacts for EOI in Nationals training

- Development - Focus on UWA, Murdoch and Curtin. Come and Try clinic at Curtin should try to secure fields early to target a better day than Friday afternoon. Contact ECU and Notre Dame to get into their sports centres. Set target number of attendees for each Come and Try clinic. Timing of clinics to target upcoming leagues or tournaments.

Action: TD responsible for O-day preparations

Action: SB & JD to continue organising CaT's

Action: ALL See attached Operations Plan for actions allocated to committee members



Policies

- The Governance Policy requires urgent updating on roles and responsibilities of committee portfolios – Events director, Juniors Coordinator, Marketing Rep, University & Clubs & High Performance Rep, Women's & Recruitment Rep.

Action: PD to send out Powerpoint on roles and responsibilities

- A State team selection policy is needed.

Action: Membership policy to be endorsed at next meeting

Action: DN to send out current Selections Policy to Executive

Calendar

- Finalise calendar at next meeting. Targets – start a SUL in March for uni recruitment. SUL to be short 8 week leagues, 12 week PULs. Break over July and August for 6 weeks. Have a mid-year wind up and a Christmas party instead of end of league gatherings. Aim to set a calendar template.

Action: DN to send out current calendar

League Issues

- 2 women's and 4 men's teams are playing in single gender league.

Events

- League finals night (21st November) will be held in a clubroom at the fields with pizza provided and beer for sale.

Action: BV to enquire on AJ clubroom availability for 21st

Action: JD to source medals as prizes

Action: DN to advertise league finals wind up on email

- Awards for Christmas party. Tournament of the year – Phoenix Has Risen. Recruiter of the Year – Andrew Hore (Ninjas), David Shackles (disco inferno). Matt Butler – Overall PUL MVP. Richard D'Almeida – Overall SUL MVP (SUL only). Rookie of the Year – voted by WAFDA, started playing that calendar year. Team of the Year. Administrator of the Year. Committee certificates.

Action: Committee to send nominations to ACH

General Business

- Conflict of interest resolution – governance policy covers conflict of interest, disclosure required but still can vote on matter.
- Upon resignation of B. Vanallen from the PR Rep position, a replacement should be sort.

Action: DN to advertise on website to obtain EOI of PR Rep candidates

- Concise version of annual report being prepared by B. Vanallen. Expected in the new year.

Action: DN to enquire with B. Vanallen

- Leftover WUCC merchandise was deemed too expensive to purchase at ~15AUD per item.

Next Meeting

- TBC.