

**MINUTES FOR WAFDA MEETING**  
**5 August 2008, 19:30**  
**DSR BUILDING, LEEDERVILLE**

**Present:**

President	Andrew Hutcheon	(AH)
Vice President	Jeremy Dowling	(JJD)
Treasurer	Anna Haynes	(ACH)
Secretary	Russell Slaughter	(RS)
Women/Recruitment	Julie Hardt	(JH)
Clubs Liaison	Kendal Thorn	(KT)
	Trevor Howard	(TH)
	Rod Arnold	(RA)

**Apologies:**

Public Relations	Gillian Stone	(GS)
Jr Development	Steve Baker	(SB)
Events	John Damiani	(JD)

**Meeting open**

**19:43**

**Extraordinary items**

- 1) Trevor Howard from the WA Department of Sport and Recreation attended the meeting in order to meet the new WAFDA committee and to provide any advice on topics he felt were relevant. Trevor stated that he was quite pleased and impressed with the progress WAFDA has made in its administration over the past few years. The key points he made are:
  - o WAFDA is one of 40 State Sporting Associations (SSA) that is in the Profile 1 group of sports. According to Trevor, WAFDA is in the top 4 SSA's as far as governance and organization for a group of this size;
  - o DSR's primary interest is in SSA's demonstrating that their governance is in order and that they have plans for growth/development and risk management;
  - o Trevor is available to answer queries from Committee members at any time.
- 2) Rod Arnold, Tournament Director for Australian Ultimate Championships 2009, gave the Committee a summary of what plans have been made and what expectations he has for the event. Summary points are:
  - o Event date is tentatively April 23-26 Thurs-Sun. Expectation is for 16 Open and 12 Women teams;
  - o RA is looking into the possibility of extra teams (who don't qualify through the AFDA process) participating in the event;
  - o UWA Sports Park is the tentative Venue;
  - o Showcase game on Thursday night. This will double as a social event for tournament participants and an opportunity for non-playing spectators to watch Ultimate;
  - o 4-5 people have volunteered their help in organizing (un-official Tournament Organizing Committee TOC). Rod intends to meet monthly with his TOC through February then more frequently;
  - o There will potentially be a paid position of Assistant Tournament Director for the week of the Event;
  - o RA objectives are to generate income for WAFDA, new membership and to hold a memorable Event for participants.

WAFDA requested that in order to facilitate communication between the TOC and WAFDA, RA attend WAFDA Committee meetings monthly, or possibly every 2 months.

RA stated that there were several aspects to the tournament that would be easier to arrange were the tournament held 2 weeks later, 2<sup>nd</sup> weekend in May. After discussion WAFDA supported this stance in principle.

Trevor Howard mentioned that there could be as much as \$5,000 available from DSR for hosting a national tournament. Application must be made 6 months prior to event.

**Actions: KT - inquire into school holiday accommodation at UWA (possibly also local high schools);**

**RA - write a letter to AFDA requesting change of date for Nats '09;**

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**AH - request list of relevant contacts and other useful documents from Ballen and forward to RA;**

**RS – create monthly reporting template for Nats 09 TOC to complete monthly;**

### Review Previous Minutes

- 8 July 2008 Minutes are passed as a true account of meeting
- Outstanding actions from last minutes include

**Action: RS – revise and forward event cost planning spreadsheet to ACH**

- Actions following on from completed actions include:

**Actions: AH – load WA tournament calendar onto WA Ultimate website;**

**RS – begin to coordinate via email participation at AFDA administrator conference;**

**ACH – speak to Rob Thompson at Lottery Sports House re: possible availability of storage space (UWA Sports have ruled out shipping containers on the Sportspark grounds).**

### Treasurer's Report

- Refer to Appendix A;
- Refer to Appendix B for 2007-2008 FY details.

### Review of Strategic Planning Goals

- Refer to Appendix C.
- There was discussion that the WAFDA Club Affiliation Policy is a key component of many stated strategic objectives. This document has priority status for finalization and being enacted. It has been in Draft for 18 months and many clubs are using this document for guidance.

**Action: ALL – send comments on suitability, currency of Draft Club Affiliation Policy to JJD for compilation;**

**RS – get external hard drive from ACH.**

### General Business

- Discraft Order due 6 August at house of ACH
- First aid kit
  - New WAFDA First Aid kit needed, discount from HBF members;
- Ultimatum newsletter:
  - RS wanted to acknowledge the excellent job done by GS in creating the first Ultimatum in a long time. Rave reviews all around.
- League Director purchases
  - League Director given authority to purchase equipment/materials at his discretion, roughly ~ \$300
- WAFDA Announce topics
  - DDD, new discs for sale \$20 each, UWA fundraiser, League finals, UWA expo game, Drop Bears travelling to the Singapore Open 30-31 Aug, 24 Aug ECU Joondalup mixed/uni tournament, WUGC update/wrap up, Phoenix Has Risen 13-14 September, Witch's Hat 24-25 October, Mixed nationals interest;
- Website – committee working area
  - This will be a place where WAFDA committee can access documents centrally, it is not clear just how it is meant to function yet.
- WAFDA contacts database
  - Not much input into this document as of yet.
- WAFDA communications protocol
  - Executive members should maintain communication with each other on all matters, including other committee members only on the topics relevant to their portfolios. It defeats the purpose of assigning roles if everyone is thinking about everything.
- Thank you gift for Audit of WAFDA books

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- Discussed the possibility of acknowledging WUGC competitors, no agreed actions;
- ACHEP conference is coming up soon. ACH will be teaching Ultimate to all of the Phys Ed teachers participating.

**Actions: RS – order new first aid kit;**

**RS & SB – figure out Committee Working Area on WA Ultimate**

**ACH – cost weekend at Burswood as Thank You for audit of WAFDA books, if <\$700 then purchase;**

**EXEC – review Financial Policy and Operational Plan;**

**AH – investigate possibilities for minimizing size of electronic files with logos**

**MEETING CLOSE**

**21:40**

**Next Meeting**

Next committee meeting to be held on **Tuesday 2 September**, 19:30 at DSR in Leederville.

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**APPENDIX A**

Treasurer's Report  
5 August 2008

<b>Account</b>	<b>Balance</b>	<b>Comments</b>
Society	\$1 872.81	As at 05/08/08
Savings	\$23 496.69	As at 05/08/08
Cash	\$422.00	As at 05/08/08
<b>Total</b>	<b>\$25791.50</b>	<b>As at 05/08/08</b>
<i>Savings (Interest)</i>	<i>\$164.52</i>	<i>Interest earned for: July</i>

Outstanding Payables: *What WAFDA Owes*

<b>Supplier</b>	<b>Amount</b>	<b>Comments</b>
UWA Sports Park	\$990.00	\$100 in credit – TBC
Willetton Trohpy Centre	\$1226.00	WAFDA Medals Stock
ST JOHN'S	\$149.50	First Aid Kit
<b>TOTAL OWING</b>	<b>\$2116.00</b>	Less Credit

Outstanding Receivables: *What WAFDA is Owed*

<b>Customer</b>	<b>Amount</b>	<b>Comments</b>
Sublime	\$2553.35	Loan: Nationals Accommodation
Cash Sale	\$1400.00	Loan: Women's Development Camp
Coaching	\$1395.00	
Disc Sales	\$390.00	
<b>TOTAL OWED</b>	<b>\$5738.35</b>	

Additional comments:

West Coast TAFE \$540 Outstanding Invoice May 2007 – PAID

League expenditure: New kit bag, first aid kit supplies, line marking paint, (Total TBC)

League Direct Payment \$200

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**APPENDIX B**

Retrospective look at 2007-2008 financials:

Opening Balance July 1st 2007           \$13,724.03

Closing Balances June 30th 2008

Society Account                           \$ 8,027.05

Savings Account                         \$26,157.00

**Total \$34,184.05**

Grants/Other Submissions

WUCC   \$10,000.00

DSR     \$5,000.00

**Balance without Grants etc \$19,184.05**

Outstanding paybles at 30/06/08       \$7,066.00

(Breakdown)

Coaching Payments \$1,085.00

AFDA EBF \$5981.00

Outstanding receivables at 30/06/08   \$7,739.20

(Breakdown)

Sales \$1395.00

Loans \$6344.20

Profit \$6,133.22

Of this profit \$960.08 is interest earned from the savings account

**Total \$5,173.14 Profit (without interest) from 2007/2008 Financial year.**

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**APPENDIX C**

Tabular representation of WAFDA Strategic Goals as decided at 2008/2009 Strategy meeting.

<b>Priority</b>	<b>CATEGORY and Strategic Objective</b>	<b>Owner</b>
	<b>GOVERNANCE</b>	
1	Complete an Induction procedure for all incoming committee members, including finalizing Governance Policy (to include a Delegated Financial Authority for each role description)	RS
2	Review all policies	JJD
2	Centralize WAFDA documentation and formalize data storage procedure	RS
3	Improve and emphasize WAFDA's recognition of volunteers	ACH
	<b>FINANCE</b>	
1	Create a 08/09 forward budget including project budgets for women/juniors/communications, etc.	ACH
2	Pursue external Sponsorship	ACH
3	WAFDA to produce a net profit of at least \$2,000 excluding all grants and sponsorship	AH/JJD
	<b>RECRUITMENT</b>	
1	Diversify player geography	JH
2	Have enough active members for for gender specific leagues	JH
3	Hold a tournament or league which is for secondary school students/teams	SB/JJD
	<b>ELITE DEVELOPMENT</b>	
1	More than one Mixed team competing at Mixed Nationals level	AH
2	Have a WA team competing at Junior Nationals 2009	SB
3	More than one Men's and one Women's team competing at Australian Ultimate Championships 2009	KT
	<b>EVENTS COORDINATION</b>	
1	Complete a comprehensive Event's calendar to be published on WA Ultimate website	AH
2	Provide supportive documentation for a standardised/professional approach to running events	RS
3	Coordinate and run a high school tournament/gala day	SB
	<b>CLUBS DEVELOPMENT</b>	
1	Review and enact club affiliation policy considering specifically the different role played by mixed/mens/womens/regional clubs	JJ
2	Hold a WAFDA Clubs specific tournament/league	KT
3	Determine necessary resourcing for clubs	ACH
	<b>COMMUNICATIONS</b>	
1	Publish and distribute Quarterly newsletters	GS
2	Create and Utilize WAFDA Congress email list	AH
3	Analyse current WAFDA communications	GS/JH