

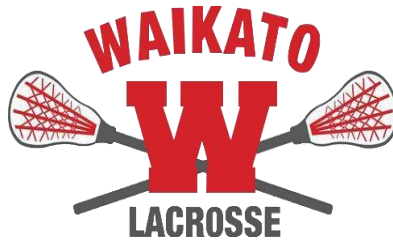
Waikato Lacrosse Association – Pre-meeting: Operations
Meeting Thursday 16 June, 6.00 pm
VENUE : Waikato District Council Tamahere offices & by Zoom

1. Operations positions/reports:
 - a) Leon Green (LG) -publicity & Friendly Manager onboarding
 - b) Neil Taylor (NT) – High School League Co-ordinator. Paper for **decision** pre-circulated (items for information to be taken as read)
 - c) Ursula Johnson (UJ) -Officials update
 - d) Dean Foreman (DF) – Women’s Rep Program. U15 and U18 Rep programme pre-circulated; to be taken as read note **decisions** required
 - e) Kathy Harris (KH) – equipment (women’s side)

AGENDA

Waikato Lacrosse Association – Executive Committee Meeting (WEC)
Meeting Thursday 16 June, 7.00 pm
VENUE : Waikato District Council Tamahere offices

1. Attendance Register & Apologies
2. Vox Pop (*Clubs and Players can raise any WLA matter WEC -5min allocated speaking rights at discretion of Chairperson*)
3. Confirmation of Minutes & Resolutions By Email
4. Correspondence IN
 - a) *Proposed U15 and U18 Girls Rep programme going forward*
 - b) *Management Letter and Recommendations from Auditor for FYE 31/5/2021*Correspondence OUT
 - c) *Acceptance of Friendly Manager Quote*
 - d) *Sport Waikato update newsletter*
 - e) *Letter from Meaghan Cooley (HBHS) re: moving Boys games to Saturday*
 - f) *Management Letter for FYE 31/5/2021 -copy to old WEC for opportunity to provide comment, if any*
5. Matters Arising from previous minutes
 - a) Recruitment of Rep coaches and League Directors – Josh
 - b) Covid-19 Policy
 - c) Eye protection:
 - d) Consumption of alcohol
 - e) Privacy policy -MM
 - f) Player contract review



- g) Rep season reviews – MM
- h) Lanyards -3 quotes obtained (2 NZ one AliExpress); NZ supply = approx. \$2.88 per each with AliExpress approx. \$1.50 per each (with custom print)

6. Receipt of Audited accounts documents (to 31 May 2021)

7. President's update – Michael Smith

8. Chairperson's update- Aksel Bech

a) Proposed resolution: "That Waikato Lacrosse Association approves a grant application to Grassroots Trust for \$3,140.65 being the Friendly Manager and Xero annual subscription cost" to be completed by MM or MS.

b) Future storage and pitch opportunities: early discussion with Council about installing a permanent half or full goalie circle artificial surface on (say) two fields and possibility of storage container on Regal's property, accessible from Tamahere Park with installation of gate.

9. Other Board Member's update –

- a) Mark Freemon
- b) Moshe Malal
- c) Joshua Muller

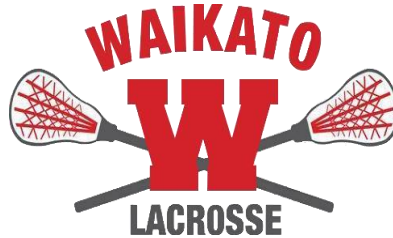
10. Treasurer's update & Financial Report– Joelean Mayall

11. Officiating annual plan – MM

12. AGM Planning Day – August 2022 : set aside half day for planning year ahead (WEC, WOP, capital items, re-establishing player numbers post covid, strategic initiatives

13. IN COMMITTEE – WEC only

Date of Next Meeting – TBC July 2022 (Apology: Aksel Bech)



MINUTES – 16 June 2022
Tamahere Council Offices & via Zoom

6:00pm – Operations Meeting

Present: Michael Smith (MS), Moshe Malal (MM), Aksel Bech (AB), Neil Taylor (NT), Dean Forman (DF via Zoom), Kathy Harris (KH via Zoom), Joelean Mayall (JM), Joshua Muller (Josh)

- a) NT pre-circulated report discussed and items 1, 2 and 3 noted. 4 (request for Boy's League to change days -no change decided. 5 Girl's League reshuffle to ensure more fairly matched yet competitive games at Prem and A Grade level discussed; accepted proposed change following this weekend's last round-robin. Will change final/semi-final format. Do "re-set" including rethink on consequences for game default.
- b) DF -discussed U15 and U18 proposed Rep programmes. Support urging clarifications from NZL on later 2022 Australian tournament details. Agreed to adopt a new position of Rep Programme Manager (to support both Rep Directors) for booking fields, setting and managing budgets, organising travel etc & provide guidance and overview of Team Managers.
- c) Kathie Harris -no further equipment update at this time.

7:30pm – Executive Committee Meeting

Present: Michael Smith (MS until 10:10pm), Moshe Malal (MM), Aksel Bech (AB), Leon Green (LG from 8:10 to 8:20pm), Joelean Mayall (JM), Joshua Muller (Josh)

Apologies: none received

1. **Vox Pop** -no engagement.

2. Confirmation of Minutes & Resolutions By Email

Prior Minutes accepted Moved MM, JM seconded -passed.

3. Matters Arising

No matters arising other than as described elsewhere

4. **Correspondence IN**

- a) *Proposed U15 and U18 Girls Rep programme going forward (DF)*
- b) *Management Letter and Recommendations from Auditor for FYE 31/5/2021*
- c) *High School League monthly report (NT)*
- d) *Comment from Tara Vrensen on Management Letter (to be appended to 4b)*

Correspondence OUT

- e) *Acceptance of Friendly Manager Quote*
- f) *Sport Waikato update newsletter*
- g) *Letter from Meaghan Cooley (HBHS) re: moving Boys games to Saturday*
- h) *Management Letter for FYE 31/5/2021 -copy to old WEC for opportunity to provide comment, if any (see 4d above)*

5.WLA Operations Committee (WOC) report and Matters Arising

- a) Recruitment of Rep coaches and League Directors – Josh. Undertook to circulate wording and get advertised within the week.
- b) Covid-19 Policy -now updated.
- c) Eye protection: to include equipment standard code. Identify stock of goggles on hand and look to increase to (say) 20 pairs that can be lent on same basis as boy's helmets.
- d) Consumption of alcohol : check with NZL on their policy. Any proposed wording to be circulated to wider membership/clubs prior to adoption.
- e) Privacy policy -MM's circulated policy wording discussed and accepted. MM proposed, AB seconded -passed. MM thanked for his work on this important policy -and noted the implementation of Friendly Manager will make storage and appropriate access to player personal data easier to control in the future.
- f) Player contract review -no update.
- g) Rep season reviews – no update.
- h) Lanyards -3 quotes obtained (2 NZ one AliExpress); NZ supply = approx. \$2.88 per each with AliExpress approx. \$1.50 per each (with custom print). Authorise AB to proceed with one generic HS lanyard (custom wording = Waikato Lacrosse High School League 2022), 240 minimum aiming to get closer to \$1 in budget by not having grade specific custom print. Moved MM, seconded JM -passed.

6.Receipt of Audited accounts documents (to 31 May 2021)

The Auditor's Management Letter was accepted (JM proposed, MM seconded -passed) and the 14 matters raised were discussed in detail. Most matters now addressed -remaining are the annual budget (to be done in time for presentation to members at AGM), requiring Rep Directors to complete all supporting documentation for revenue, bank reconciliations (MM to assist JM), ensure mindful of GST revenue limit for example by not flowing unnecessary transactions through WLA account (for example airfares by players going to tournaments to be paid direct to travel agent, not via WLA), journals tidy up (MM to help), and adjusted misstatements to be corrected (Auditor to guide).

JM thanked for her massive effort in getting the audit done -for a period where the current WEC were not in their roles. JM to follow up with Auditor to see who publishes required Financial Statement to Incorporated Societies.

The WEC in place at that time were sent the Management Letter for comment, if any, and email from Tara Vrensen received on 15/6/2022 which will be appended to these Minutes.

The Auditor's report and Management Letter to be made available to members ahead of AGM -they will be informed ahead of time for those wishing to review.

7. President's update – Michael Smith

Circulated separately. Ensure gets published to our FaceBook page monthly.

8. Chairperson's update- Aksel Bech

a) Resolution: "That Waikato Lacrosse Association approves a grant application to Grassroots Trust for \$3,140.65 being the Friendly Manager and Xero annual subscription cost". Proposed MM, seconded MS. To be completed online by MM (AB to send link to MM).

b) Future storage and pitch opportunities: early discussion with Council about installing a permanent half or full goalie circle artificial surface on (say) two fields and possibility of storage container on Regal's property, accessible from Tamahere Park with installation of gate. Agreed to investigate further -ask DF to contact Regals again to see if possible. Josh notes conflict of interest potential but advises his father may have container for sale (located in Matangi area) -to get details to WEC.

Get costings on astroturf concept and consider if worth funding -including discussion with Council on longer term security of access to Park given possible infrastructure contribution.

9. Treasurer's update & Financial Report– Joelean Mayall

JM circulated her report. Noted all 2021 High School fees now collected. All 2022 High School invoices sent out. Non-payment for 2021 player injured during season discussed; agreed needs to be paid and if unwilling to do so player will be unable to participate in future WLA teams until outstanding payment received. Trailer now insured (NB -contents not included in cover). New reimbursement forms approved (for coaches, refs, umpires and assessors).

Further payments to be approved:

- a) Friendly Manager monthly subscription \$146
- b) Up to \$300 for ?????? [can't read my own writing!]
- c) Note earlier approval for AB to order lanyards (5h above)

Moved JM, seconded MM -passed.

10. Other Board Member's update – Moshe Malal & Joshua Muller

No further matters not covered elsewhere.

11. Development plan for Officials to be progressed (Josh to reach out to Ursula Johnson, but progress either way in time for next meeting). Some concerns noted from High School League with absence of Assessors in Girl's games and Refs and Assessors in Boy's games -WLA must improve depth and development paths for officials (and has funding to do so).

12. AGM Planning session -aim for 10am to 2pm session on 13 August to plan for year ahead, including AGM (expected to be held in September). Topics include ensure people standing for WOP and WEC positions, Budget for year to come including capital expense items, re-establishing player numbers post-covid and any other strategic issues. Session to be followed by lunch for those able to stay on.

13. **Other Business**

- a) MS to discuss with NT having a “game day manager” -not just a duty team but formally nominated adult perhaps with supplied hi-vis or other way for players and coaches to identify. Arose out of thunder and lightning at last Saturday’s High School League day -adopted the “30/30” rule of a thunder or lighting events. To be formalised and brought to next meeting (MS). This person can also be in charge of trailer duty.

Next Meeting -21 July to be confirmed (*AB apology, MM to Chair*)