

WA Athletics Officials Club Inc. Committee Meeting

Date: Wednesday, 1 August 2018
Time: 6.46 pm
Venue: Training room, Department of Local Government, Sport and Cultural Industries – Sport and Recreation
Oxford Street, Leederville

1. WELCOME

In the absence of the President, Lindsey, Bernie chaired the meeting and declared the meeting open at 6.46 pm.

2. ATTENDANCE

Matthew Vine, Jennifer Wheatley, Marie Fitzsimons, Bernadette Hennighan, Bev McCagh

3. APOLOGIES

Max Sulejmani, Marion Buchanan, Lindsey Glass

4. CONFLICT OF INTEREST

No conflict of interest declared

5. MINUTES FROM PREVIOUS MEETING

The minutes of the previous meeting, 04.07.2018 were distributed to members and discussed.

MATTERS ARISING

- **Action 03/18**, after discussion it was deemed that the proposed correspondence to AWA, *Operations Manager and the Chair of the Board was effectively included in the summary of notes* prepared for the Special Clubs Meeting and therefore this action to be withdrawn, as
 - proposed by Bev, seconded by Matt – All in favour? **PASSED**
- **Action 09/18**, develop draft Member Protection Policy to align with the draft Constitution and distribute via email to committee members for endorsement. Advise members of the impending Club's MPIO and MMP policy; consequently determine that **Action 04/17** be complete.

Members confirmed the minutes of the previous meeting as being a true and accurate record

- proposed by Marie, seconded by Matt – All in favour? **PASSED**

6. CORRESPONDENCE

Inward

- journalist with the Community news and ties to athletics, B. Smith (01.08.2018)
- reminder email from AWA to provide list of WAAOC members, S. Stingemore (01.08.2018)
- draft timetable feedback, F. Brown (26.07.2018)
- draft timetable feedback, T. Jones (26.07.2018)
- draft timetable feedback, D. Stanton – 2 email (26.07.2018)
- draft timetable feedback, M. Buchanan (26.07.2018)
- information required from each Club for AWA insurance purposes, 'Adjunct to Management Liability Insurance Proposal Form', S. Stingemore (25.07.2018)
- information pertaining to the Special General Meeting, voting procedures, supply names of club delegates, S. Stingemore (18.07.2018)
- draft Track and Field Calendar for 2018/19 season, S. Stingemore (17.07.2018)
- advice of third UWA mini meet, A. Dutton (17.07.2018)
- Albany Little Athletics hosting country champs, thanks for offer of help to officiate, J. Camp (05.07.2017)
- help for not-for-profit organisations, ATO, T.Dyce (11.06.2018)

Outward

- list of Club members to AWA (01.08.2018)
- Schools' Athletics Competitions – 2018, IGSSA, PSA and School Sport (26.07.2018)

The correspondence received and sent confirmed as a true and accurate record

- proposed by Bev, seconded by Matt - All in favour?

PASSED

7. REPORTS

- a. President absent
 - no report
- b. Treasurer
 - see financial report – closing balance as at 25/05/2018 - \$4991.40
 - discuss/follow up LAWA contract payments with Marion
- c. Education Officer
 - no report
 - two members attended the LAWA winter walks competition at Maddington in July to shadow judges and assist in the preparation and conduct of the competition; to educate LAWA officials on the process necessary for smooth conduct of competition
- d. Governance
 - having reviewed the draft Constitution, members recommended that a draft copy be sent to members to review and provide feedback prior to the AGM

Action 10/18, draft WAAOC Constitution, and supporting summary of changes document be sent to Club members for review and comment
- e. Social committee
 - no report
 - consideration be given to small activity before/after AGM, such as finger food
- f. Membership officer
 - no change in membership
- g. Social media
 - suggest WAAOC Face book page should be solely based on articles that are based on information for Officials

8. SPECIAL GENERAL MEETING

- Marion is the delegate, as per AWA nomination form, confirm start time for 7.00 pm
- Second delegate, Jen
- Refer to the previously compiled Club notes (as prepared for the Special Clubs Meeting) at the Special General Meeting, and the over whelming vote of no confidence from Club membership as indicated at the SGM, remind members of time and date
- AWA State road walk championships, July 2018, no request for Officials, such as, referees, track umpires, starter etc. for this out- of-stadia event; opportunity for officials to use this experience for their practical card
- an unwillingness to provide opportunity for all Officials is hindering the overall long-term development of Officials. Athletes attempting a record, need to have appropriate number of Officials with relevant qualifications
- management does not appear to comprehend the required development process for Officials, or consideration for Officials' development
- misunderstanding of the Member Protection Policy and the role and responsibilities of the MPIO

9. ANNUAL GENERAL MEETING

- proposed date – Sunday, 7 October 11.30 am – consider a rules up date seminar prior to the AGM
- proposed venue – DSR, time 9.00 am – 2.00 pm
- proposed agenda items – vote for new committee members, draft Constitution, Club delegate x 2, plus one proxy
Vacancies for: President for 2 years, Vice president for 1 year, Treasurer, Education co-ordinator, and one general representative
- follow up social event for members - finger food lunch

10. GENERAL BUSINESS

- dates for Education activities, seminars, workshops need to be settled in time for formatting website template. **Action 11/18**, Matt to contact Marion to discuss and determine range of pre-season seminars for the education program
- collate feedback from members regarding the draft 2018-19 season competition timetable and provide to members, Louise Soia (CAG) and S. Stingemore
Action 12/18, summarise member feedback and provide to CAG representative, Louise Soia

10. NEXT MEETING

Wednesday, 12 September 2018 - TBC

11. MEETING CLOSED

Being no further business, meeting declared closed at 8.59 pm

ACTIONS

Action No.	Actioned by	Action	Status
12/18	Jen	summarise member feedback and provide to CAG representative, Louise Soia	complete
11/18	Matt	contact Marion to discuss and determine range of pre-season seminars for the education program	<i>Complete</i>
10/18	Jen	draft WAAOC Constitution, and supporting summary of changes document to be sent to Club members for comment	complete
09/18	Jen	develop draft Member Protection Policy to align with the draft Constitution and distribute via email to committee members for endorsement. Advise members of the impending Club's MPIO and MMP policy	complete
08/18	Jen	notify WA schools' track and field competition organisers advising of WAAOC and availability to officiate	complete
07/18	Jen	thank you note to Evan Crute for use of Club rooms for SGM	complete
03/18	Jen	a letter be sent to AWA CEO, Operations Manager, and Chair of Board, to outline concerns and issues identified by WAAOC members at WA State Championship events	withdrawn - complete
04/17	Jen and Matt	send note/card to thank Kylee for participating in the MPIO training program, and develop appropriate way to notify members of her role	complete

Prox
PRESIDENT:

Beyle

SECRETARY:

J. Wheatley

DATE:

12/09/2018