

# WA Athletics Officials Club Inc.

## Committee Meeting

**Date:** Wednesday, 4 July 2018  
**Time:** 6.31 pm  
**Venue:** Training room, Department of Local Government, Sport and Cultural Industries – Sport and Recreation  
Oxford Street, Leederville

### 1. WELCOME

Lindsey, President, welcomed members, meeting open at 6.31 pm.

### 2. ATTENDANCE

Lindsey Glass, Matthew Vine, Jennifer Wheatley, Marie Fitzsimons, Bernadette Hennighan, Bev McCagh, Max Sulejmani

### 3. APOLOGIES

Marion Buchanan

### 4. MINUTES FROM PREVIOUS MEETING

The minutes of the previous reconvened meeting, 06.06.2018 were distributed to members and discussed

The meeting confirmed the minutes as being a true and accurate record

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

### MATTERS ARISING

- governance – Fiona and Jen have commenced the review process of the WAAOC Constitution to ensure compliance with government requirements; to be ready for members consultation prior to next AGM; acknowledgement of the enormous amount of preparatory work completed by David Stanton
- development of Club policy documents to support the Constitution and members, such as MPIO, social media and fundraising
- **action 03/18** – consider sending one week prior to Special General meeting
- notify WA schools competition organizers, IGSSA, PSA, School sport also ACCsport – Associated and Catholic Colleges – Officials should complete the application form

### 5. CORRESPONDENCE

#### Inward

- outlines procedures for officiating at school's competitions, also, list of club members and contact details – request for club names and contact details (26.06.2018)
- notice of Special General Meeting, A/CEO S. Stingemore (25.06.2018)
- note from Athletics WA Board and Administration, W. Loxley with attachment 'Athletics WA Board and Administration' (22.06.2018)
- minutes of the Special Clubs Meeting on 11.06.2018, W. Loxley (22.06.2018)
- Membership Fees schedule, as an attachment, W Loxley (22.06.2018)
- AWA Member Protection Policy, link to Athletics Australia, W. Loxley [AWA's Member Protection Investigation Officer is Stephen Stingemore – should be Member Protection Information Officer]
- advice that CEO is on leave for 6 weeks, S. Stingemore acting CEO, W. Loxley (22.06.2018)
- Perth Track and Field Club to all clubs, will be nominating a representative for CAG (22.06.2018)
- announcement of Competition Advisory Group (CAG), including board member L. Soia, with attachment 'CAG final' and 'Terms of reference', W. Loxley, (21.06.2018)



- response to WAAOC notes sent to all Clubs prior to the Special Clubs Meeting, endorsed by W. Loxley, S. Stingemore (18.06.2018)
- advice of monthly board meeting to discuss date for SGM, M. Harford (12.06.2018)
- summary of Special Clubs Meeting notice to all Clubs, B. Hennighan (12.06.2018)
- apology from WATC for wasting everyone's time in attending at the Special Clubs Meeting, L. Glass (12.06.2018)
- inquiry shared to all Clubs, will replacement photo finish equipment include computers, R. Mathanda (12.06.2018)
- to the 'Athletics WA Community' advice that Venues West is up-grading the photo finish equipment, W.Loxley (12.06.2018)
- fundraiser for WA athletes, L. Pekin (12.06.2018)
- Cockburn Athletics Club, letter to all Clubs, C. McCooley (07.06.2018)

#### Outward

- inquiry to AWA office regarding officiating for schools competition, S. Stingemore (26.06.2018)
- up-date to WAAOC members of communications from AWA/Board (24.06.2018)
- reminder of winter mini meets, organised by UWA, Alain Dutton to WAAOC members (18.06.2018)
- minutes of Special General Meeting to WAAOC membership (23.05.2018)
- to Albany Little Athletics, re State Country Championship (24.06.2018)

That the correspondence received and sent confirmed as a true and accurate record

- proposed by Max, seconded by Bev - All in favour? PASSED

#### 6. REPORTS

- President
  - no report
- Treasurer
  - no report
  - expenditure – Fiona reimbursed for Club start-up costs, \$356.50
- Education Officer
  - no report – calendar out for Little Athletics WA 2018-19 season, discussion regarding continuance of Little Athletics WA contract, if not, suggestion to maintain education programs with attendance of WAAOC Officials at Little A's centres
- Governance
  - Fiona and Jen have prepared a draft of amendments to the WAAOC constitution to align with requirements of the Associations Incorporation Act 2015 (WA)
  - items to note:
    - Rule 18.2 – President to check and sign the minutes as being a true and accurate record; record of minutes already on the website, need to implement use of electronic signature, not at this point in time
    - Rule 26.3(b) – conflict of interest shall be a standing agenda item at all meetings of the Committee; conflict of interest form prepared and shared with members
    - Rule 7.2 – membership year for subscriptions
    - Rule 5.7 – Life Membership requires policy statement
    - Rule 22 – common seal, need one
    - Rule 24 – disputes and mediation – complete overhaul based on inclusion of the WAAOC Member Protection Policy – work from the Word template from 'Play by the Rules' and the Australian Sports Commission document
    - Note: AWA constitution – Rule 28(b) reads: Athletics WA may make alter or rescind any Rules (see WAAOC Rule 21 for different interpretation), no patron



Committee members to review draft documents and provide feedback prior to sending to Club members

Acknowledgement and thank you for the significant preparatory work completed by David Stanton in preparing the draft Constitution and supporting documents

e. Social committee

- no report
- investigate possible club function, when AWA calendar is published, such as, escape room, mini golf

f. Membership officer

- no report

g. Social media

- posts and up-dates continue on website and facebook, Bernie is now a facebook editor

**7. SPECIAL GENERAL MEETING**

- date set for Tuesday, 7 August at Fred Napier room, 7.00 pm, agenda to come
- minutes of the Special Club Meeting were reviewed and discussed, WAAOC did not raise the issue of fees, as stated
- response to the WAAOC 'notes' by S. Stingemore, consider entering committee feedback then send to all members for comment
- develop Club response to include additional information, such as, Strive committee had 'teeth' whereas the CAG makes recommendation

**8. GENERAL BUSINESS**

- discussed Official's representation for membership on the CAG – encourage members to submit application
- thank you to Evan Crute – for use of Little Athletics Club room for the Club's Special General Meeting
- **Action 07/18** – thank you note to Evan Crute for use of Club rooms for SGM
- Committee members to review draft constitution and supporting document prior to sending to members, for AGM
- discussed a proposed plan to collate and disseminate name and contact for Club members who are available to officiate at WA school's track and field program

**Action 08/18** – notify WA schools' track and field competition organisers advising of WAAOC and availability to officiate

**9. NEXT MEETING**

Wednesday, 1 August 2018

**10. MEETING CLOSED**

Being no further business, meeting declared closed at 9.10 pm

**ACTIONS**

Action No.	Actioned by	Action	Status
08/18	Jen	notify WA schools' track and field competition organisers advising of WAAOC and availability to officiate	on going
07/18	Jen	thank you note to Evan Crute for use of Club rooms for SGM	on going
06/18	Jen	notify Albany LAWA of the role and possible support that WAAOC could provide to assist in the running of championship	complete
05/18	Jen	notify WAAOC financial club members of a Special General Meeting of WAAOC	complete



04/18	Jen	develop draft policy statement to address 'independent fundraising and sponsorship' by individual members	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	on hold
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	in progress

PRESIDENT:

SECRETARY:

DATE:

Wheatley  
02/08/2018.

Action No.	Actioned by	Action	Status
02/18	Jen	Meeting of WAAOC	complete
06/18	Jen	WAAOC could provide to assist in the running of championship	complete
07/18	Jen	thank you note to Evan Crute for use of Club rooms for 2GM	on going
08/18	Jen	advise of WAAOC and availability to officiate	on going