



WA Athletics Officials Club Inc. Committee Meeting

Date: Wednesday, 12 September 2018
Time: 6.30 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, Max chaired the meeting and declared the meeting open at 6.30 pm. Due to the late availability of the Training room at the Dept of LGSCI-SR the meeting was conducted at MacDonalds restaurant, Jolimont.

2. ATTENDANCE

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

3. APOLOGIES

Marion Buchanan, Lindsey Glass

4. CONFLICT OF INTEREST

No conflict of interest declared

5. MINUTES FROM PREVIOUS MEETING

The minutes of the previous meeting, 01.08.2018 were distributed to members and discussed

MATTERS ARISING

- **Action 11/18:** complete; draft proposals for a series of seminars and workshops for the new season education program was discussed, however, no formal timetable available at this time. The meeting confirmed the minutes as being a true and accurate record.

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

PASSED

6. CORRESPONDENCE

Inward

- official of the year nomination for LAWA; LAWA/WAAOC contract 2017; H. Williams (09.09.2018)
- volunteer officials request for Mini Meet 5 UWA, A. Dutton (09.09.2018)
- club affiliation form, S. Stingemore (07.09.2018)
- iconic running events 2018 to all clubs, S. Doyle (03.09.2018)
- proposed calendar and program for consideration to all clubs, S. Stingemore (28.08.2018)
- draft member protection policy, detailed constructive feedback, T. Jones (23.08.2018)
- nomination for elected directors (x2) 2018, W. Loxley (21.08.2018)
- how to become an official, L. Soia (CAG) (20.08.2018)
- multi-events workshops conducted by S Cain, Sept 22-23, A. Masters (17.08.2018)
- officiating at competition, provision of officials at IGSSA carnivals, L. Carson (16.08.2018)
- register of members, S. Stingemore (16.08.2018)
- notice of fourth mini meet to all clubs, A. Dutton (14.08.2018)
- statement of facts regarding submission to SGM to all clubs, J. Davies (08.08.2018)

- outline of issues and strategies for good governance, C. Wittington (07.08.2018)
- inquiry regarding procedural matters of MPP and CAG responsibilities, S. Tingay (06.08.2018)
- response to Club feedback on timetable for 2018-19 season, L. Soia, Chair CAG (06.08.2018)
- summary of correspondence to members to all clubs, M. Harford (06.08.2018)
- response by L. Soia to WATC to all clubs to all clubs, (03.08.2018)
- response by S. Stingemore to WATC submission, (03.08.2018)
- WATC 20–Terms of Reference CAG, L. Glass (03.08.2018)
- WATC 19– CAG final, L. Glass (03.08.2018)
- WATC 18– Athletics WA Board and Administration, L. Glass (03.08.2018)
- WATC 17– photo finish, L. Glass (03.08.2018)
- WATC 16– Cockburn Special Clubs Meeting notes, L. Glass (03.08.2018)
- WATC 15– WAAOC special clubs meeting notes, L. Glass (03.08.2018)
- WATC 14– WTC Special Clubs Meeting, L. Glass (03.08.2018)
- WATC 13– letter Mr Harford 06.06.2018, L. Glass (03.08.2018)
- WATC 12– Special Clubs Meeting Minutes 11.06.2018, L. Glass (03.08.2018)
- WATC 11– letter to CEO 06.06.2018, L. Glass (03.08.2018)
- WATC 10– AWA clubs meeting 10 April 2018, L. Glass (03.08.2018)
- WATC 09– Athletics comp survey summary, L. Glass (03.08.2018)
- WATC 08– Mal Harford meeting, L. Glass (03.08.2018)
- WATC 07– Strive committee meeting 20 July 2009, L. Glass (03.08.2018)
- WATC 06– WL football contacts, L. Glass (03.08.2018)
- WATC 05– JD motion, L. Glass (03.08.2018)
- WATC 04– submission of no confidence, L. Glass (03.08.2018)
- WATC 03– comments AWA strategic plan, L. Glass (03.08.2018)
- WATC 02– strategic plan 2016-19, L. Glass (03.08.2018)
- WATC 01– AWA governance model, L. Glass (03.08.2018)
- WATC – vote of no confidence in the AWA Board, L. Glass (03.08.2018)
- Special General Meeting procedures, including chair for meeting, M. Harford (03.08.2018)
- PSA acknowledgement of email received regarding Officials for school competition, V. Keogh (03.08.2018)
- response to draft timetable for 2018-19 season, K, McVee (02.08.2018)

Outward

- request for 'certificate of currency' required for DSR room bookings to AWA (13.08.2018)
- summary of Special General Meeting to club members (08.08.2018)
- fwd WATC submission for Special General Meeting sent to members (06.08.2018)
- fwd response by S. Stingemore to WATC SGM submission sent to members (06.08.2018)
- fwd comments by M. Harford, Chairman, AWA to WATC submission sent to members (06.08.2018)
- fwd response by L. Soia to WATC submission sent to members (06.08.2018)
- fwd response by L. Soia to Club feedback on timetable for 2018-19 season sent to members (06.08.2018)
- collated member feedback on the draft timetable for season 2018-19 sent to L. Soia, chair of CAG (06.08.2018) **(per Action 12/18)**
- completed AWA insurance request for Club information, scanned, emailed to info@waathletics.org.au (06.08.2018)
- delegate names representing the Club at the SGM – Marion Buchanan, Jen Wheatley -emailed to AWA (02.08.2018)



With respect to:

- Official of the Year WAAOC nominee request from LAWA – after discussion Evan Crute was identified as a suitable and worthy nominee for the award. Complete accompanying nomination form and email to LAWA attention: H. Williams
Action 13/18: email WAAOC nominee for LAWA Official of the Year to c/- LAWA, H. Williams
- initial discussions regarding LAWA/WAAOC agreement to develop training program for LAWA officials and audit of selected LAWA clubs, Marion and Lindsey are attending World Masters
- **Action 14/18:** respond to L. Sioa and recognise additional new material, 'How to become an Official' on the AWA website, request mention and/or link to the Officials Club – willing to provide local training and induction to officiating and top ten requests from WAAOC
- request from AWA for members to complete WAAOC registration online with AWA, members require further information before advancing on this request
Action 15/18: Matt to investigate the process for online registration process with AWA office

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

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

7. REPORTS

a. President

- no report

b. Treasurer

- see financial report – closing balance as at 25.08.2018, \$4991.40
- Bernie to discuss/follow up LAWA contract payments with Marion - sent invoice to LAWA, payment received (04.09.18)
- Marie to purchase essentials, such as tea, coffee, milk, plates, cups etc., for AGM finger food
- Financial report accepted
 - proposed by Bernie, seconded by Marie - All in favour? **PASSED**

c. Membership officer – online google form for membership trial, no longer required due to AWA online registration, maintain a welcome message to new and returning Club members

d. Education coordinator - absent

- training dates required for the 2018/19 season, rules-up-date seminar confirmed for 14.10.2018
- Evan Crute (Bayswater LAC) inquired about Officials training for LAWA Centres, request also from Kingsway LAC for Starters training seminar

e. Social coordinator

- finger food required for AGM; all committee members to contribute

Sub – committee

Governance

- review of extensive, valid feedback from T. Jones, appreciated suggestions for MPP
- seek advice from MPIO K. McVee



8. ANNUAL GENERAL MEETING

- date: Sunday, 14 October 12 noon; rules-up-date seminar prior 10.30 am
- venue: conference room DSR, Leederville; booking confirmed for 10.00 am – 2.00 pm
- agenda: committee vacancies, draft constitution, MPIO
President, Treasurer, Education coordinator, and one general committee member for 2 year term, Vice president for 1 year term
- follow up social event for members - finger food lunch

9. GENERAL BUSINESS

Brief discussion on the following:

- AWA online membership for Club members appears to be problematic
- MPP policy – promote policy, role of MPIO, contact strategies for MPIO
- mail attachments from S. Stingemore cannot be opened by many Club members
- concern expressed for AWA not understanding the MPIO role, confusion of Information Officer as the Investigation Officer
- fundraiser – sausage sizzle with Bunnings has become available
- complete the affiliation form and send to AWA
- storage of Club information, such as email, minutes (digital and hard copy), notices etc.

Action 16/18: that the Club purchase a laptop and external hard drive, software, etc to store Club business, acquire 2-3 quotes for approval by committee members, suggest quotes from JB HI FI, Good Guys. Officeworks and/or Harvey Norman

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

PASSED

- development of a digital Club newsletter, to be sent via email to members, available on Facebook page
- Junior Officials policy presented to committee members, consider feedback, age group, process, AWA approval
- develop a WAAOC monthly calendar/activities schedule to assist in forward planning and potential clash of events

10. NEXT MEETING

Tuesday, 13 November 2018

11. MEETING CLOSED

Being no further business, meeting declared closed at 9.59 pm

ACTIONS

Action No.	Action by	Action	Status
16/18	Jen	purchase a laptop and external hard drive, software, etc to perform and store Club business	
15/18	Matt	investigate the process for online registration process with AWA office	
14/18	Jen	recognise additional material, 'How to become an Official' on the AWA website, request mention and/or link to the Officials Club and top ten requests from WAAOC	
13/18	Jen	email WAAOC nominee for LAWA Official of the Year to LAWA	
12/18	Jen	collate member feedback and provide to CAG representative,	complete

		Louse Soia	
11/18	Matt	contact Marion to discuss and determine range of pre-season seminars for the education program	complete
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 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
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

PRESIDENT:

Marie Schenck for L. Glass.

SECRETARY:

J. Wheatley

DATE:

13/11/18.