

# Wembley Downs Junior Football Club



## January 2023 Committee Meeting

When	17-01-2023 at 03:15
Location:	Luketina Reserve, Buntine Rd, Wembley Downs WA 6019, Australia
Chairperson	Glenn Winton
Minute taker	Andrew Carrington
Present	Andrew Carrington (Secretary), Terri Dahlberg (Property Manager), Rodney Dawkins , Kate Hebiton (First Aid Coordinator), Evan Hewitt (General Committee), Phil Hoskins , Chris Steicke (Female Football Coordinator) , Glenn Winton (Vice President)
Apologies	Stephanie Barnard (Events Coordinator, Sponsorship) , Max Coyne , Kasey Green , Lauren Massey (Registrar), Brodie McDougall (President), Boyd Winton (Major Works and Maintenance Coordinator), Luke Wundke (Trophies Coordinator, Football Operations Manager Year 3 - 6)

## Minutes

### 1. REVIEW AND ACCEPTANCE OF PREVIOUS MINUTES

Minutes accepted by GW and seconded by CS

### 2. REVIEW OF PREVIOUS ACTIONS

Actions from the previous meeting reviewed.

Substantially all actions had been completed. Any incomplete actions have been rolled forward with a date assigned.

Completed actions discussed briefly or held for discussion in relevant section of the agenda.

### 3. PRESIDENT'S REPORT

#### 3.1. Key season dates

- GW has chased for dates and will distribute once obtained.
- 28th-30th April for first week of Auskick.

##### Tasks

- ✓ Season dates to be distributed to the committee once received.  
Assignee: President (Brodie McDougall)  
Due date: 31-01-2023

#### 3.2. WDJFC calendar of activities

Key upcoming events summarised below with discussion focused on registrations, sponsors and grounds.

- Registrations have gone out (two emails - hold the date / registrations open).
- New memberships open 7th Feb (existing members could miss out after this date).
- Suggestion that coaches should send out message to Whatsapp group to follow up with assigned tasks below.
- Youth players registration signs need to be put out.

##### Tasks

- ✓ Registration follow up to prompt coaches to remind teams (yr 3-6)  
Assignee: Phil Hoskins  
Due date: 31-01-2023
- ✓ Registration follow up to prompt coaches to remind teams (yr 7+)  
Assignee: Brodie McDougall  
Due date: 31-01-2023
- ✓ Registration follow up to prompt coaches to remind teams (Girls)  
Assignee: Chris Steicke  
Due date: 31-01-2023
- ✓ Finalisation of sponsors and communication to TD  
Assignee: Luke Wundke  
Due date: 25-01-2023
- ✓ Club health check and other items TBC (GW to provide to AC)  
Assignee: President (Brodie McDougall)  
Due date: 03-02-2023
- ✓ Put out youth registration signs  
Assignee: President (Brodie McDougall)  
Due date: 07-02-2023

### **3.3. Ground capacity / usage - Games and training**

- Extended discussion on need to finalise grounds for teams with discussions around girls teams in particular.

#### **Tasks**

- ✓ Finalisation of grounds (GW to liaise with KG) as key to finalise.  
Assignee: President (Brodie McDougall)  
Due date: 03-02-2023

### **3.4. Communicating out to Year coordinators & Coaches: Tidy Club access / Season dates / ground availability / renew coaching links etc**

- GW discussed the need for communications going out to year coordinators / coaches. PH and Brodie to action.
- PH confirmed intent to do coaches nights again.
- PH outlined benefits of getting coordinators and coaches together.

#### **Tasks**

- ✓ Organisation of coaches night  
Assignee: Brodie McDougall  
Due date: 28-02-2023

### **3.5. Merchandise and Coordination with Canteen, registration and Treasury.**

- GW outlined need to focus on this areas with the coordination to be led by football operations (PH)..
- Discussion around how to understand what quantities of items have been sold and the need for a reporting system on sales. Evan will help support the implementation and training to use POS system.
- RD suggested approach to make canteen products more visible (to be followed up in discussion with Nicole Hoskins).

#### **Tasks**

- ✓ Action to coordinate various aspects of merchandise (vouchers / stock / payments)  
Assignee: Phil Hoskins  
Due date: 28-02-2023

## **4. TREASURER'S REPORT**

Treasurer provided an overview of progress with specific items as noted below.

#### 4.1. Cashflow and P&L report for December

- Cash flow and P&L overview provided to committee for review with minimal transactions in December as would be expected.
- Increased transparency of these financials will benefit the committee.
- Funds for registrations have begun to flow in during January.
- RD highlighted need to look at balance sheet and ensure bank remittances reconciled. Updated to be provided in next meeting and tasks assigned.
- Suggestion from PH around development of a succinct summary of funds statement in relation to future project expenditure.
- Discussion around implementation of POS system to provided more visibility on purchases.

##### Tasks

- ✓ To report on balance sheet / bank reconciliation & payment double up.  
Assignee: Rod Dawkins  
Due date: 04-02-2023
- ✓ Lock in date for set up of POS system - Tyro  
Assignee: Evan Hewitt  
Due date: 04-02-2023

#### 4.2. Budget process update

RD provided a brief update on budget progress noting reporting had been prioritised. Update to be provided in next meeting.

### 5. CLUB SECRETARY REPORT

No items to report with the exception of the update provided below in relation to club survey.

#### 5.1. Club Survey

- AC provided overview of changes made and invited discussion on survey distributed.
- AC agreed to add question on canteen range in response to feedback provided.
- Committee agreed that the survey could be distributed with membership reminder email (late Jan) and added to socials subject to any final comments from GW / CS.

##### Tasks

- ✓ Final review of club survey (CS/GW) with comments to be fed back to AC  
Assignee: Chris Steicke  
Due date: 23-01-2023
- ✓ Provide club survey link to Gemma (socials) and Lauren (registrations)  
Assignee: Andrew Carrington  
Due date: 25-01-2023

## 6. PROPERTY MANAGER'S REPORT

- Discussion around jumpers and shorts for girls team (sizes to be proposed).
- Discussion around colours - need to match to jumpers colours and to be used.
- A short 2 page brand book / style guide could be beneficial.

### Tasks

- ✓ Can Jim Kidd help produce a brand guide - colours  
Assignee: Terri Dahlberg  
Due date: 04-02-2023

### 6.1. - Parents letter review

TW provided an example of email to send to parents. Content agreed.

### 6.2. - Training tops/Hoodies sponsors

Certain kit cannot be ordered until sponsors finalised. TW to follow up with LW and also provide an update to Luke on suggested changes to remove major sponsor logo from the back of the tops and move to the front.

### Decision

Sponsors to be included on training jumpers, hoodies, aus kick jerseys and jackets with logos only on front (Auskick unchanged).

### 6.3. - Kids blue bag requirements

Not enough to meet requirements. Confirmed that TW can make executive decision on what # to acquire.

### 6.4. - Certificate of Currency

TW noted that a certificate of currency is needed for one of the returns being completed - AC to confirm if in place / follow up.

### Tasks

- ✓ Insurance to follow up on indemnity insurance  
Assignee: Andrew Carrington  
Due date: 31-01-2023

### 6.5. - Committee held key no. review

TW provided an updated on the key review process.

## **6.6. - Merch cost price increases**

TW outlined merchandise price increases with rates agreement reached on updated sales prices to ensure margins maintained.

Committed confirmed that vouchers would not to be able to be used for socks and shorts purchases.

## **7. FOOTBALL MANAGER'S REPORT YEAR 3-6**

- PH noted progress chasing up coaches, managers and registrations with efforts ongoing.
- PH suggested that there should be role description created for each role. Position descriptions are available in tidyHQ but these should be reviewed to ensure current.
- PH suggested that an annual agenda / operating cycle would be a useful exercise /output.

## **8. FOOTBALL MANAGER'S REPORT YEAR 7 - 12**

Brodie was an apology for the meeting but provided an update as below prior to the meeting.

- Brodie is continuing efforts to seek to fill remaining coaching needs.
- Encouraging coaches from last year to reach out to their 2022 list to encourage signing up before end of Jan
- Brodie is following up with Year 7-12 coaches for 2023 roles and interviewing Youth coaches.
- Request for anyone on the committee aware of any girls or boys who are interested in Youth coaching to forward their details to Brodie.

## 9. GIRLS FOOTBALL COORDINATOR REPORT

Chris / Evan provided updates on the following items / activities. Key point will be agreeing grounds.

- Grounds (availability and options discussed)
- Shorts / jumpers - changes outlined. Jumpers are on order and it was agreed that shorts could also be put on order,
- How do we promote new players.
- Chased Churchlands on year 9&10
- Year coordinator can open registrations.
- Requested email address contact details for WCE for girls coach (Brodie to potentially provide).

### Tasks

- ✓ Chris to ask Lauren around opening registrations.  
Assignee: Chris Steicke  
Due date: 28-01-2023
- ✓ Chris to follow up Brodie for WCE contact for girls coach  
Assignee: Chris Steicke  
Due date: 28-01-2023
- ✓ Order girls shorts subject to availability.  
Assignee: Terri Dahlberg  
Due date: 23-01-2023

## 10. AUSKICK COORDINATOR'S REPORT

- Jamie provided an update on coaches.
- Need to reach out further to ensure each team has coaches.

### Tasks

- ✓ Andy to follow up with Jules on contact details for news letters to schools (Churchlands / Woodlands / Wembley downs / Hale)  
Assignee: Andrew Carrington  
Due date: 10-02-2023

## 11. GROUNDS MANAGER

- Kasey absent and no matters to report.

## 12. REGISTRAR'S REPORT

- Lauren was absent with the below update provided by email.
  - Regos for 2022 members are open and ticking along.
  - Usual issues being experienced:
    - Tying register on their phones and it not working
    - Not using the links on the email
  - Waitlist link is great. 16 kids currently wait listed half of which are Hale boarders going into year 7.
  - Responding to lots of emails.

## 13. FIRST AID COORDINATOR'S REPORT

- KH met with Terri and has been through all bags to confirm complete
- Sent checklist of items to colleague to confirm all items are necessities.
- Created a timeline for activities that form part of the role and has been through all relevant folders on tidyHQ

### Decision

Individuals can book there own course and then reimburse.

### Tasks

- ✓ Audit of boxes next weekend  
Assignee: Kate Hebiton  
Due date: 10-02-2023

## 14. SPONSORSHIP MANAGER'S REPORT

- Luke was an apology but provided the below update by email.
  - Sponsorship: Beyond Bank | ESM Resources | Herdsman Markets
  - Grants: ASF

## 15. GENERAL BUSINESS

- Discussion around plan for potential club social events.

## 16. DATE OF NEXT MEETING

- Tuesday 14th February 2022 (TBC) at 7.15pm at Luketina clubrooms

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*



# Minutes of January 2023 Committee Meeting on 17-01-2023

## Summary of Matters Arising

### Decisions

Item	Decision
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6.2	Sponsors to be included on training jumpers, hoodies, aus kick jerseys and jackets with logos only on front (Auskick unchanged).
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13.	Individuals can book there own course and then reimburse.
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## Tasks

Item	Task	Assigned to	Due date
3.1	Season dates to be distributed to the committee once received.	President (Brodie McDougall)	31-01-2023
3.2	Registration follow up to prompt coaches to remind teams (yr 3-6)	Phil Hoskins	31-01-2023
3.2	Registration follow up to prompt coaches to remind teams (yr 7+)	Brodie McDougall	31-01-2023
3.2	Registration follow up to prompt coaches to remind teams (Girls)	Chris Steicke	31-01-2023
3.2	Finalisation of sponsors and communication to TD	Luke Wundke	25-01-2023
3.2	Club health check and other items TBC (GW to provide to AC)	President (Brodie McDougall)	03-02-2023
3.2	Put out youth registration signs	President (Brodie McDougall)	07-02-2023
3.3	Finalisation of grounds (GW to liaise with KG) as key to finalise.	President (Brodie McDougall)	03-02-2023
3.4	Organisation of coaches night	Brodie McDougall	28-02-2023
3.5	Action to coordinate various aspects of merchandise (vouchers / stock / payments)	Phil Hoskins	28-02-2023
4.1	To report on balance sheet / bank reconciliation & payment double up.	Rod Dawkins	04-02-2023
4.1	Lock in date for set up of POS system - Tyro	Evan Hewitt	04-02-2023
5.1	Final review of club survey (CS/GW) with comments to be fed back to AC	Chris Steicke	23-01-2023
5.1	Provide club survey link to Gemma (socials) and Lauren (registrations)	Andrew Carrington	25-01-2023
6.	Can Jim Kidd help produce a brand guide - colours	Terri Dahlberg	04-02-2023
6.4	Insurance to follow up on indemnity insurance	Andrew Carrington	31-01-2023
9.	Chris to ask Lauren around opening registrations.	Chris Steicke	28-01-2023
9.	Chris to follow up Brodie for WCE contact for girls coach	Chris Steicke	28-01-2023
9.	Order girls shorts subject to availability.	Terri Dahlberg	23-01-2023
10.	Andy to follow up with Jules on contact details for news letters to schools (Churchlands / Woodlands / Wembley downs / Hale)	Andrew Carrington	10-02-2023
13.	Audit of boxes next weekend	Kate Hebiton	10-02-2023