

MINUTES

PMHHA Ordinary Committee Meeting No. 02 of '22.

14 March 2022

Hockey Fields Port Macquarie

Meeting Opened 1745

Meeting Closed 1955

Attendees TH RW JM GF ST

Apologies AG & LC

ITEM 1 – SAFETY

Items from Previous Meeting

- Simon Thresher and Jeff Maker to undertake risk assessment and arrange costings on various safety items that need to be rectified.
 - Risk assessment attached
 - Quote re Goals and Fence to top / main field attached - GM & ST

New Business

- Results of Risk Assessment – discuss

Resolution

- PMHHA adopt the results of the Risk Assessment to use as a safety planning & risk assessment tool, and for the risk assessment to stay as an active strategic document within PMHHA management toolkit. The Risk Assessment becomes a guide for the strategic budget and spending.
- UNANIMOUS to accept
 - JM and ST to take ownership
 - Priority 1 new signage (entry / facility signs – enter at own risk etc)
 - P2 Investigate further the \$33K quote.
 - P3 – Marking of uneven surfaces – trip and falls etc
 - P4 – develop plan from Risk Asses

ITEM 2 – CLUBHOUSE FIT-OUT

Items from previous meeting

- Consult with persons with previous experience in running bar / canteens / kiosks etc. Fred Axford, Ali Hudson and Adam van Zealand consulted on thoughts and ideas.
- Adam happy to help with some shop fittings from his own business if they don't sell on the private market.
- Initial invest required to ensure facility is providing a basic level of service.

New Business

- Develop a three-tiered approach – need now (immediate income generation), want later (longer term income generation), patron comforts (increase longer term patronage)
- Commence sourcing quotes and purchase of equipment for fit out to provide minimum level of service;

- 2 x new 2 or 3 door display fridges (bar and canteen)
- new coffee machine
- shelving units – stand alone
- Television
- Internet
- on-bench cooking appliances
 - bain marie
 - air fryers
 - sandwich press
- Investigate current stock of cooking machines and appliances and their serviceability to re-use.

Resolution

- PMHHA prepare a three-tiered approach to clubhouse fit out!
 - Unanimous. ST and RW to work on plan
 - Design menu, create equipment list from there
- PMHHA approve a maximum \$15,000.00 for initial fit-out to provide a basic level of service.
 - Not approved – though fitout approved within cost overruns budget
- Generally agreed that New Fridge, New Freezer and small bench top appliances required in the first instance

ITEM 3 – GRANTS AND FUNDING

General Update

- Greater Bank – Successful \$2,000
- Club Grants Round 3 - \$60K – still active and not determined,
- Australian Sports Foundation - Hart Sports Equip – no communication. Assumed unsuccessful
- RSFF - \$1mil plus – Unsuccessful,
- Cadbury Women in Sport – unsuccessful
- PMHC Major Events Grant – up to \$5000 – will apply for O60's master's event
- Plant a Tree for the Queens Jubilee. EoI submitted to Fed Govt – to use to plant out the carpark. Up to \$20K

Comment – NOTED by all

ITEM 4 – FORMATION OF ORGANISATIONAL COMMITTEES

Members canvassed via survey and email etc. 4 respondents only.

Approve Rep Organisers of:

- Graeme Ferguson, Ash Grummitt, Tracy Holmes, Larissa Toohey, Angela van Zealand, & Matt Dare as 2022 Rep committee. All public correspondence to remain with social media manager and committee to forward require information.

Resolution

- PMHHA appoint Graeme Ferguson, Ash Grummitt, Tracy Holmes, Larissa Toohey, Angela Van Zealand, Matt Dare as the 2022 Rep Teams Organisers, Scott Bradford Masters Committee (*note Scott added at meeting after omission from original agenda*).
 - Approved – RW noted the prevalence of single club on committee. Strong representation from other clubs needed as the selectors

Clubhouse / Canteen ORGANISERS

- Fred Axford, Aiden McIlveen (“incidental” officer) & Lachlan Ison all responded with a desire to assist. Adam Van Zealand approached and provided initial set-up advice.
- Ali Hudson already appointed as canteen / bar manager – suggest this role is extended to whole of Clubhouse Manager and she engage separately with clubs to assist throughout the season.

General

- Cleaning and Lawn / Outdoor contracts to remain in the control of PMHHA Management team. Note that “Macca” has stepped away from PMHHA role and taken up a full-time position with a local High School.
- Discussion Point – Men’s Masters Organisational **Committee – SEE ITEM 9?**

Comment – NOTED by all

ITEM 5 – CLUBHOUSE AND GRANT ACQUITTAL

- Over budget by approx. \$150,000.00. Noting this price increase has been because of industry wide price increases under the cloud of COVID and some variations to scope.
- Meeting with Pat C and PMHHA to discuss available options for additional funding – floods have taken over discussions at this point in time but doesn’t seem likely to be fruitful.
- Meeting with PMHC to discuss any available funding on Thursday 10 March. Details TBA
- Options;
 - PMHHA to foot the bill via own funds or loans

Resolution on the night put by RW to take \$100K from sinking fund to commence negotiations with financial institutions to cover, but not limited to:

- Cost overruns, including contractor payments, internal clubhouse fit out,
- New fence & Netting,
- Change Room (lowest)
- Goals,
- Safety signs

GF seconded;

UNANIMOUS SUPPORT

ITEM 6 – 2022 Competitions

- Come n Try Days are underway and have been somewhat successful to date
 - Week 1 approx. 20 kids
 - Week 2 approx 50 kids
- Summer Comp underway with some 140 odd members playing in 14 teams
- Winter Season – call for nominations of teams and publicise “team nominations due by 04 April” in-line with the 2022 PMHHA Hockey Calendar
- MNC HL – PMHHA to facilitate competition. PMHHA to pay more attention to scheduling of games to lessen impacts locally. Suggest that 3.00pm, 4:30pm and 6:00pm are the preferred timeslots. Preference is to facilitate “same gendered” matches back-to-back rather than club matches. This will lessen the official’s burden on PMHHA local competitions. PMHHA local matches must also run back-to-back with no break between games; again, to facilitate officials locally.
- 18 Boys and Girls, 15’s Boys and Girls and Opens Selection trails all set down for March
 - GF to provide update on Numbers and viability of teams

- Coaches to be appointed
- Selection staff to be appointed
- Confirmation of dates

Resolution – PMHHA to make a formal presentation to the MNC HL administrators with MVHA copied in, of our agreed facilitation of this competition.

Unanimous – ST to convey to MNC HL administration

GENERAL BUSINESS

ITEM 7 – UPDATES TO POLICY

- Revised playing rules for 2022 – attached
 - Resolution – PMHHA adopt the revised playing rules for use in the 2022 competition
 - Not approved. GF raised concerns over the imposition of team composition for finals (the 16 players that have played the most games for the team)
 - Seek further input from clubs and team management.
- New Policy on Match Officials – attached
 - Resolution – PMHHA adopt the new policy on Match Officials
 - Unanimous – all in support

ITEM 8 - BUDGETS

- Draft Operational and Strategic budgets attached
- Resolution 1 – That PMHHA adopt the Draft Operational Budget for 2022 and set fees at
 - \$3,000 per seniors' team,
 - \$2,000 per full field juniors' team,
 - \$1,000 per half field juniors' team, and
 - \$550 per quarter field juniors' team
- Resolution 2 – That PMHHA endorse the Office Bearers to continue to work on and develop the strategic budget in alignment with strategic objectives including clubhouse fit out & asset replacements.

Resolution 1 – not approved. Further discussion around some figures within the budget to be tabled by RW

Resolution 1.a – RW put to the members that the team fee structure be approved in the interests of club / team management and setting of fees. ST seconded. Unanimous.

Resolution 2 – Not discussed.

ITEM 9 – HNSW MENS MASTERS TOURNAMENT

- Discuss management and requirements
 - First aid (HNSW requirement)
 - Fall back options
 - Parking
 - Marquees
 - Cool room hire
- PMHC Event Grant available

Item Not discussed – carry forward to next meeting

Actions

Action Items	Person(s) responsible	Key tasks	Sub tasks	Timings
Risk Assessment Ownership	Jeff Maker and Simon Thresher	Prioritise works, Obtain quotes, Work on wording for signage		15 April 2022
Tiered approach to Clubhouse Assets	Rod Winterton & Simon Thresher	1. Immediate income – same level of service, 2. Increased income – higher level of service 3. Patron Comfort	1. Design menu, Create list of small capital purchases	15 April 2022
Clubhouse and grants	Simon Thresher	Approach banks to determine loan possibilities		ASAP report back next meeting or sooner
Communications with MNC HL	Simon Thresher	Timing of Games and impacts locally		ASAP
Budgets	Simon Thresher	Advise clubs formally of 2022 fees		ASAP
Budgets	Rod Winterton	Provide input in to budget for next meeting		Ready for next meeting