

PMHHA Management Meeting 01/20

Time: 1745 Date: 20 Nov 2019

Location: Zebu

Attendance: Simon Thresher, Rod Winterton, Graeme Ferguson, Tracy Holmes

Apologies: Terry Rhook

Meeting Opened: 1751

Meeting Closed: 1709

Items:

- Appointment of Management Committee Positions and fill casual Vacancies;
 - 3rd OM (Ali Hudson & Col Pursehouse nominated)
 - Registrar (Robyn Charlesworth nominated)
 - Umps Coordinator (Matt Gourley and Graeme Page nominated)
 - Bar / Canteen / Events (Ali Hudson nominated)
 - Social Media (Ali Hudson nominated)
 - Facilities Manager (Fred Axford nominated)
 - Contract Maintenance and facility contractor (Renew Mark Vaughan's role)

Management Committee Positions

- Decide upon OM roles. Unanimous decision was to move away from traditional "chairpersons" of Senior and Junior Match Committees and move to management roles that more reflect the HNSW model.
 - Role 1 - Pathways – ALI HUDSON appointed as Ordinary Member;
 - Provide the administrative coordination of the pathways of local and local rep hockey,
 - Serve as POC for rep team enquiries
 - Seek input and support from HNSW Pathways Manger and RCC to help and support to local rep hockey,
 - Promote and endorse local pathway models with Executive Support
 - Role 2 - Participation – TERRY RHOOK (elected member at AGM),
 - Assist with the coordination and implementation of recruitment initiatives;
 - Into to schools
 - Come try days
 - Community Juniors model
 - Local Gala Days
 - Serve as POC for new player enquiries
 - Seek input and support from HNSW Participation Manger and RCC to help and support to local hockey,
 - Promote and endorse local participation models with Executive Support
 - Role 3 – Members Admin Assistant TRACY HOLMES;
 - Revolutionise Sport Data entry,

- Assist contracted data entry operator and bookkeeper, (score cards, player movements, match statistics,
- Compile and maintain WWCC verification with NSW Government
- Work in with Craig Beed HNSW re administrative tasks,
- Assist Ordinary and Appointed members with other admin tasks as required.

Appointed Support Roles

- Assistant Pathways and Participation Manager – COLIN PURSEHOUSE appointed
 - Assist in taskings given to and part of Pathways and Participation Managers
- Registrar – ROBYN CHARLESWORTH
 - Revolutionise sport registrations set-up
 - Compile Draws
 - Act as chairperson of Judiciary
- Umpires Coordinator – MATHEW GOURLAY – appointed
 - Work in with Exec Team in modifying and improving current umpire model and structure
 - Liaise with the club's umpires coaches to assist them with umpire development by arranging assessments and professional development,
 - Provide recommendations to Executive on umpires appointments; local and rep hockey,
 - Collate statistics of umpires professional development and matches umpired
- Umpires Coordinator Assistant – Graeme Page – appointed
 - Collate statistics of umpires professional development and matches umpired,
 - Provide annual report to PMHHA regarding financial claims for umpires
- Bar / Canteen / Events – ALI HUDSON – appointed
 - Manage Bar and canteen,
 - Replenish stock
 - Devise rosters
 - Collect, deposit and report on monies
 - Devise “inclusive” events throughout the season
 - Report monthly to PMHHA Executive
- Public Image – ALI HUDSON – appointed
 - Maintain PMHHA Instagram and facebook accounts
 - Provide wide cross section of subject matter promoting all aspects of PMHHA across both social media platforms as well as traditional forms of media
 - Maintain corporate identity – colours, branding, logos etc
- Facilities Manager – FRED AXFORD – Declined
 - It was decided that PMHHA not proceed with a “facilities manager” at this point in time. The reasoning was that this position will become more prevalent once the new clubhouse and facilities come on-line. The current staff have adequate port-folios to cover what's needed for the moment.
- Facilities Contractor – MARK VAUGHAN – appointed
 - Mark Vaughan will again be invited to undertake paid facilities maintenance, including but not limited to;
 - Weekly rubbish bins
 - Weekly toilet / shower maintenance
 - Ground and pitch cleaning
 - Water trough maintenance

- General upkeep of ground equipment; dug-outs, goals, summer comp boards etc
- Other tasks as requested from time to time by PMHHA

Meeting Format for 2020 Management Team

- General Meetings First Monday of the month,
 - Compulsory attendance for President, Vice President and / or Secretary of each club to at least 50% meetings annually (\$150 fine for non-compliance)
- No J/SMC;
 - PMHHA will manage policies with the Clubs executive teams at monthly meetings
 - External Data entry operators will be tasked with match stats and collation
 - Move to trial digital match cards to limit data entry input required

Format for 2020 season

SENIORS

2020 Office Bearers will continue with the agreed and approved format as decided upon by the 2019 management team (ref March 2019 correspondence with Pres and Secs) with the following alteration – “GENDERS” instead of “GRADES” will be played alongside each other in the mid-week competition – All B Grade on Saturdays;

Wed Night – Women’s A and C Grades

Friday Nights – Men’s A and C Grades

Saturday afternoon / evenings – Men’s and Women’s B Grades

JUNIORS

It was noted that only 1 format was received from the 2019 request from the clubs, with one further club stating it can’t support or comment on any format until such time as the Association published their format.

PMHHA will touch base with Blair Chalmers to re-confirm the intentions from the Junior’s Forum held in 2019 and distribute this model to the clubs.

There is still some thoughts stating that genders should be limited in some or all juniors grades

Dates

- Approx dates were;
- START last week in April due to extensive holidays over the month; however PMHHA should consider some trial / grading games prior to this date, and
- Finish second week of September
- These dates allow for 16 matches plus finals across all genders and grades

Prepare "brief" for first Gen Meeting to vote on.

- Clubhouse update

- General Business
 - Treasurers role to remain “Casual Vacancy”
 - A three members of the Executive to become “authorised signatories” of the bank accounts with two needed at any one time for authorisation
 - Trustee. The appointment of a trustee to manage investments was discussed. Whilst not a pressing need, it was agreed that this should become a role within PMHHA to allow other management members to concentrate on their portfolios. No decision was made as to a suitable person however if one is found, they may be appointed into the future.

Meeting End.

PMHHA Management Meeting 02/20 - Agenda

Time: 1730

Location: Fields

Attendance: Simon Thresher, Rod Winterton, Graeme Ferguson, Tracy Holmes, Terry Rhook, Alice Hudson

Apologies: TR left meeting 1904 hrs

Meeting Opened: 1731 hrs

Meeting Closed: 1943 hrs

1. General Items

- a. Accept minutes from previous meeting 01/20

Noted as accepted

b. Correspondence in

- i. Brisbane Roar notification of GM visit to facility to launch program
- ii. Port Saints request to use facility
- iii. PCHC request for refund due to advertising signage overcharge
- iv. C2hills clubhouse project – various
- v. HNSW notification of Roadshow and hookin2hockey program
- vi. HNSW walking hockey
- vii. HNSW notification of AGM and request for delegate
- viii. HNSW invite to awards night
- ix. CWC clubhouse design - various
- x. EVO accountants – Public officer BAS sign-off
- xi. HNSW notification scorecard is ready for download

c. Correspondence out

- i. Field WHS and Governance email
- ii. PCHC confirmation of refund
- iii. MVHA confirmation of PMHHA position
- iv. Pre-season club training allocations

Correspondence noted as accepted

2. Safety

- a. No known issues reported
- b. Power tripped to canteen / bar – elec called and confirmed bar fridge faulty
- c. Gravel roadway needs attention. Washed away – ST to arrange quote

Safety action – ST to arrange quote

3. Presidents Update

- a. HNSW awards night – 2 award winners Ali Hudson and Kim Cox
- b. Upcoming AGM and Delegate nomination – ST attending
- c. Walking Hockey – HNSW has grant to facilitate locally. TH happy to assist.
- d. Multi user exposure and support – has been good over summer break and extra income. Good exposure.
- e. Rego via Rev Sport update – HA, HNSW regos set and pushed to clubs to enable registrations. TH to follow up HNSW and assist clubs with pathway to rego
- f. Summer comp update – has been successful and feedback positive

4. Governance

- a. No requests received for existing policy review -
- b. Adopt Rep Team discount policy – agreed in principal and to be finalised via email within 14 days by AH
- c. Adopt Rep grants and assistance policy – agreed to adopt and publish
- d. PMHHA constitution review to confirm voting eligibility - Review of Constitution confirms that the 7 x elected 'PMHHA' committee members are the only members entitled to vote in any decision making process that concerns the administration and operation of the Association. The constitution allows, via an instrument in writing from PMHHA committee, the delegation of authority to a sub-committee.
No further committee's have the authority to operate or enact decisions without this instrument from PMHHA committee.
Currently, PMHHA have only delegated this authority to the SMC and JMC of which both committees are currently in abeyance.
- e. Review of casual vacancy – Treasurer – RW appointed to role. All agreed.

5. Finance

- a. Draft Budget review for approval – all agreed and approved. ST to communicate positive financial steps undertaken to improve affordability and value for money
- b. Account update – on track with draft budget
- c. Q4 BAS update – submitted

6. PMHHA strategy review

- a. Pathways, Participation, Admin goals and targets – further discussion by TR, TH, AH with view submit respective portfolio goals for season 2020
- b. Ordinary meeting objectives – review TOR for meetings to run effectively GF and ST. Invite club presidents to elect a chair
- c. Junior working group proposal review – accepted however HNSW RCC unavailable and budget request needs to be submitted. Safety equipment responsibility of individuals i.e mouthguard, shin pads, facemasks

7. Facilities Update

- a. Grant progress update – ready to sign deed of agreement
- b. Club house design update – DA ready to submit. 5-month process. Proposed break ground end of season
- c. PMHC lease update – early indications are our agreement to occupy will be renewed 10 + 10 at end of current agreement Sep 20
- d. Purchase new bar fridge – agreed and delivered
- e. Hallytec Light system set-up and proposed charges – agreed. ST to provide policy for uploading
- f. Sewer rising main PMHC project tender awarded – noted and be aware safety issues around construction zone
- g. Key lock and field access options – ST working on an option for access

8. Participation Manager Update

- a. Hookin2hockey program indicative numbers and how many progressing to registration – 2 signed up and program deferred. TR to follow up with RCC
- b. Indicative team entries – early indications received and final team nominations due by 18th march

9. Pathways Manager Update

- a. Rep progress – field teams, staff appointments, selector appointments – u/18 EOI's good and staff appointments sorted. Selector appointments confirmed. u/15 girl EOI's good but u/15 boys need follow up. Notification received on indoor locations.
- b. Development opportunities -
- c. Rep staff payments – budget remains and policy in place

10. Admin Update

- a. Hookin2hockey program engagement with clubs – collateral available to distribute
- b. Update on pathway to registration project with clubs – TH and TR to engage with clubs and HNSW to assist take up

PMHHA Management Meeting 04/2020 – Minutes

Date: 15th June 2020

Time: 1715

Location: Zoom

Attendance: Simon Thresher, Rod Winterton, Graeme Ferguson, Tracy Holmes, Alice Hudson, Terry Rhook, Leane Harwood, Col Pursehouse

Optional: Matt Gourlay (Umpire Co-ord), Robyn Charlesworth (PMHHA Registrar)

Apologies:

Meeting Opened: 1718

Meeting Closed: 1806

1. General Items

- a. Accept minutes from previous meeting 03/20 – accepted via email previously
- b. Correspondence in
 - i. HNSW – Covid safety plan endorsement
 - ii. PMHC approval to reopen facility
 - iii. HNSW confirmation of CEO visit
 - iv. PMHC Mayor appreciation email for HNSW CEO visit
 - v. C2Hills proposal to submit Community Building Partnership (CBP) Program grant submission for 2 x scoreboards.
- c. Correspondence out
 - i. Confirmation of meeting with HNSW CEO to CMC and Ordinary Members
 - ii. Approval to C2Hills submit grant submission
 - iii. PMHHA Covid safety plan submission to HNSW
 - iv. PMHC notification of endorsed Covid safety plan for approval to reopen facility

Correspondence noted as accepted.

2. Safety - GF

- a. PMHHA Covid plan update
 - i. Clubs checklist update – TH, WH & PC have provided plans and still need checklist to be submitted. CH checklist received. No clubs approved yet to return to hockey.

- ii. HNSW Coaches webinar learnings – attended by GF and RW with reference to coaches information available on HNSW Covid resource Hub

Covid Action – additional signage required as per plan. TH to compile list.

3. Presidents Update - ST

- a. HNSW CEO recent visit with club delegates went well.
- b. PMHHA exec and HNSW CEO meetings with local gov reps and council fruitful
- c. C2Hills submitted grant for new scoreboards with State Member support
- d. ST introduced LH as CMC Chairperson

4. Governance

- a. Nil requests for policy review

5. Finance - RW

- a. Fee confirmation u9 and u11 – TBA now format known
- b. Insurance renewal invoice (\$6k) received today for processing
- c. Grounds Maintenance reactivated post construction work
- d. Cleaning reactivated in preparation for training
- e. ST commented next large expense field cleaning (\$5k) due Sep

6. PMHHA Comp Management Committee - LH

- a. Update on return to hockey plans
 - i. Senior and Junior club-based format – Open Men and Women comp Sat; C grade Men and Women same as last year; Juniors same as last year.
 - ii. Recommended policy changes – possible gradings changes; finals qualification changes; registration in last few weeks in question
 - iii. Note CMC to focus on club-based comp only
 - iv. Note team nominations due 14 days prior to comp start (8th Jul)

CMC actions – meeting planned over next week to finalise details. i.e 10 rounds from 22 July thru to 19 Sep (term 3); policy changes; finals format etc

PMHHA action – promote format through socials

7. Facilities Update – ST

- a. Update on progress – design issues with carpark to be resolved. Still aiming for ground breaking Oct 19
- b. New lock system on main gate

8. Participation Manager Update - TR

- a. Indicative team entries – post Covid suggest some clubs may struggle to enter teams in all grades.
- b. Initiatives to drive return to hockey participation – e.g CH having recruitment drive at LUSC

Participation Action – follow up interest from schools to run in2 hockey programs - TR, TH, CP

9. Pathways Manager Update - AH

- a. Development opportunities update – u11 EOI's being promoted

Pathways action – Coff's, Taree, Port pre-York Cup carnival with view this could become annual Signature event – AH, TH, CP

10. Admin Update - TH

- a. Helping with in2 schools program
- b. Aiding clubs as requested with registration enquiries

11. General Business

- a. TH asked if canteen and bar can operate this year?
- b. RW commented on HNSW CEO visit and expectations relayed to PMHHA executive team. i.e Protect brand of Hockey locally; Promote Hockey locally through socials, media and build relationships with all levels of gov, schools etc; Provide safe environment to play hockey through good governance, Develop local infrastructure to enable growth and events through strong fiscal management and grant / event submissions; Devise annual signature event - eg Seaside Sixes
- c. ST stated HA Masters have provided early notification they will bring World Cup squads to Port Mac next August for pre-training

GB actions – GF, RW, ST to review covid requirements and compliance to enable bar/canteen to potentially open

Port Macquarie Hastings Hockey Association Inc

Agenda – Ordinary Meeting Jan 2020

Date	Monday 13 January 2020
Venue:	Hockey Fields
Meeting Opened:	1810
Meeting Closed:	1907
Attendance:	Simon Thresher, Rod Winterton, Tracey Holmes, Sarah Blundell, Robyn Charlesworth, Matt Gourley, Heath Thompson, Meg Velardi, Terry Rhook
Apologies:	Ali Hudson (bushfire relief)

Items of Business

1. Season 2020 Opening Address – Simon Thresher

Welcome and Happy New Year. Apologies this is first meeting as we were unable to arrange pre xmas due to availability.

Simon detailed how ordinary monthly meetings would run and decision-making process. Attendance required minimum 50% to ensure meetings are effective. Policy will be finalised and put forward for adoption next meeting.

Quorum required 2 x Office Bearers, 1 x Ordinary Member, 2 x Clubs – quorum established for tonight's meeting

General business for items that have been provided 14 days prior to the meeting or tabled at the meeting for consideration next meeting.

2. Season 2020 Proposal

Emailed out Dec 19 for consideration detailing Seniors, Juniors, Comp Dates and player movements

Questions

1. Wauchope –
 - i. Would stick packs be provided to primary school new players - Simon confirmed yes this would be the case
 - ii. How will gradings work with Secondary comp? – Simon suggested our focus should be getting people playing and exceptions should be considered
2. Port City –
 - i. What is Association expecting from clubs to support Junior model – Simon confirmed one of the documents provided in the pack detailed support required from clubs

- ii. What guarantee is there that primary players will filter into introducing club – Simon answered there is no guarantee but from experience players follow family allegiances or friend's
- iii. Discussion was C grade men and women would be played on one night and be more social. What happened? – Simon explained club coach, manager strain meant this was difficult to achieve and feedback from season 19 suggested not popular.
- iv. Can consideration be given to longer season? – Simon answered April holidays make this difficult but worth looking into next year.

3. Vice President –

- i. The numbers modelled suggest this proposed structure should work however is there a fall-back position if we don't attract enough juniors – Simon suggested there is some contingency but essentially same as Season 19

- Moved – Simon Thresher
- Second – Heath Thompson
- Decision – Carried (3 x Office Bearers, 2 x ordinary members, 2 x clubs – voted yes)

3. Other General Business

PATHWAYS Update:-

- Rep calendar produced, ready to publish on website
- 2020 revision of “rep team handbook” completed, ready to publish on website
- Key positions identified for coach/management roles.

CANTEEN/BAR Update:-

- Successful trial of a “Barcode Scanner” for Canteen. Significantly reduces burden on Volunteers by streamlining payment process – “point and shoot” instead of looking for items on the screen
- Would like to open discussions with clubs around fundraising opportunities through manning the canteen on dedicated nights & use of BBQ

Next Meeting – 3rd Feb 2020

- Gradings policy
- Meetings policy

Meeting End

Port Macquarie Hastings Hockey Association Inc.

Minutes – Ordinary Meeting #02 - 2020

Preliminaries

- Location – PMHHA Hockey Fields, Meeting Room
- Date – 06 Feb 2020
- Attendance - Simon Thresher; Graeme Ferguson; Terry Rhook; Kim Cox; Sarah Blundell; Meg Velardi; Robyn Charlesworth ; Ali Hudson ; Tracey Holmes; Leanne Harwood; Brad Deegenars; Steve Cox; Heath Thompson; Ben Scully; Matthew Dare
- Apologies – Matt Gourlay
- Meeting Opened 1801hrs
- Meeting Closed 1945hrs

Items of Business

General

1. Confirm Minutes of the previous meeting - confirmed
2. Correspondence IN
 - a. Sports Clean Pty Ltd – Field Cleaning programmed 02 March 2020
 - b. HNSW – Walking Hockey Programme
 - c. Golden Oldies and Masters notifications
 - d. Masters notification 34 yo now eligible
 - e. Kim Cox on behalf of TH, PC, WH, CH – submission of club generated junior alternate model and subsequent request to rescind junior format decision from last meeting
 - f. Catherine Carrol - Summer comp has 10 teams and will run
3. Correspondence OUT
 - a. Sports Clean Pty Ltd – Approval
 - b. HNSW – Walking Hockey Programme general correspondence
 - c. McDonalds Sponsorship Contract
 - d. PMHHA Rep Eols – Juniors, Opens and Masters
 - e. PMHHA Summer Comp Information and details including registration forms
 - f. PMHHA POLICY – Gradings and Player Movements
 - g. PMHHA POLICY – Ordinary Meeting Format
 - h. PMHHA POLICY – Premierships and Finals
 - i. PMHHA POLICY – Representative Grants and Financial Assistance
4. Financial Position as at 27.01.2020
 - a. Money Banked
 - i. \$251,000.00
 - b. Upcoming expenses
 - i. Standard running costs \$2,500
 - ii. Cleaning of Both Turfs \$3,270
 - iii. Consultancy Fees \$5,000
 - c. Expected Income
 - i. Futsal \$7,800
 - ii. Other Income \$150
 - d. Outstanding Payments

VOTING, General Items

- 1 – Mvd Tracey 2nd Meg For 10 Ag 0
- 2 – Mvd Tracey 2nd Meg For 10 Ag 0
- 3 – Mvd Tracey 2nd Meg For 10 Ag 0
- 4 – Mvd Tracey 2nd Meg For 10 Ag 0

- i. Steve Trickett \$93.50
- ii. ~~Julia Valdez Reyes \$55.00~~ – paid 5/2
- iii. Eve Walker \$157.30
- iv. Joel Walker \$157.30
- v. Nicholas Van Zeeland \$157.30
- vi. Sharks, Town, Chatham, Tigers \$2500 (field hire relating to 2019 premier league)

Recommendations from PMHHA

1. That the principles of the following policies, as presented, be adopted.
 - a. PMHHA POLICY – Ordinary Meeting Format
 - i. Endorsed however voting format needs review for adoption next meeting. Clubs raised concern that eligible voters favoured the Association.
 - b. PMHHA POLICY – Gradings and Player Movements
 - i. CH proposed grading be revised to 5 plus GK
 - ii. TH, PC, CH request vote deferred - agreed
 - c. PMHHA POLICY – Premierships and Finals
 - i. TH request defer vote until revised to address % games played
 - d. PMHHA POLICY – Representative Grants and Financial Assistance
 - i. Adopted however TH require change to offer as opposed to application

VOTING, Recommendations:

- 1.a – Mvd Ali 2nd Tracey For 6 Ag 0 Ab 4
- 1.d – Mvd Kim 2nd Robyn For 10 Ag 0

New Business

1. Discussion and Support for Under 18's BOYS Coach. Nominations to date are as follows,
 - a. Leigh McIntosh
 - b. Jarrod Smith – Appointed Coach
 - c. Simon Thresher – Invite to become assistant coach

Simon left meeting whilst discussion on preferred coach occurred. Leigh and Jarrod absent from meeting.

2. Primary School Aged junior uniform,
 - a. Approx Costs \$30 per shirt,
 - b. Loan basis,
 - c. Administered by PMHHA and appointed coaches for Primary Aged Juniors.

No longer required due to club generated junior structure being adopted.

3. Way forward with the canteen,
 - a. Option 1
 - i. Offer any weeknight to all the clubs to use as a club income stream,
 - ii. Weeknight voids filled by "rep team" players (and seek external assistance from local retirement villages etc to provide assistance), and
 - iii. Clubs rostered to staff the canteen on Saturdays
 - b. Option 2
 - i. Rep Team players to staff the canteen on weeknights (and seek external assistance from local retirement villages etc to provide assistance), and
 - ii. Clubs rostered to staff the canteen on Saturdays

Discuss with Ali preference prior to next meeting where we can decide best approach to provide canteen / bar services in 2020.

4. Monthly Newsletter or Regular Updates on the “News” section of the website? Better communication with the members about PMHHA happenings.

Noted

5. Simon provided update on HNSW “into schools” program. 12 primary schools being visited. Aiming for 10% uptake of approx. 600 kids becoming involved in come try program over 5 weeks. Clubs need to be engaged to benefit from recruitment drive. Targeting 20% increase in participation across juniors through Association backed investment.

Noted

6. TH, WH, CH, PC Club President led request to rescind Juniors Format Decision
 - TH indicated they would lose 9 sponsors if the adopted format is introduced.
 - CH stated they would not be able to man the canteen on Saturdays without club teams playing and therefore not in favour of association based Primary model.

Simon put forward motion to rescind junior format decision based on email received today from 4 x club presidents to enable club generated model to be put forward – decision rescinded.

7. Club President’s request for club generated Junior Model to be considered for adoption

Kim outlined alternate club generated junior model and benefits to clubs although does not provide options to expand to accommodate u18 players. Model has been signed up to by 4 x club presidents. TH, CH, WH and PC Presidents all stated support for the revised model.

Terry went on record commending clubs on coming together and the passion demonstrated while collaborating on club preferred alternate junior model.

Association Office Bearers raised concern about viability of smaller clubs to field teams and provide effective coaching to new junior players. Whilst the club generated model was not supported by Office Bearers it will be facilitated to enable clubs to manage for the betterment of local junior hockey.

Matt put forward the motion to adopt alternate club generated proposal – motion carried

8. Thunder President asked on behalf of club how Participation and Pathways roles were appointed.

Note - The members were elected into Ordinary Members roles and allocated portfolios by Office Bearers.

VOTING, Recommendations:

1 – Mvd Kim 2nd Tracey For 7 Ag 0 Ab 3
6 - Mvd Simon 2nd Terry For 6 Ag 2 Ab 2
7 –Mvd Mat 2nd Terry For 6 Ag 2 Ab 2

Action items for next meeting

No.	Tasking	Responsible	Completed	
			Yes	No
1.	Kim to form a working group to formalise junior comp and identify lead coach and administrator for consideration by Office Bearers by 13/2	KC		
2.	Budget compilation underway to determine team entry fees for update next meeting	RW		
3.	Participation Manager update on likely junior numbers and team entries next meeting	TR		
4.	Pathways Manager update on Rep team EOI's, tournament calendar and player development opportunities for next meeting	AH		

PMHHA Management Meeting 03/2020 – Minutes

Date: 1st June 2020

Location: Zoom

Attendance: Simon Thresher, Rod Winterton, Graeme Ferguson, Tracy Holmes, Alice Hudson, Matt Gourlay, Col Pursehouse, Leigh McIntosh, Robyn Charlesworth

Apologies: Terry Rhook

Meeting Opened: 1730

Meeting Closed: 1820

1. General Items

- a. Accept minutes from previous meeting 02/20 – accepted via email previously
- b. Correspondence in
 - i. C2hills clubhouse project – various
 - ii. HNSW – multiple Covid updates and notifications
 - iii. HNSW notification cancelling u13 trials
 - iv. EVO accountants – Public officer BAS sign-off
 - v. Mid North Coast Football request to use facility post Covid
 - vi. Charlie Ford umpire payment request
- c. Correspondence out
 - i. Competition Management Committee instrument in writing issued – policy
 - ii. Summer comp end brought forward - Covid
 - iii. PMHC hockey facility covid update
 - iv. PMHC lease update request
 - v. Club delegates notification facility is construction site - PMHC
 - vi. Aussport request for scoreboard quotation
 - vii. Comp Management Committee check-in and update request
 - viii. Junior Working group check-in and update request
 - ix. Club house plans circulated to club delegates
 - x. Revised budget impacts notification to clubs- covid
 - xi. Clubs Covid updates and fee confirmation for club based comp

Correspondence noted as accepted

2. Safety - GF

- a. PMHHA Covid plan presented for review
 - i. GF nominated as PMHHA covid manager
 - ii. TH and AH included on covid safety committee
 - iii. Assoc, club and individual responsibilities discussed
 - iv. LM organising HNSW signage pack for facility
 - v. PMHHA covid safety plan prepared for submission to HNSW – ST to action
 - vi. Coaches to be encouraged to join HNSW webinars to understand responsibilities in covid environment – ST has promoted through socials

Safety Action - PMHHA covid plan to be shared with meeting attendees by ST

- b. Facility safety inspection to be completed prior to re-opening

Safety Action – ST, RW and GF to inspect facility prior to opening

3. Presidents Update - ST

- a. HNSW CEO visit schedule discussed

4. Governance

- a. Nil requests for policy review

5. Finance - RW

- a. Account update provided. Forecasting end of season \$140k in bank
- b. Revised budget update discussed with Covid impacts
- c. LM confirmed opportunity for HNSW fee refund now closed

Finance action – RW to provide updated budget

6. PMHHA Comp Management Committee

- a. TR apology and TH advised no meetings held

CMC action – TH to check in on progress and provide office bearers with an update within 7 days

7. Facilities Update – ST

- a. Update on progress provided by ST and build still on track for build commencement Oct 20
- b. LM raised access to fields during construction – noted

8. Participation Manager Update

- a. TR an apology and Indicative team entries unknown – post Covid however CP suggested clubs were discussing possible 8 senior teams?

9. Pathways Manager Update - AH

- a. Development opportunities limited with return to hockey
- b. Field championships cancelled
- c. Indoor still going ahead at this stage
- d. LM updated HNSW discussing updated pathway selection policy post covid

Pathway action - AH looking at alternate playing and training formats to keep players engaged post covid

10. Admin Update - TH

- a. Hookin2hockey program engagement with clubs
- b. Update on pathway to registration project with clubs
- c. Liaise with Junior Working Group chair for update on revised junior format

Admin action – TH to check in with JWG, CMC and club delegates to establish progress by these groups and report back to office bearers in 7 days

11. General Business

- a. RC and MG shared respective feedback from members they have spoken to and other community groups that suggests people aren't that prepared to commit because of unknown future and the general feeling was consider cancelling season 2020 and focus on term 4 and term 1 summer comps.

Action – PMHHA office bearers to take this feedback on notice and review in 7 days following TH action feedback