



Minutes of the Qld Management Committee Meeting

20 July 2016

QPA Office Toowoomba

Meeting Opened: 12.45am

Attendance: Charlie Brook, Louie Raiteri, John Knights, James Bredhauer, Terry Kerr, Penny Kelly, Bill Kerr, Kim Bowman & Gillian Meppem-Mott (minutes secretary).

Apologies: Paul McGrath, Justin Hafey

President's Report Verbal report Moved: Charlie Brook Seconded:

- Thanks to Eric Beresford for the board evaluation report.
- Noted the problems caused by the wetter than normal season.
- Congratulated Tansey on the ladies and juniors carnival.
- Hendra and the push for mandatory vaccination.
- Success of the \$35 one carnival fee.
- NUC Committee update from PAA still in the offing.
- All states meeting planned for later in the year.
- Chinchilla QPA Women's Competition.
- Thanked Carolyn Line and Gillian for the last issue of BTGP.

Previous meeting minutes: Minutes tabled from the previous MC meeting (25 May) taken as a true and accurate record with the following typo amendment: State Director of Umpiring typo to fix under the NUC section, moved Louie Raiteri seconded Terry Kerr.

Matters arising from previous minutes:

- No action regarding the bent fence via the AHPC at the Nationals, the Moore family believe that the damage was already there.
- Bill Kerr noted that the Cunningham Club are happy to host the 2017 Cooper Cup. Discussion re: holding the next Cooper Cup or similar in North Qld.
- No requirement to hold the planned Strategic Plan Workshop at Wandoan as it was dealt with prior to this MC meeting. 8.00am start on Thursday.1 September at Wandoan, State Championships.

Reports:

Treasurer's Report: As per attached moved: Kim Bowman seconded: Bill Kerr

Motion: *That the agreed amount of \$750 to assist each of the five junior and intermediate players representing Australia when travelling to South African will be paid directly to the families of players.*

Moved: Kim Bowman

Seconded: Louie Raiteri.

- Penny requested that a general ledger be provided with the Treasure's Report.

Director of Coaches: As per attached - Moved Penny Kelly Seconded: James Bredhauer

Penny working on placing coaches for the WA junior and intermediate teams.

Noted that funding for the planned lv1 coaching course in Emerald is in the next financial year's budget (approx. \$4-5,000).

Senior Selector's Report: As per attached. Moved: Bill Kerr seconded: Terry Kerr



- Senior teams to be announced at the junior and intermediate trials.

Junior Selector's Report: As per attached. Moved by John Knights seconded Terry Kerr.

- Perth Junior side approved to be released.
- After much discussion it was agreed that selectors are to pick four development squads from all Queensland players, to improve the QPA talent identification pathway for juniors, intermediates, open and master's players (20 of each gender). These squads may be added or subtracted from at the selector's discretion throughout the season. The squads are to be presented for ratification at the next MC meeting (Wandoan, 1/9/2016) for release after the Junior & Intermediate Trials.
- Late nominations were discussed and it was agreed that no late nominations will be accepted. The point was made that if players cannot be bothered to nominate they are not keen to be considered. Gillian to provide the Selectors with the nomination lists just prior to nominations closing to ensure all nominations have been correctly captured utilising the new database nomination process.

Women's Committee Report: As per attached. Moved by Penny Kelly, Seconded Kim Bowman.

- QPA Women's Carnival at Chinchilla (QPA providing one trophy and food platters for Friday evening). Request that the ladies games are commentated and held on the premier fields. Ladies coaches being arranged to play with teams. Penny to determine teams and coaches.
- Women's Coaching Weekend (Wandoan Junior & Inter Trials) budget to be confirmed.
- In the future call for EOI to host the QPA Women's Carnival.

Horse Welfare Report: none

Youth Development: As attached report moved by James Bredhauer, seconded Louie Raiteri

- Call for EOI from clubs to host the planned 2017 northern and southern youth camps.

Administrators Report: As attached. Moved by Gillian Meppem-Mott seconded Penny Kelly

Director of Umpiring: Paul McGrath report tabled and attached moved to accept Kim Bowman seconded Terry Kerr.

- Letter to Russell Davison re: Bauhinia Anniversary Carnival.
- Letter to Bauhinia Club members re: the Bauhinia Anniversary Carnival and the Davison family team.

Cattle Report: Report as attached: tabled and accepted.

Correspondence list: as attached. Endorsed Terry Kerr seconded Kim Bowman.

- Email from St Lawrence/Nebo requesting permission to hold their carnival as a chukka champs for this year, permission granted, Gillian to send an email to notify.

General Business:

Bauhinia fields (2017 Zone Titles):

- Write a letter to Bauhinia PC noting that the MC have concerns that the club's main field, in its current heavy condition, is not up to the required standard for the 2017 Qld. Zone Championships. Request that the issue be addressed and the QPA be updated on the measures taken, note that the field will be inspected in the coming months.



2017 Event Dates:

- Write to Nockatunga Toompine to request a carnival date change for 2017 so as not to clash with the Zone Championships.
- Leichardt zone, write to Dirranbandi asking them to revisit the requested 2017 carnival date as it will clash with the Tara Intermediate carnival.
- Email all clubs calling for EOI to host the following in 2017:
 - QPA women's comp;
 - two junior development camps (north & south); and
 - junior & intermediate trials

Board Evaluation:

- All agreed this was healthy process for the QPA, shows room for improvement particularly with regard to communication. The same process will be conducted each year.
- Noted the need to have MC reports in well before the meetings, including the Chair, also to make sure that mobile phones are turned off during meetings.
- Louie raised the current lack of an induction pack for new members of the Management Committee and a Financial Risk Management Policy. Louie to assist Gillian in the creation of an induction pack for the MC members. Kim Bowman to draft a Financial Risk Management Policy for review at the next MC meeting.
- Discussion held regarding the lack of easy access to and understanding of QPA Policy & Procedures Manual that is more than just a list of the motions passed at MC meetings and AGMs. Louie to work with Gillian on the drafting of this to be tabled at the next MC meeting.

Junior & Intermediate Trials - Wandoan

- Attendance EOI have been called for and are coming in steadily, close 15 August along with nominations for the Qld 2017 Rep. Teams.
- Women's Coaching Clinic to be held in conjunction with the Junior and Intermediate Trials discussed in the women's committee report.

Transfer policy

- Inter Club transfer policy: Umpire Committee to work on this policy and report back to the QPA.

QPA Fee

- All other states currently have their fee schedules open for scrutiny (posted on websites). Charlie to check the PAA are happy for the QPA to do the same.

Policy re: change of carnival dates due to wet weather

- Discussed the merit of the MC being able to over-rule a club's decision when denying permission to share their date when another clubs carnival has been cancelled due to wet weather. Determined to continue with the current policy but noted that the MC can contact clubs and encourage, but not demand, co-operation for the betterment of polocrosse. Carnivals can run after the state titles.

Biosecurity horse health declarations

Profit & Loss [Budget Analysis]

October 2015 To June 2016

	Selected Period	Budgeted	\$ Difference	Comments
Income				
Registration Income				
Player Registration	\$318,173.19	\$293,500.00	\$24,673.19	Registrations ahead of budget
Club Affiliation Fees	\$22,363.45	\$22,000.00	\$363.45	
Grant Income	\$47,590.91	\$47,600.00	(\$9.09)	
Magic Stone/Cattle				
Stock Income	\$66,921.86	\$73,000.00	(\$6,078.14)	Cattle sales lower than budget
MS Rental Income	\$10,401.00	\$10,900.00	(\$499.00)	
MS Optus Tower	\$8,315.73	\$8,315.00	\$0.73	
MS Other & Interest	\$139.69	\$2,118.00	(\$1,978.31)	
Promotion				
Advertising	\$814.56	\$362.00	\$452.56	
Calendar Sales	\$390.90	\$320.00	\$70.90	
Merchandise Sales	\$2,363.67	\$5,244.00	(\$2,880.33)	Lower than expected
Representitive Teams				
Sponsorship	\$7,999.98	\$8,000.00	(\$0.02)	
National Titles	\$54.55	\$0.00	\$54.55	
Events				
AGM Dinner	\$1,636.36	\$1,634.00	\$2.36	
Russell St				
Office Rent	\$11,166.35	\$10,216.00	\$950.35	
Other Income				
Dividends/Rebates	\$493.92	\$0.00	\$493.92	
Total Income	\$498,826.12	\$483,209.00	\$15,617.12	Total Income up \$15,617
Cost Of Sales				
Registration Expenses				
PAA Insurance	\$183,827.38	\$183,760.00	\$67.38	
PAA Player Levy	\$64,256.00	\$64,300.00	(\$44.00)	
PAA Club Levy	\$2,752.00	\$2,750.00	\$2.00	
Family Discount	\$2,864.07	\$2,100.00	\$764.07	
PAA Levy	\$10,120.00	\$10,000.00	\$120.00	
Magic Stone Expenses				
MS Livestock & Fodder	\$120.00	\$0.00	\$120.00	
MS Property Repairs	\$11,443.78	\$11,240.00	\$203.78	There will be \$3-5K to come
MS Rental Costs	\$802.00	\$782.00	\$20.00	
MS Insurance	\$4,591.86	\$4,430.00	(\$161.86)	
MS Rates	\$627.00	\$1,050.00	(\$423.00)	
MS Interest	\$355.53	\$375.00	(\$19.47)	
Cattle Sale Costs	\$1,672.20	\$2,350.00	(\$677.80)	
Promotional Expenses				
Merchandise	\$2,489.64	\$3,100.00	(\$610.36)	
Newsletter Expenses	\$8,495.05	\$9,730.00	(\$1,234.95)	
Calender Expenses	\$727.27	\$730.00	(\$2.73)	
Coaching Expenses				
Coach Director Expenses	\$497.73	\$0.00	\$497.73	
Junior Development	\$8,691.27	\$9,250.00	(\$558.73)	
Senior Development	\$184.78	\$150.00	\$34.78	
Coaching Other Expenses	\$196.27	\$200.00	(\$3.73)	
Umpiring Expenses				
Chief Umpire Expenses	\$1,719.73	\$1,550.00	\$169.73	
Umpire Development	\$11,659.75	\$9,100.00	\$2,559.75	
Umpire Equipment	\$400.00	\$1,000.00	(\$600.00)	
Representative Teams				
Barastoc	\$1,727.27	\$3,000.00	(\$1,272.73)	

Profit & Loss [Budget Analysis]

October 2015 To June 2016

	Selected Period	Budgeted	\$ Difference	Comments
Muswellbrook	\$1,818.20	\$2,000.00	(\$181.80)	
National Titles	\$44,112.84	\$50,000.00	(\$5,887.16)	Difference in uniforms
Other Competitions	\$4,485.06	\$5,000.00	(\$514.94)	Another \$13.5K to come
Player Uniforms	\$10,104.00	\$4,400.00	\$5,704.00	Difference in National Titles
Event Expenses				
Club Titles Expenses	\$1,000.00	\$1,000.00	\$0.00	
AGM Expenses	\$7,771.36	\$6,400.00	\$1,371.36	
Trophies	\$861.16	\$600.00	\$261.16	
Gala Ball	(\$4,090.91)	(\$4,000.00)	(\$90.91)	
Russell St Expenses				
Office Insurance	\$2,572.73	\$2,600.00	(\$27.27)	
Office Rates	\$5,217.41	\$4,850.00	\$367.41	
Office Repairs & Maintenance	\$10,170.00	\$14,000.00	(\$3,830.00)	Extra repairs on office this year
Office Rental Expenses	\$367.58	\$180.00	\$187.58	
Total Cost Of Sales	\$404,610.01	\$407,977.00	\$3,366.99	
Gross Profit	\$94,216.11	\$75,232.00	\$18,984.11	Gross Profit up \$18,984
Expenses				
Administration Expenses				
Accounting/Bookeeping Fees	\$4,672.68	\$4,910.00	(\$237.32)	
Advertising & Marketing	\$706.82	\$400.00	\$306.82	
Bank Fees	\$1.20	\$0.00	\$1.20	
Computer Expenses	\$1,833.73	\$490.00	\$1,343.73	
Donations & Gifts	\$90.86	\$0.00	\$90.86	
Office Cleaning	\$931.84	\$940.00	(\$8.16)	
Electricity	\$1,021.09	\$1,200.00	(\$178.91)	
Legal Fees	\$630.00	\$630.00	\$0.00	
Office Repairs & Maintenance	\$4,396.59	\$815.00	\$3,581.59	
Postage	\$544.88	\$507.00	\$37.88	
Stationery	\$1,503.15	\$1,530.00	(\$26.85)	
Registrations & Subscriptions	\$344.82	\$300.00	\$44.82	
Telephone & Internet	\$4,483.17	\$5,840.00	(\$1,356.83)	Phone under budget
Storage Rental	\$425.91	\$1,080.00	(\$654.09)	
Other Expense	\$0.00	\$2,000.00	(\$2,000.00)	Contingency not expended
Total Administration Expenses	\$21,586.74	\$20,642.00	(\$944.74)	
Management Committee				
Executive Fees/Allowance	\$649.90	\$0.00	\$649.90	
MC Travel & Accomodation	\$13,543.04	\$14,580.00	(\$1,036.96)	Under budget
Meeting Expenses	\$828.27	\$590.00	\$238.27	
Other Meeting Expenses	\$454.55	\$2,000.00	(\$1,545.45)	Under budget
Payroll Expenses				
Wages & Salaries Expenses	\$50,218.75	\$47,500.00	\$2,718.75	
Staff Travel & Accomodation	\$2,305.97	\$1,380.00	\$925.97	
Staff Training Expenses	\$45.45	\$0.00	\$45.45	
Superannuation - Employees	\$4,750.00	\$4,275.00	\$475.00	
Other Employee Expenses	\$307.50	\$300.00	\$7.50	
Total Payroll Expenses	\$57,627.67	\$53,455.00	\$4,172.67	
Total Expenses	\$94,690.17	\$91,267.00	(\$3,423.17)	
Net Profit/(Loss)	(\$474.06)	(\$16,035.00)	(\$15,560.94)	Net Profit up \$15,560