



BELMONT NORTH NETBALL CLUB INC

ABN: 83 761 367 431

MINUTES

Special General Meeting

Meeting Quorum: Met - Half of the Office Bearers (3) and One General Member (1)

Date: Tuesday 1 October 2024

Time: 6:00 pm

Location: The Boatshed, Belmont 16s Sailing Club – The Parade, BELMONT NSW 2280

Present: **BNNC President:** <VACANT>

BNNC Vice-President: Belinda McAlpine

BNNC Secretary: Kate Crncevic

BNNC Treasurer: Trish Oakey

BNNC Coaching Co-ordinator: Jo Grigg

BNNC Registrar: <VACANT>

General Members: Amanda Parkinson, Kim Ginn, Alex Ginn, Elise Lane, Selina McCabe, Leish Hastie, Kerry Martin

In Attendance: Richelle Gregory, Jane Gough, Michelle Ponman

Apologies: Kirsty Campbell

1. Welcome and Apologies:

The Vice-President opened the meeting at 6:04 pm and welcomed all present. Apologies, as above, were noted.

2. Requirement of the Special General Meeting:

The President updated members of the requirement for the meeting as per the email issued to all members 21 days ago – to resolve vacancies of six positions.

3. Notice of Resignations and Committee Nominations Received:

The Secretary advised the following resignations had been received:

- Leish Hastie - Registrar – effective 9 September 2024
- Amanda Parkinson – President – effective 1 October 2024

The following Committee Nominations for election have been received:

- Kim Ginn – President (14/09/2024)
- Amanda Parkinson – Registrar (23/09/2024)
- Richelle Gregory – Grounds Coordinator (23/09/2024)
- Michelle Ponman – Fundraising Assistant (23/09/2024)



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- Selina McCabe – Coaching Coordinator (18/09/2024)
- Jane Gough – General Committee Member (15/09/2024)
- Leish Hastie – Uniform Officer (15/09/2024)

4. Election to Vacant Committee Positions

Due to no positions being contested, the Vice-President declared there was no requirement to hold an election. All members were congratulated on the appointments to their newly elected positions.

It was reminded that all members are to wear their BNNC Netball shirts to all future meetings, as a sign of thanks to Belmont 16s Sailing Club for their sponsorship.

The 2024/25 Committee was confirmed as:

President	Kim Ginn
Vice-President	Belinda McAlpine
Secretary	Kate Crncevic
Treasurer	Trish Oakey
Registrar	Amanda Parkinson
Coaching Coordinator	Selina McCabe (U10s – Cadets) Jo Grigg (Net Set Go)
Fundraising	Kerry Martin (Coordinator) Michelle Ponman (Assistant)
Umpiring Convenor	Elise Lane
Uniform Convenor	Leish Hastie
Grounds Officer	Richelle Gregory
Member Protection Officer	Alex Ginn
General Members	Kirsty Campbell Jane Gough

ACTION:

- All Members to email their current WWCC number and Expiration Date to the Secretary before the end of the week.
- The list of Committee Members is to be emailed to Lakeside Netball Association.

The President resumed control of the meeting.

5. GENERAL BUSINESS

A) Approval of previous meeting minutes – 5 August 2024:

First: Belinda McAlpine Second: Leish Hastie

Following the August Fundraiser with Thompson's Pies; **\$348.44 Profit** was made.



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B) Actions arising from previous meeting minutes:

BNNC Retractable Banner and BNNC Media Wall:

Purpose of a retractable banner was to praise players on the attainment of certain milestones (e.g. 100 games, 200 games and so forth) on Saturday.

Possibility for using this to promote each Team's Player of the Match for mini reels to be posted to the BNNC social media channels.

A media wall would be beneficial for the Presentation Day, Club Photos, Special Training Days and so forth.

ACTION: Registrar to gain three quotes for a retractable banner and the President/Member Protection Office to gain three quotes for media wall to discuss at the next meeting.

Courts being re-sprayed:

ACTION: New Pave are a sponsor – President to reach out to initiate contact with Josh Gamble for a quote; Grounds Coordinator to be copied in and take on any following actions hereafter.

C) Introduction of Club for New Members:

Not discussed.

D) Treasurer's Report for August 2024:

Welcome to Trish for taking on the new role as Treasurer and to the Vice-President for completing the role the past two years. As at 1 August 2024 the accounts were in a healthy position: **\$24,904.12.**

Recent transactions have included:

- Trophies, gifts, and the operational costs for holding the End of Season Presentation.
- 50% deposit on balls (games and training) from Velocity at a total cost of just over \$2,000. (Game Balls are required to be updated every 12months).

Further discussions focused on:

- Clarity on who manages the equipment like balls was queried (Grounds Coordinator or another member) and not resolved. *[As per current By-Laws –responsibility sits with the Uniform Convenor. Item 9ii) Page 6]*
- In 2025 Coaches are to be made aware they are accountable for balls in the future due to many being lost this year and being left at Lakeside.
 - Each Team will be allocated with a number on their ball and they are responsible for these balls.



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- Encourage players to bring their own game

ACTION: Each team shall receive one game day and one training ball. The Net-Set-Go Coaching Coordinator is to inflate these two balls and add to the Coaches bags with a number allocated on each ball and documented as to which team received this number.

E) Plan for Constitution & By-Laws Review:

It was well understood at the recent AGM that the BNNC Constitution is out of date, as are the By-Laws, and need to be updated. Netball NSW have a proposed template on their webpage that can be used as the template when updating BNNCs.

ACTION: The President proposed she, along with the Registrar review the documents and provide an updated draft to all members for discussion at the next meeting.

F) BNNC 2024 Operational Manual Review:

ACTION: The President proposed she, along with the Registrar review the documents and provide an updated draft to all members for discussion at the next meeting.

G) Planning Calendar for 2024/2025:

This is determined once Lakeside have released their playing calendar for 2025 and they have a scheduled meeting for Wednesday 20 November.

Lakeside Netball Association (LNA) are proposing a mid-march 2025 season commencement start date. As Lakeside Netball courts are being upgraded, Lake Macquarie City Council have promised 14 courts will be available by the start of the 2025 playing season.

H) 'Beyond the Courts Workshop' – Netball NSW

In February 2025, NETBALL NSW are holding a Governance workshop with 5 of the current 7 Officer Bearers attending. Reimbursements for course fees paid to date are to be sent to the Treasurer for reimbursement.

ACTION: Suggested the Umpire Convenor register and attend the NETBALL NSW Umpire training event in Sydney, should this date no conflict with prior commitments.

I) Date of Next Committee Meeting

It was agreed the next BNNC Committee meeting will be Tuesday 26 November 2024 at 6pm at the Belmont 16s Sailing Club, in the Boatshed.

J) Business from the floor

Belmont 16s Sailing Club Sponsorship – A proposal was submitted to the Board late last month to continue it sponsorship. The expected outcome should be known by November.



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Thanks to Alex Ginn for creating this opportunity for the Club and preparing the draft letter for Sponsors that has been used.

Lockbox: -Discussion to remove the lockbox from the previous President's home and mount it at the Grounds Officer's home. The Committee would need to provide any updated details to all coaches in 2025.

ACTION: Grounds Officer to commence relocation of lockbox.

Post Office BOX: It was agreed to cancel the PO BOX as it is no longer being used.

ACTION: President to arrange cancellation of PO BOX

BNNC Rep Ready Session LNA have announced their Trials for the U12s-15s Development teams for Sunday 13 October. The Committee agreed the Coach Coordinator run a REP READY Training Session for those who have registered to trial on Thursday 10 October from 4pm-5:30pm.

ACTION: President to advertise Rep Ready Session for Thursday 10 October at 4pm – 5:30pm for 1.5hrs for U12s -U15s. Post to note it is *only for girls trailing for LNA Rep*

Discussion flowed onto holding other training clinics in 2025 (Shooting Clinic and 'Get Ready for Netball' – to discuss at a later date.

End of Year Fundraising Given local school P&Cs are holding Mango Drives this Christmas it was agreed to run a TAMBURLAINE Wines fundraising before the end of the year, to arrive first week of December.

Presentation Day Congratulations to all those involved in organising and preparing the event. It was a great afternoon and feedback has been positive. Some comments from Committee members were:

- The Mecca gift voucher for older players was well received.
- Agree the rectangle tables would have been better - Round tables were used this year due to a functions either side of the Presentation requiring the round tables.
- Review thoughts on if there is a need to encourage parents to be more engaged.
- Consider holding some lucky door prizes for the parents to win.
- Review if the older players are presented first (younger players were quite vocal so hard to hear the Seniors being presented their awards)
- Review the amount of food provided in 2025 (too much food/ spoilage)

Cloud Based Storage and Communication Channel Given the Hard drive with a lot of the historical Club data is still in a repair shop it was proposed the Committee look to a cloud-based platform (such as Microsoft Teams) to store all documents. Teams is compatible with the Hotmail/Outlook system the email is currently hosted from.



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Another matter raised was that previous meeting minutes refer to reports uploaded onto Facebook which legally, would likely not meet compliance requirements of the Association. Reports need to be emailed to the Secretary to appropriately file and store. President advised she is looking into Webpage for the Club.

ACTION: Secretary to research and provide a proposal for a cloud-based system for the Committee to store and communicate documents in future.

ACTION: Collection and return of hard drive to be coordinated with Rochelle Jean by Registrar/Vice-President.

Laptop Firewall Protection has not been updated for several years posing a serious risk and the Credit Card attached needs to be updated to a current card.

ACTION: Secretary to purchase firewall protection using the Presidents Club Credit Card.

Passwords Given the recent change of Office Bearers, all passwords will need to be updated and a complete list for all Club related accounts provided to Secretary to keep one central location.

ACTION: All members who hold a Club related access point and password to provide to the Secretary to create a central location for storing this information in the future.

Clubhouse -

ACTION: Working Bee to clean clubhouse and do equipment inventory. President and Unifor Convenor to review uniform stock inventory before Christmas and order in preparation for 2025.

ACTION: Need to located the box of equipment with the Club History information.

ACTION: Bins need to be emptied weekly – during the off-season, Ground Officer is required to phone LMCC to collect and the bins need to be placed over the bridge near the road

Club Email Accounts – The Secretary proposed the Treasurer have their own separate email account that all treasury related items are sent to, avoiding the doubling handling that is currently occurring with the current process. It was agreed to grant the Treasurer access to the Club Email account with the Secretary tasked in preparing some guideline procedures for how each role will access and action incoming emails. Review the system in the New Year.

ACTION: Secretary prepare procedure guidelines for how to use and action incoming emails and provide the Treasurer with the updated email access password.



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With no further business to discuss, the President thanked all those present and declared the Meeting Closed at 7:41pm

NEXT MEETING:

Tuesday 26 November 2024 at 6pm,
The Boatshed, Belmont 16s Sailing Club

ACTIONS LIST

Item	ACTION	RESPONSIBLE	DUE DATE
4.0 1/10/24	All Members to email their current WWCC number and Expiration Date to the Secretary before the end of the week.	All Members	Friday 4/10/24
4.1 1/10/24	The list of Committee Members is to be emailed to Lakeside Netball Association	Kate	Friday 4/10/2024
5.1 1/10/24	Registrar to gain three quotes for a retractable banner and the President/Member Protection Office to gain three quotes for media wall to discuss at the next meeting.	Amanda Kim/ Alex	Friday 15/11/2024
5.2 1/10/24	President to reach out to initiate contact with Josh Gamble for a quote; Grounds Coordinator to be copied in and take on any following actions hereafter.	Kim/ Richelle	Thursday 24/10/24
5.3 1/10/24	Each team shall receive one game day and one training ball. The Net-Set-Go Coaching Coordinator is to inflate these two balls and add to the Coaches bags with a number allocated on each ball and documented as to which team received this number.	Jo	February 2025
5.4 1/10/24	The President proposed she, along with the Registrar review the Constitution/Operational Manual documents and provide an updated draft to all members for discussion at the next meeting.	Kim Amanda	Friday 15/11/2024
5.5 1/10/24	Suggested the Umpire Convenor register and attend the NETBALL NSW Umpire	Elise	Friday 11/10/2024



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	training event in Sydney (02/25), should this date no conflict with prior commitments.		
5.6 1/10/24	Grounds Officer to commence relocation of lockbox.	Richelle	Monday 24/11/24
5.7 1/10/24	President to arrange cancellation of PO BOX	Kim	Friday 4/10/2024
5.8 1/10/24	President to advertise Rep Ready Session for Thursday 10 October at 4pm – 5:30pm for 1.5hrs for U12s -U15s. Post to note it is *only for girls trailing for LNA Rep*	Kim	Wednesday 2/20/24
5.9 1/10/24	Secretary to research and provide a proposal for a cloud-based system for the Committee to store and communicate documents etc.	Kate	Friday 15/11/2024
5.10 1/10/24	Collection and return of hard drive to be coordinated with Rochelle Jean by Registrar/Vice-President.	Amanda/ Belinda	Friday 11/10/2024
5.11 1/10/24	Secretary to purchase firewall protection using the Presidents Club Credit Card.	Kate	Wed 2/10/2024
5.12 1/10/24	All members who hold a Club related access point and password to provide to the Secretary to create a central location for storing this information in the future.	All Members	Friday 4/10/2024
5.13 1/10/24	Working Bee to clean clubhouse and do equipment inventory. President and Unifor Convenor to review uniform stock inventory before Christmas and order in preparation for 2025.	Kim to arrange	Friday 15/10/2024
5.14 1/10/24	Need to located the box of equipment with the Club History information	Kim	Friday 15/10/2024
5.15 1/10/24	Bins need to be emptied weekly – during the off-season, Ground Officer is required to phone LMCC to collect and the bins need to be placed over the bridge near the road	Richelle	Friday 4/10/2024
5.16 1/10/24	Secretary prepare procedure guidelines for how to use and action incoming emails and provide the Treasurer with the updated email access password.	Kate	Friday 4/10/2024



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Special General Meeting

Tuesday 1st October 2024

6pm - Boatshead Belmont 16's.

Attendees.

Apologies

Kim Ginn

Elise Lane

Alex Ginn

Richelle Gregory

Amanda Parkinson

Lesh Hastie

Belinda McAlpine

Kate Crnevic

Jo Grigg

Jane Grogan

Patricia Oakey

Selma Neek

Michelle Pinner

Larry Martin

Kirsty Campbell