



HILLS DISTRICT NETBALL ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE MEETING

12 October 2023

Present: Lisa Robertson, Lisette Smith, Clare Ashpole, Nicci Skene, Margaret Coe, Madi Morris, Kirsten Gossip, Sophie Koutchavlis

Apologies: Peter Holman, Jen Baker

In attendance: Sue Watts, Jennie Thompson

Meeting opened: 6.30 pm

MINUTES AND ACTIONS FROM PREVIOUS MEETING

Confirmation of the Minutes of the Executive Committee meeting held on 21 September was moved by Nicci and seconded by Linda. The minutes were **approved** by the Committee.

CORRESPONDENCE:

The Committee noted that the following correspondence has been received since the last meeting.

Item Number	Date	From
0923-16	21/09/2023	Cathy Hurditch, Manly Warringah NA - Condolences
0923-17	22/09/2023	Andrew Jefferies, Carlingford - Support in New Roles
0923-18	22/09/2023	Zoe Cooke, Hornsby Shire Council - Court Access During Building Work - Update
0923-19	25/09/2023	Rebecca Allen, Hornsby Shire Council - Notice of Planned Hazard Reduction Burn
0923-20	27/09/2023	Philip Ruddock, Mayor HSC - Condolences
0923-21	28/09/2023	Jill Vernon, Netball NSW - Your Invitation to our Night of Nights
0923-22	29/09/2023	Zoe Cooke, HSC - Tender Evaluation Report Draft
1023-1	3/10/2023	Andrew Wright, HSC - Pennant Hills Park Bees
1023-2	5/10/2023	Teagan Spencer, HSC - Invitation to Comment on a Development Application
1023-3	9/10/2023	Pearce Vander Meeden, Thornleigh Performance Physiotherapy - HDNA Tender 2024
1023-4	11/10/2023	Jillian Vernon, Netball NSW - Toolkit - Constitution Template
1023-5	12/10/2023	Gillian Cotter, Netball NSW - Netball NSW Council Meeting - Saturday 4 November 2023 - Notice and Papers now available

REPORTS:

Treasurer

There was a loss in September 2023 of \$1.4k, compared to a loss of \$11.5k last year. This equates to a variance of \$10.1k, which can be explained in the comments below.

- The variance in Revenue from Sept 2023 - \$21k compared to revenue from LY - \$12k was \$9k.
 - Representative Fees of \$7.5k has been invoiced in Sept 2023 - Summer Series Fees Received
 - Registration Fees of \$10k has been received in Sept 2023 - Night Comp Fees

- Sundry Income of \$7k was received in Sept 2022 - Additional Insurance Claim (outdoor speakers)
- The variance in Expenses from Sept 23 - \$27k compared to expenses from LY - \$24k was \$3. The largest expenses variations for Sept 23 were:
 - End of Year Journals have not been processed - Depreciation and adjustments (Auditor is currently working on Audited reports)
- Interest Income of \$4.6k was received in Sept 2023 upon Term Deposit maturing.

The Year-to-Date Profit as at Sept 2023 is \$16k, compared to a Year to Date profit of \$101.5k LY

- The Year to Date profit for LY includes Extraordinary items of Government Assistance - \$35k, Government Grants - \$10k and Insurance Claim Payout - \$28k. When LY Profit is normalised to be Like for Like, the YTD Profit for LY is adjusted to \$28.5k. Therefore, with a profit TY of \$11.3k, TY profit is down \$17.2k on LY.
- There was a decrease in YTD Revenue for September 23 - \$328k compared to YTD Revenue for LY - \$361k.
 - Extraordinary items included in LY Revenue in are \$10k Local Sports Grant, \$35k Government Assistance and \$28k Insurance Claim Payout
 - Revenue for LY is \$288k, after taking out the Extraordinary Items of \$73k, which shows the Operating Revenue for TY is \$40k above LY, which can be seen in the following:
 - Rep Levies are up by \$22k on LY
 - Registrations are up by \$14k on LY - Summer Night Comp Registrations
 - Court Hire Income is up by \$6k on LY
- The YTD Expenses for Sept 23 - \$314k are \$68k higher than LY - \$246k
 - Does not include Depreciation
 - Physio - \$6k up on LY (increased costs)
 - Insurance - \$17k up on LY (increased costs)
 - Repairs & Maintenance - \$13.3k up on LY (includes Indoor Court Maintenance and 22 EOY adjustments for Printer)
 - Auditor/Accounting Fees - \$3.8k up on LY (22 Auditors Fees paid in 23)
 - Event Expenses - \$5k up on LY (Finals Lunches and Volunteer/Umpires Afternoon Tea)
 - Trophies & Gifts - \$6.5k up on LY (Night Comp Vouchers for 23)
 - Honorariums - \$10k up on LY (Increased from 22 to 23)
- We are currently forecast to have a small Profit/Break even after Depreciation for the Year. This will be a pleasing result after the unexpected increases in Insurance and other areas.

Balance Sheet

- Cash on Hand is up by \$151k on LY
- Investment Funds are down by \$151k on LY. One of the term deposits matured in September and these funds have not been rolled over and re-invested. This is earmarked for the Court Upgrades.

Other Items for Finance:

- Final accounts have been forwarded to the Auditors to produce the Annual Report.

Senior Representative Convenor

- Nothing to report.

Junior Representative Convenor

- Junior Representative Phase 1 training has commenced.
- We are still without coaches for 14's & 15's squad teams. Margaret to contact Dom to put this out on social media.

Senior Registrar

- Nothing to report.

Junior Registrar

- Nothing to report.

Umpire Convenors

- NSW Summer Series has commenced with several of our umpires attending as well as some of our Senior Umpires who are coaching umpires.

Night Comp Convenor

- Sophie thanked the Executive for their help getting this season started.
- She will need help from the Executive and Committees each Tuesday night, so will set up a roster.

Indoor Court Committee

- Currently there is no one on the Indoor Court committee. We do need this filled.
- Sue to contact Lesley and Sally to get a list of tasks for the committee.

Carnival and Events

- Nothing to report.

Administration Report

- The Auditor has contacted Sue for more information and answers to some questions, but it is moving forward to completion.

General Business

- Lisa and Lisette to work on a process for complaints and disputes at HDNA with more responsibility given to clubs to investigate in the first instance. This process to be give to clubs prior to the 2024 Winter season.
- Lisa has been having discussions with Rebels regarding their donation (minuted earlier this year). Lisa will discuss with Hornsby Shire Council as to what might be possible.
- The December Executive meeting and Christmas function has been moved to Friday 1st December.
- Clare, on behalf of Thornleigh Netball Club, presented a new T-shirt which will be part of their Inclusive Uniform options. **Approved by Executive.**
- Sue to contact Active Body Physiotherapy and Dynamic Motion Physiotherapy in relation to the physiotherapy requirements at HDNA for the Winter season, Carnival and State Championships. She has already received a proposal from Thornleigh Performance Physiotherapy.
- Madi has had discussions with Zoe from Hornsby Council in relation to the Tender documents for the upgrade of Courts 1 & 2 and the surrounding areas. Jennie and Madi to continue to liaise with HSC in relation to earlier discussions.
- Tim Smith attended the meeting to discuss the proposal of setting up a centralised email and documentation system at HDNA. He has been working with Sue in this area. Clubs will be advised as soon as this is fully set up.
 - **Moved Lisette, Seconded Madi that HDNA move to a centralised email and documentation system. Approved by the Executive.**

Meeting closed at 8.35 pm

UPCOMING MEETINGS:

Executive Meeting – Thursday 9 November 2023

3rd Council Meeting and AGM – Saturday 18 November 2023

Executive Meeting – Friday 1 December 2023 (if required)