Byford Bushrangers Inc.

Committee Meeting

When Tue, 04 Aug 2015 at 7:20 PM

Minute taker Danielle Blackman

Minutes

1. **Fair Discussion**
   Who is doing what? We have the plan of Nacho's, will need 2 people for that. Kellie plus 1 will be doing Regos. We need at least 2 people on batting cages at one time. Which makes 6 people there at a time. We will need to have breaks also, so will need a couple of extras.

2. **Registrations**
   Bylaws need to be finalised. We have age cut offs in there, are we going to stick with them?

3. **Registration Days**
   Who will be there on the 8th and 22nd, also what time.

4. **Busy Bee**
   We need to discuss a day where we can tackle the store room. Uniforms need to be organised so we have adequate time to order more. Kits need to be checked and stocktaked ready for new teams.

5. Housekeeping Ideas

These can be discussed at a later meeting, but just a quick run down on things which could be improved this season, feel free to add ideas. I think its a good idea to start thinking of things now, so we are not caught out last minute. 1. Let's try keep roller door closed, but unlocked during game days. Back door locked. Let's face it, its not an ideal hangout, plus things could go missing. 2. Having team files which remain at storeroom for the coach or team manager to check pre-game. Just a display folder containing things like, the team's player registration forms, a uniform register, spare copies of blank forms which the team may need, newsletters or flyers to hand out. 3. Possibly having 2 team registers each week rather than 1. This will save a bit of time copying the names over before/after game. Coaches can have them prepared already. It will also mean if one isn't handed in, it will be easier to chase up. 3. Money. This is a biggy in my head. I think any money to be handed in, we should ask to pop in an envelope and have a lock box or similar for the treasurer. Once the treasurer has received it, they can issue receipts accordingly. It will mean all receipts should be accounted for and completed. 4. Rather than giving coaches a folder, perhaps give them a small display type file, with a detailed thank you for coaching letter, some tips and drills, register sheets, rotation sheets, injury forms, a copy of bylaws, codes of conduct, rule books, and a contact sheet (name, email, phone, emergency info). It should also have a "who to contact about what" sheet (I'm thinking we should have this sort of thing in the fixtures too). 5. Line Marking. I know NMDSA previously used to rely on a roster system. Should we use it again? We would still need a committee member to oversee it (or someone might put their hand up), but basically the same as the Canteen, and we say it must be done during the week, we can probably be lenient on which day, provided its done before Saturday. 5. We need to create files for Uniform Officer and Equipment Officer. These should include: Stocktake sheets, Issue registers for uniform, equipment and keys and all sorted by team. 6. Trays/Drawers for Secretary & Treasurer correspondence. Anything which needs to be passed on to them for actioning. 7. Suggestions Box. If we just keep a mailbox type thing, with a notepad and pen. If someone has a suggestion, they can mention it and we can discuss them at meeting. 8. I've uploaded all the policies I can find on the website. This way they are accessible to everyone. If anyone is looking for them, we can refer them to there. We can also have a couple of each printed and popped in a file somewhere. They still need a little updating, but we can do them as we go. 9. I can't stress enough about TidyClub and how it will make things easier. We don't get time during meetings to go though it, so the best thing is, if whenever you get a chance, log in and have a look. If you want to know how to do anything, just ask. Main functions include: Communicate - We can send group emails (BCC or not), Finances - This can track EVERYTHING. Saves paperwork, can be exported to Excel and is fully auditable. Tasks - We can assign to anyone we choose, will stop us forgetting what needs to be done and we can track when things get done. If we start to run out of time, someone else might be able to do it. Schedule - Meeting agendas can go in here, we can send invites to people for them, people can say they're attending or apologise. People can add items to discuss.

6. Facebook Group

Originally we made the group before the club was reformed. We used it to discuss everything. Now I think it's coming to the point where it's not needed. With the page which we also have it provides us advertising and also keeps the door open for social media users. I think we rely too much on Facebook for keeping members informed. I suggest keep it open until the season starts.

7. Sausage Sizzle outside Stuck Up Stickers

When?

8. Correspondence in

Community funding forum RM to attend "Thanks for the correspondence" from the Shire. Working with children check for GW ABN details required for AUS post, DB to inform Waratah Foods statement $31.99 Bank statement World game supplies invoice $453.75

9. Correspondence out

Email to local schools for "Have a go days"

10. Business Arising from previous minutes

First Game date 17th Oct 2015 Xmas break (last game before Xmas) 19th Dec 2015 Meet the coach day 20th Sept

11. Presidents Report

Jarrahdale Primary School thursday 6th August at 1.30pm. 90 kids RG and GW attending. Still waiting to hear from Serpentine, SJ Grammar and Byford Primary Schoo. Flyers sent out with local newspaper. Tball registration table at footy windup on 22/8/15 1-4pm RG Follow up from the letters to businesses asking for donations for quiz night. 'The Crier" donated an advert for the Quiz night.

12. Treasurer Report

balance at last meeting $2264 To pay: $31.99 Waratah Foods $453.75 World game supplies $50.82 Spotlight reimburse to Steve $37.95 Dan Murphys reimburse Paul $1,000 Fielders choice (Hold on payment) In: $70 takings from Sunday rego day $400 cash for tables (4) Quiz night Float of $100 in tin

13. Registrar Report

This weekend rego day at shopping centre 8.30 - 5 GW to attend, MB in morning and KW from midday. 3 regos received Welcome letter needs adjusting

14. Tee ball delegate

Umpire and coaching clinic to be registered by GW Form 3 handed in by MB Rego day needs to be done in Byford 5th Sept or 30th August. RG to chase up. Presidents meeting was attended by RG and GW. Nothing new to learn. Umpire level 2 will be online soon.

15. New business

a/b: Stocktake and busy bee for the 12th Sept c: rego form needs 3.1.2 removed d: Nachos stand 2 people, rego table 2 people, Batting cages 2 people (DB and son, Jean, MB, KW, PF, RG, GW all to attend) Require: water and tubs for hand washing x 2, Generator (Paul to check brothers), slow cooker x 2. Kass to approach Spud Shed regarding donating shopping. If not RG to purchase and be reimbursed. Cater for 250-300 RG to ask resource centre for numbers they expect to attend fair. e: Quiz night PF request help deciding on prizes etc. RG to help 7 tables paid for so far. 3 more to sell. Paul to get float set up at 10am. (RG, MB, KW,DB,PF,SG to help) g: Facebook . leave the group and push the page h: Sausage sizzle at Stuck up stickers. Decided not enough traffic. Maybe look at doing a car wash in summer. i: ShirtsCommittee changes. Michael has resigned. Mitch is now barred for 5 years Rachel Lewis no longer committee member due to non attendance. Danielle to take up the position as head coach. j: In presidents report k: Shire has no plans for oval at this stage. Dirt pile remaining. Sea container can be sorted at Shire yards. l: Toddler tball. age 2-4. 30-45 min. essentially teaching them basic tee ball skills. Possibly building up to games in second part of season. Cost $50 m. Softball fees $150 inc $30 shirt bond Little league $180 inc $30 shirt fee Baseball $350 plus $30 shirt fee Lark hill insurance cost $40 n. Photos are included in fees and set for 7th Nov. KW to get 3 quotes for 10+ teams o; Eftpos. MB get quotes and look at other options.

16. Notice/s of Motion

By Laws finalised Remove 3.1.2 Moved; Mark Second; Geoff

17. Next meeting

Next meeting 1st Sept Location to be advised Meeting finished

18. To Do List

Tasks

- Fair Discussion
  Assignee: Mark Belstead
  Due date: Tue, 04 Aug 2015
- Registration Days
  Assignee: Mark Belstead
  Due date: Tue, 04 Aug 2015
- Busy Bee
  Assignee: Mark Belstead
  Due date: Tue, 04 Aug 2015

End of minutes.
Summary of matters arising are tabled on the following page.

Minutes of Committee Meeting on Tue, 04 Aug 2015

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
18.	Fair Discussion	Mark Belstead	Tue, 04 Aug 2015
18.	Registration Days	Mark Belstead	Tue, 04 Aug 2015
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