



Veteran Women Golfers' Association of NSW Inc.
ABN 24 579 113 181
Suite 405, 32 York Street, Sydney, NSW. 2000

MINUTES

Committee Meeting held at VWGA Office in York St Sydney on Wednesday March 8, 2017

Commenced at 10.15 am

1. Welcome/Present:

President-Lyn Walker (LW), Vice President's: Jacky Parsons (JP), Virginia Hewitt (VH), Secretary- Jenni Brown (JB), Treasurer- Nancye Cullen (NC), Committee- Vanna Mutton (VM), Lesley Paradine (LP), Lilian Ong (LO) and Geraldine Steele (GS).

2. Apologies:

Nil.

3 Confirmation of minutes of meeting held January 25, 2017 JP/VH

3b. Business Arising

- * **Phone system** - LW apologised for not having dealt with this over a number of months. NC has spoken to Telstra and they encouraged us to get a Telstra compatible system. LW gave NC the authority to deal with the situation of buying a new phone system for the office.
- * **Koindah Waters vouchers** - were to be raffled at Mona Vale tournament but as this was cancelled due to weather LW will ring Koindah to see if we could extend the expiry date. If not, it was suggested that they be used to have a committee golf day.
- * **Conflict of Interest 2017** - all but GS have signed it. She was asked to do so and it is now complete .
- * Annette Alderson (Kareela delegate) queried insurance for ladies at VGA tournaments. The ladies were informed that they were not covered by insurance unless they joined the NSWVGA in addition to belonging to the VWGA. It was decided that we were not responsible for this and she should contact the VGA.

4. Correspondence (Attachment 1)

Moved: JB Seconded: VH

4b. Business Arising

- * Newcastle GC affiliated- with 6 members joining and the prospect of a tournament in 2018
- * CSGA wanted us to take another look at divisions within the weekend and weekday players for Mabel Mackenzie and Country Championships. It was decided to revisit at next AGM after further discussion at next meeting.

5. Financial Report (Attachment 2)

Moved: NC Seconded: LP

Profit and Loss did not include Mona Vale refunds or LO's lunch

Term deposit decision was required as it was maturing soon. It was decided to roll over at the best interest rate for six months until the insurance fees and audit fees are paid (due Sept - Nov). All agreed.

5b. Financial Matters

NC wants everyone to be careful with the number on action sheets as it is difficult to deal with them when they are out of order. She also requested that:

Action sheets should not be written until cheque is banked

Follow Treasurer's written instructions handed out for handling EFT's

For tournaments - copy the entry form and attach it to the EFT notification

Don't do action sheets if you don't have the paperwork and the bank statement

LP & JP are the only people who should be dealing with action sheets unless NC specifically asks others.

VH was once again asked not to process EFT's.

Incorrect amounts or account details on action sheets wastes a lot of the treasurers time especially at the end of the month.

VM suggested that when errors occur that some feedback from NC would be useful.

LP suggested that a lot of information is coming in late as it is coming from club offices as opposed to the delegate. She asked whose job is it for dealing with this. (????)

LW hoped that this would be the last discussion on the procedures for handling EFT's as it was becoming repetitive and wasting a lot of committee time at each meeting.

6. Membership Report (Attachment 3)

Moved: VH Seconded: GS

10,909 Financial members including 288 new and 1158 resigning for various reasons

7. Tournaments

Metropolitan

Mona Vale (cancelled on 27/2/17) JP & NC are working on refunding the entry fees. Delegate given the \$50.00 cheque for morning tea as it was already purchased.

North Ryde LO and JP will be working. It will be a 2 Ball Ambrose with a minimum of 8 drives each to count.

Country

* **Pambula/ Merimbula** emailed on 14/2/17 to say they had 132 entries each day. LW sought approval to pay the extra \$1 000 sponsorship. All agreed.

* **Nelson Bay** - have 180 entries. Sought approval for \$1 000 sponsorship to be sent. Approved.

Some NB members were upset at being balloted out or standing down for visitors.

Visitors mentioned that there was nothing on the entry form about being balloted out and had already booked accommodation. This was determined to be a local problem and should be handled by the NB committee.

8. Badges – 80/90 year (Attachment 7)

LP mentioned that 39 x 80 year and 9 x 90 year badges were handed out.

It was determined that the protocol for giving out 90 year badges to long term members who are no longer financial would be that they would receive one if their contribution to their club was substantiated.

Commemorative glass for long-time delegates. The application for Elva Colledge (17/4/1927) from Ballina was approved. LW will organise to have glass engraved and LP will organise the badge.

9. Public Officer

Nil

10. Merchandise

20 doz golf balls received from Hammer Print. JB to organise purchase of electric stapler.

11. Website (Attachment 8)

LW asked for more photos for the rolling shots on the site.

LW asked VH to make it known on the site that Nelson Bay entries were now closed.

VH to chase up Vergil re the number of hits to the site.

12. Office Administration

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LW mentioned that once again many errors were being made with the Change of Delegate procedures. Some have been filed without being processed anywhere. LW has looked at the data base, blue book and label machine and decided that the process for handling should be. 1. Date stamp and initial the mail/email 2. Change entry in blue book and 3. Put into tray for LO, LW and GS to action.

* Blue Cards and Stickers- Killara delegate queried the necessity of the blue cards. NC pointed out it was actually a receipt of payment of joining fee. It was decided to only give the blue cards to new members - no further replacements will be issued

It was agreed that only stickers would be issued which could be adhered to golflink or club membership card.

* VH will need to order more stickers as stocks are low. LW suggested she hold off until July.

* GS asked for more room in the filing cabinet for Change of Delegate file storage. LW mentioned as decided at the last meeting - the two alphabetical files would be combined. The files in the membership cabinet can be expanded into a drawer under the fax machine.

* Merchandise- JB to order with LW to countersign.

13. General Business:

* JB to contact printer re adhesive on envelopes not sticking and the possibility of a credit.

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Document shredding- VH rang a company which deals with shredding of large amounts of material. They will provide a large bin for \$88 for 28 days. LW suggested we do this at the end of April.

* NC mentioned that the cost of our PO box has risen from \$250 to \$488.

* 2016 AGM draft minutes approved. To be circulated by bulk email and listed on website.

Meeting closed:

Date of next meeting: Wednesday April 19 at Bonnie Doon commencing at 10.30 am.

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President - Lyn Walker

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Date