



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 Bonnie Doon Golf Club on Wednesday April 19, 2017
Commencing at 10.30 am

1. Welcome/Present:

President-Lyn Walker (LW), Vice Presidents- Jackie Parsons (JP),and Virginnia Hewitt (VH), Secretary- Jenni Brown (JB), Committee- Vanna Mutton (VM), Jan McDade (JMCD), Lesley Paradine(LP), Lilian Ong (LO), Geraldine Steele(GS).

President welcomed Jan McDade (from St Michael's) who had applied for co-option to the committee
LW suggested she be paid for 2 days attendance already spent in office. All agreed.

2. Apologies:

Nancye Cullen (NC)

3 Confirmation of minutes of meeting held

Moved: JB Seconded: VH

3b. Business Arising

- * Phone system is getting worse. The only handset that seems to be working is the secretary's.
- * As the 2017 Special Olympics had finished it was decided that the \$381 raffle money raised at North Ryde will go to Sundry Income pending further discussion. Raffle monies raised at The Coast for the remaining vouchers will going to Flood relief. All agreed
- * LP asked who should take responsibility for contacting club administration re outstanding paperwork. It was decided in the first instance admin people but if unresolved then ultimately the treasurer is responsible for following up at the end of the month.
- * It was noted that an Outstanding (or Pending Payment) Folder (or tray) was needed so that if a payment is received with no accompanying paperwork then it should go in this folder until able to be actioned.
- * EFT's (blue book) is for daily paperwork received and awaiting bank statement for processing of action sheet. The blue folder should be cleared weekly and outstanding EFT paperwork placed in the pending tray. If there is cash in the office it should be banked on the day with the appropriate action sheet and not left to the next person.

4. Correspondence (Attachment 1)

Moved: JB Seconded: GS

4b. Business Arising

Committee payments (GS) to be held over to General Business. GS replied that she did not want further discussion as it was between her and NC and was not intended to be brought before the committee

5. Financial Report (Attachment 2)

Moved: LW Seconded: JP

5b. Financial Matters

LW moved that, of the \$1000 Golf NSW sponsorship, \$600 be used for Metropolitan Championships and State Foursomes Championships and the other \$400 allocated to sundry income pending further discussion. Seconded -JB

6. Membership Report (Attachment 3)

Moved: VH Seconded: GS

VH questioned the relevance of hard copy club membership lists (see membership report) as all membership lists are online for the committee to access. LW suggested a shortcut be created on the desktop. Current membership database should be available to all in read-only format except the membership registrar who is the administrator. If an error occurs all information is backed up by Norton and VH on a weekly basis, and by LW to an external hard drive tri-monthly.

7. Tournaments

Metropolitan

- * North Ryde (March 20) was very popular this year with 112 entries.
- * The Coast (April 24) - JP asked J Dunn (Del.) for permission to run a raffle and this was agreed.
- * Cronulla (June 9) JP on holidays until May 29. She will leave the tournament laptop in the office for JB and VH to access emails and enter entries into spreadsheet for draw.

Country

- * Pambula Merimbula -LW reported that there was a \$700 profit for this tournament
- * Nelson Bay- LW was concerned that large groups from several clubs were entering without giving their players details and this creates difficulty for the host club with controlling entry numbers and getting a wide spread of players from different clubs.
- * Casino (August 14,15) LW sought approval to pay the initial sponsorship \$500.00 - all agreed. VH as public officer and LW would sign the cheque in NC's absence. LW, VH, JP and possibly NC are attending. LW thought that as she was in the area she would go to Ballina on the Thursday and present Elva Colledge with her etched glass for distinguished service. Committee agreed to pay LW for an extra day in order to do this presentation.
- * 2018 Proposed Country Program
Confirmed: Warren - April, Goulbourn - May, Cootamundra - September, Richmond - March (1 day outer metropolitan), Gosford - July (1 day outer metropolitan), and final event of the year Newcastle November (1 day event).
- * Policy on **a)** wet weather conditions and **b)** Refunds on carts
a) If course is open but carts not allowed a refund will not be given if no medical certificate (dated prior to the event) - if current medical certificate is supplied then all but \$5 will be refunded (for metropolitan tournaments only) - this is to cover the cost of trophies already purchased. JP will deal with delegates of those clubs where a cancellation involves a refund. All agreed. LW abstained.

- * Mabel Mackenzie and Country Championship Divisions will be dealt with at the next meeting.

8. Badges – 80/90 year (Attachment 7)

18 x 80 yr and 3 x 90 year handed out since last meeting. LP absent in September so another person will need to look after the badges.

9. Public Officer - Nil

10. Office Administration

- * Document shredding -VH suggested we wait until the end of May to organise external shredding of unnecessary documentation.

VM having difficulty culling as not sure what needs to be kept. LW noted that affiliation, change of delegate forms should be kept and only those unwanted forms with personal information on them need be shredded. Others can be binned. VM and LP to cull.

- * Filing - JB to reorganise draws 1 and 4 in main room.

11. Website (Attachment 8) - no report

- * VH spoke to Vergil re the number of hits on the website and will follow up before the next meeting.

- * LW noted that most of the old fixture book information is on the website now except for listing clubs and the delegate's phone numbers. She felt that a secure section was needed on the website for the delegate's database. Committee felt this was not necessary as information can be provided by phone and email on request.

12. General Business:

- * Key register is in the process of being moved from a book into digital format - JB responsible.

- * Delegate's packs are up-to-date - 56 sent out since October 2016 (GS)

- * LP noted an original MM Badge had been returned on April 18 from Delungra.

Meeting closed: 1pm

Date of next meeting: Wednesday June 14 at Bonnie Doon commencing at 10.30 am.

President - Lyn Walker

Date