

**HKNA Executive Council Meeting  
Minutes  
Tuesday 16 August, 2011  
Sports House**

<b>Present:</b>	<b>Absent</b>
Ron Arnold (RA) Jenny Chadwick (JC) Hayleigh Davies (HD) Joanne Reed (JR) Lorraine Pak (LP) Ciara Waller (CW) Leesa Youl (LY) Polly Yu (PY)	Iris Chan (IC) Jane Lloyd Evans (JLE)

**ACTION ITEMS & OWNERS**

<b>#</b>	<b>Action Item</b>	<b>Owner</b>	<b>Due Date</b>
1	LP to ask Alice to obtain extension on filing of Progress Report to LCSD	LP/ Alice	22 August 2011
2	Feedback on Forms prepared by JR	All & Alice, Connie	26 August 2011
3	Thoughts on player registration	All	26 August 2011
4	RA to discuss with CW and to provide HD with information on kit costs	RA/CW/HD	22 August 2011
5	LP to check with LCSD about using sponsor name on front page of handbook and to confirm with printers timing and format requirements	LP	26 August 20100
6	RA to send email to Alice/ Connie regarding sponsorship tab on HKNA website	RA	26 August 2011
7	All to consider appropriate charities/ events for HKNA to be associated with and to provide ideas to Hayleigh	All	26 August 2011
8	Yearly Plan needs to be submitted to LCSD by August 31 and LP to send draft to Executive Council for review	LP	26 August 2011 (submission 31 Aug)
9	LP to prepare a standard statement to send to tour operators and send to Executive Council for review	LP	26 August 2011
10	LP to ask Schools to update netball convener details	LP	31 August 2011
11	Send out League forms & dates	JC/LY	22 August 2011

12	RA to request Connie Wong and LP to meet Beach Netball organizer	RA/LP/Connie Wong	31 August 2011
13	RA to organize a date for the Tri-Nations subcommittee to meet	RA	26 August 2011

## **MINUTES OF MATTERS DISCUSSED**

### **1 Minutes and Action Items of July Executive Council meeting**

- The Minutes from the July 14 Executive Council Meeting were confirmed as an accurate reflection of the discussion.
- RA went through each of the action items from the previous meeting. Each of the action items were closed other than appointment of Valley replacement.

### **2 Treasurer's Report**

- JR presented the HKNA Financials for June prepared by Alice.
- JR confirmed that a separate account had been set up for the Tri Nations and that it was not possible to have the account only in RMB and that other options would be explored.
- It was noted that unpaid MPF contributions needed to be paid immediately (see Treasurer's report for more details).
- JR went through recommendations from the Quality Assurance Section of the LCSD, which need to be followed up immediately. In particular:
  - Itemized expenditure must be approved, invoiced, receipted, coded and approved prior to cheque requisition.
  - All current budgets must be closely monitored and breakdowns and balances available for every meeting and upon request
  - All confidential financial records, old cheques, invoices etc to be securely stored
  - All items to be properly filed based on voucher and not ledger number
  - Receipts older than 7 years must be scanned and electronically archived
  - Forms to be filled in by staff to create proper audit trail. (JR prepared a number of forms to be used for this purpose).
  - All cheques wrongly filled in need to be stapled to the butt with a photocopy attached to the cheque requisition form and filed by voucher number
  - Banking at least 3 times per week, account dollar forms validated by HSBC printing machine
- JR recommended that all players in any HKNA tournament (e.g. youth tournaments, ad hoc tournaments) be required to register as a paid member of the association for the relevant membership year. LP expressed concerns on cost, especially as some players only play one or two tournaments a year. It was discussed that the amount for juniors could be \$20 per year. It was agreed that the Executive Council would think further on

the proposal and provide suggestions to JR. LY and JC to review Form A (Team registration) to confirm whether HKNA has sufficient details from players to compile a proper database (as Form C not required for new players).

- Deadline for submission of Progress Report 8 August. An extension would be required. Alice to get an extension.

### **3 Sponsorship**

- HD went through her sponsorship plan. Key ideas included:
  - Finding a sponsor for the League Handbook.
  - Aligning with a charity
  - Publication of a monthly newsletter to members in which sponsors could advertise
  - Running of events (e.g. work off the Christmas Pudding tournament) that sponsors could be associated with on an ad hoc basis
- LP explained that LCSD would need to be notified of any sponsors appearing on the front page of the handbook. Timing of handbook production was also discussed, as this needs to come out soon after the season starts. It was agreed to try to finalise the handbook by 7 October, so that it could be printed by the 3<sup>rd</sup>/4<sup>th</sup> week of the season. Timing to print would depend on format in which handbook provided to the printers. In general it would be quicker if the handbook was converted to AI format.
- HD stated that she needed more information on costings of events, kit etc so that she could prepare sponsorship packages. More info also needed on Tri-Nations/ Asian Champs as these presented good sponsorship opportunities.
- Website should include a sponsorship inquiries tab.
- HD had already identified potential sponsors and approached a number of them. Existing sponsors are HSBC, Sleep Naked and Kukri (kit).

### **4 PR Marketing Update**

- PY went through her PR proposal for 2011/12. Key points:
  - Basic premise “zero cost” PR model
  - HKNA should build on existing relationships with the media.
  - Epoch times was successful and should be continued but a Chinese press should be engaged as a matter of priority.
  - Media kits could be prepared in house at minimal cost.
  - Photos of tournaments on Facebook. (Children’s guardians would need to give consent for children’s images to be used in tournament registration forms)
  - Events are prime PR opportunity

## 5 Development Report

- LP went through the submitted report.
- LP informed the Executive Council that the Yearly Plan needs to be submitted to LCSD by August 31 and that she would send a draft to the Executive Council for review.
- LP gave the Executive Council the calendar for upcoming events as follows:

Date	Event
13 November	A grade interschool tournament
29 December 2011	Development Tournament- Festival of Sport
13- 15 January 2012	Tri Nations
26 May	Development Tournament
March/ May (dates unconfirmed)	B & C grade interschool tournament
Feb/ March/ April (dates unconfirmed)	Joint Uni Tournaments

- Issue of tour agents contacting HKNA to arrange netball tournaments was discussed. It was agreed that the existing practice of forwarding the tour details to schools and asking them to contact the tour operator directly if interested was confirmed as the best practice.
- LP would prepare a standard statement to send to tour operators.
- List of school netball conveners should be updated

## 6 Technical Manager's report

- 6 RA asked the Executive Council members to review the report and raise any questions to her.

## 7 Men's & Mixed League Update

- The Executive Council thanked CW for running a great mixed league.

## 8 League

- It was agreed to raise the League Registration fees as follows:

Fee	Increase	New Amount
Team Registration fee	Up \$100 from \$600	\$700
Individual Player Registration Fee (full season)	Up \$50 from \$600	\$650
Individual Player Registration Fee (half season)	Up \$50 from \$350	\$400
Junior Player Registration Fee (full season)	Up \$25 from \$200	\$225
Junior Player Registration Fee (half season)	Up \$25 from \$125	\$150

- It was agreed to offer a \$100 early bird end of season refund for teams that register by 12 September 5.00pm, to encourage early entries which helps the league convener to put together the League.
- LY/JC to send out forms and league dates ASAP.

## 9 AOB

- Due to the potential to adversely impact the HKNA's ability to procure courts, it was decided that clubs who book venues through HKNA and don't show, would pay a \$100 fine
- RA has been approached by an individual regarding a beach rugby tournament. She requested that LP/Connie Wong have a preliminary meeting with him.
- Tri Nations subcommittee should convene soon. RA to organize a time.
- The Executive Council agreed that Connie Wong could coach for the Australian Association on Wednesday nights **only**.
- JR asked if the Australian Association could use Kirsty Kruger as a parent coach. RA asked that discussions be deferred until KK's terms with HKNA to coach the National Squad were concluded.
- The Executive Council agreed that HKNA would wear the cost of Connie Wong's trip to Perth for an Elite Coaching Course (cost around HK\$10,000 as Connie would stay with her parents).

Signed as true copy

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Veronica Arnold