

**HKNA Executive Council Meeting
Minutes
Tuesday 6 September, 2011
Hong Kong Cricket Club, Sobers Suite**

Present:	Absent
Ron Arnold (RA) Jenny Chadwick (JC) Hayleigh Davies (HD) Joanne Reed (JR) Lorraine Pak (LP) Ciara Waller (CW) Leesa Youl (LY) Polly Yu (PY) Katie Bradstock (KB) Shafin Azim (SA) Iris Chan (IC)	

ACTION ITEMS & OWNERS

#	Action Item	Owner	Due Date
1	LP to prepare a standard statement to send to tour operators and send to Executive Council for review	LP	25 Sept 2011
2	LP to ask Schools to update netball convener details	LP	25 Sept 2011
3	JR/ RA to meet with Alice to go through the new forms	JR/RA	25 Sept 2011
4	LY/JC to look at how LCSD requirements to pay umpires can be met with team sheet	RA	25 Sept 2011
5	JR to email office regarding petty cash tin arrangement	JR	25 Sept 2011
6	JR to look into insurance (lost cheques)	JR	25 Sept 2011
7	LY to look at what consent/ opt out needs to be provided from HKNA members if HKNA forwards marketing materials from third party sponsors	LY	25 September 2011
8	LY to draft Personal Information Collection Statement	LY	30 September 2011
9	LP to check whether we can do a mail merge on HKNA systems	LP	25 September 2011
10	HD send a list of charities to the Executive Council for their further input by		4 October 2011

	next meeting		
11	PY to send vision statement to Executive Council	PY	25 Sept 2011
12	HD to send PY league information	HD	21 September 2011
13	IC to ensure each University has a representative on the Uni Tournament Committee	IC	30 September 2011
14	LY/JC to ask Alice to look into Saturday venue availability for finals and to ask captains for preferences	LY/JC	23 September 2011
15	SA to look into the cost of post padding	SA	23 September 2011
16	JC to amend Handbook to require desk duty attendees to check the venue for safety prior to game commencement	JC	23 September 2011
17	LY to check with Kath Abrat (HKNA Legal advisor) about potential liability for the Association if an LCSD venue is unsafe	LY	23 September 2011
18	Tri Nations Meeting	All	17 September 2011

MINUTES OF MATTERS DISCUSSED

1 Minutes and Action Items of August Executive Council meeting

- The Minutes from the August 2011 Executive Council Meeting were confirmed as an accurate reflection of the discussion.
- RA went through each of the action items from the previous meeting.

#	Action Item	Owner
1	LP to ask Alice to obtain extension on filing of Progress Report to LCSD	Complete
2	Feedback on Forms prepared by JR	Agreed to implement forms on a trial basis. (See Minutes section 2)
3	Thoughts on player registration	Agreed to assign registration numbers but not have registration cards until the Association is organized enough to get photos taken. (JR had looked into cost of laminating machine)
4	RA to discuss with CW and to provide HD with information on kit costs	Done
5	LP to check with LCSD about using sponsor name on front page of handbook and to confirm with printers timing and format requirements	Sponsorship logos can be used as long as no tobacco or alcohol.
6	RA to send email to Alice/ Connie regarding sponsorship tab on HKNA	RA to follow up.

	website	
7	All to consider appropriate charities/ events for HKNA to be associated with and to provide ideas to Hayleigh	See Agenda item later
8	Yearly Plan needs to be submitted to LCSD by August 31 and LP to send draft to Executive Council for review	Submitted
9	LP to prepare a standard statement to send to tour operators and send to Executive Council for review	Still pending. (will remain on action items until closed)
10	LP to ask Schools to update netball convener details	Still pending
11	Send out League forms & dates	Complete

3 President's Report

- RA welcomed Shafin Azim to the Executive Council as the Valley representative.
- RA stated that progress was being made with the Tri-Nations organization. Hotel (BP International Hotel), venue (Kowloon Park) and teams (Chinese Taipei & Thailand) have been secured. LP is looking into getting a carpet court. JR is working on the closing ceremony. RA is organizing kit. Next meeting 17 September.
- RA gave feedback that the new umpiring course format has been very well received. The new course is shorter and more practical. The test is complete online. All umpires will be required to contribute at least two hours to the Junior league before qualifying to umpire in the league. In addition, there are four new umpiring trainers- Iris, Rosanna, Prisca and Julie. This will considerably reduce the burden on RA and JC.
- Alice is currently undertaking a masters course in Sports and Leisure Management at the Hong Kong Baptist University. Accordingly Alice, needs to leave at 5.10 on Tuesday, Wednesday and Thursday. The Executive Council supports Alice furthering her professional qualifications in the Sports industry and agreed that she should be allowed to leave earlier on those days.

3 Treasurer's Report

- JR explained that the forms needed to be implemented as soon as possible and proposed that they be adopted immediately on a trial basis. After a month in use, feedback would be sought from Alice.
- JR and VA will meet with Alice to explain how the forms should be used.
- For umpiring, a form needs to be signed so that LCSD funding can be obtained.
- One club had raised a query about the fee increase and why this wasn't notified earlier. The club in question had communicated their club fees based on last year's league entry fees and was now \$50 per player out of pocket. Whilst the increase was referred to in the AGM, the Executive Council agreed to send an email communication next time.

- JR stated that going forward, she needs to see all cheques that are issued by the Association and would visit the HKNA office regularly.
- Under HK Regulatory requirements, records need only be retained for 7 years. JR suggested that older records be disposed of in accordance with good record keeping practice.
- It was agreed by the Executive Council that a petty cash tin with \$1000 in it should be kept in the office for sundry purchases. The cash would be kept in a locked tin. JR to email office to confirm arrangement.
- JR noted that from her review of financial records a large cheque had been put in the automatic cheque deposit machine. The Executive Council agreed that anything over HK\$20,000 should be deposited with a teller.
- JR will look into insurance arrangements to cover in the event a cheque were to be lost or stolen.

3 Sponsorship

- HD elaborated on the sponsorship package that she has been working on. The cost would be \$125,000 for all of HKNA on a non-exclusive basis. Would include use of logo on merchandise, banners, trophies balls etc. Access to HKNA database through HKNA (not directly), would be given for advertising etc.
- LY to look into whether HKNA members need to give consent to receipt of marketing materials passed on through HKNA. Note, HKNA would never give HKNA member details to any third party.
- HD explained that we should look into whether HKNA has access to mail merge functionality. LP would look into whether a mail merge can be done on HKNA systems before next steps are considered.
- HD gave some ideas on charities that the HKNA may want to be associated with. The Executive Council expressed a preference for charities that give back to Hong Kong. Suggested charities are
 - Breast cancer
 - United through sport
 - Unicef
 - Children's Cancer Trust
 - St Johns Ambulance
 - Operation Smile.
- HD will send list of suggested charities with link to the Executive Council for further input after reviewing the relevant websites.
- HD also gave some ideas for charity choices events- fancy dress netball, 24 hour play, netball family day, pub quiz, 4 point challenge, hike, Netball amazing race.

4 PR Marketing Update

- PY reiterated the need to sell HKNA to the media/ public as essential to development

- PY will send her vision statement draft to the Executive Council so they could add to it as appropriate.
- HD to send PY league information to help her soft sound the media
- Playtimes suggested as a potential media avenue/

5 Development Report

- LP went through the submitted report.
- We need to ensure that each university has representative on the Uni Tournament Committees.
- The Executive Council acknowledged the efforts of Lorraine, Alice and Connie to further the development of netball in HK.

6 Technical Manager's report

- There were no questions on the submitted report

7 League

- The By Laws changes were discussed and agreed. LY/JC will finalise the By Laws.
- JR asked the Executive Council to look into whether a player could play up 4 times before becoming a permanent member of that team (currently 3). Some clubs have difficulties due to many members taking holidays in January. The Executive Council agreed that the current rules were appropriate and no change is required.
- The response to a Saturday final was generally positive. JC/LY to ask Alice to look into venue availability and seek majority view from captains.
- JR noted that the posts used at venues do not all have padding. The reason for this is that LCSD provides the posts and padding. It was agreed to look into the cost of padding and the HKNA to agree to wear this cost.
- Desk duty rules to be amended to ensure that desk duty team checks the venue for safety prior to match commencement.

9 AOB

- A huge thank you to Lorraine for preparing the LCSD report

Signed as true copy

Veronica Arnold