



MELVILLE ROAR

Home of the Melville Athletic Club & the Melville Little Athletics Centre

MINUTES

MELVILLE ATHLETICS CENTRE ANNUAL GENERAL MEETING

Sunday 29 May 2022, 3pm

Len Shearer Reserve, Marcus Avenue, Booragoon

ITEM	ITEM DETAILS																																																						
1.	<p>Opening by Graham Cowin, to Chair the Meeting on behalf of the current Executive Committee at 3:01pm.</p> <p>Attendees:</p> <table><tr><th>Name</th><th>Role</th><th>Role for quorum and voting</th></tr><tr><td>Graham Cowin (GC)</td><td>President</td><td>Executive Committee</td></tr><tr><td>Andrew Angelatos(AA)</td><td>VP & Arena Manager</td><td>Executive Committee</td></tr><tr><td>Rebecca Gray (RG)</td><td>Champs & Officials Manager</td><td>Executive Committee</td></tr><tr><td>Anita Downing (AD)</td><td>Treasurer</td><td>Executive Committee</td></tr><tr><td>Michelle Singleton (MiS)</td><td>Coaching & Dev't Manager</td><td>Executive Committee</td></tr><tr><td>Dan Palmer (DP)</td><td>Technical Manager</td><td>Executive Committee</td></tr><tr><td>Ben Hunt (BH)</td><td>Winter Manager</td><td>Executive Committee</td></tr><tr><td>Tanya Bailey (TB)</td><td>Seniors Manager</td><td>Executive Committee</td></tr><tr><td>Mark Stott (MS)</td><td>Assistant Arena Manager</td><td>Executive Committee</td></tr><tr><td>Carole Adams (CA)</td><td>Executive Officer</td><td>Nil</td></tr><tr><td>Sheldon Jones</td><td>Olympia Delegate</td><td>Club Delegate</td></tr><tr><td>Tara Pike</td><td>Brentwood Delegate</td><td>Club Delegate</td></tr><tr><td>Peta Sanderson</td><td>Palmyra Bicton Delegate</td><td>Club Delegate</td></tr><tr><td>Gavin Turner</td><td>Leeming Delegate</td><td>Club Delegate</td></tr><tr><td>Teresa Blackman</td><td>Life Member</td><td>Nil</td></tr><tr><td>Mark Blackman</td><td>Life Member</td><td>Nil</td></tr><tr><td>Various Award recipient families</td><td>Ordinary Members</td><td>Members</td></tr></table> <ul style="list-style-type: none">Confirmed quorum met in accordance with Sept 2021 Melville Athletics Club By-Laws. This is currently ten individuals and this must include a member from each affiliated club.Informed attendees that the right to vote is restricted to one vote per family or Senior (>18) member.	Name	Role	Role for quorum and voting	Graham Cowin (GC)	President	Executive Committee	Andrew Angelatos(AA)	VP & Arena Manager	Executive Committee	Rebecca Gray (RG)	Champs & Officials Manager	Executive Committee	Anita Downing (AD)	Treasurer	Executive Committee	Michelle Singleton (MiS)	Coaching & Dev't Manager	Executive Committee	Dan Palmer (DP)	Technical Manager	Executive Committee	Ben Hunt (BH)	Winter Manager	Executive Committee	Tanya Bailey (TB)	Seniors Manager	Executive Committee	Mark Stott (MS)	Assistant Arena Manager	Executive Committee	Carole Adams (CA)	Executive Officer	Nil	Sheldon Jones	Olympia Delegate	Club Delegate	Tara Pike	Brentwood Delegate	Club Delegate	Peta Sanderson	Palmyra Bicton Delegate	Club Delegate	Gavin Turner	Leeming Delegate	Club Delegate	Teresa Blackman	Life Member	Nil	Mark Blackman	Life Member	Nil	Various Award recipient families	Ordinary Members	Members
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2.	<p>Apologies</p> <ul style="list-style-type: none"> • Lagi McCarthy (Canteen Manager) • Alasdair Dempsey (Brentwood Delegate)
3.	<p>Conflict of Interest</p> <ul style="list-style-type: none"> • None declared.
4.	<p>Minutes of the 2021 Annual General Meeting held on 28 September 2021</p> <p>Motion:</p> <p>That the circulated and provided Meeting Minutes of the AGM conducted 28 September 2021 be accepted as a true and accurate reflection of the proceedings of that meeting.</p> <p><i>Moved: Graham Cowin Seconded: Andrew Angelatos Carried</i></p>
5.	<p>Business Arising</p> <p>No business arising.</p>
6.	<p>President (Chairpersons) Report</p> <p>The position was vacant throughout the season only being filled as casual vacancy in May'21.</p>
7.	<p>Treasurer Report</p> <p>The Treasurer's report for the Financial Year 2021 was presented by AD. The Interim End of Year Financials and Report are attached as an appendix to these minutes.</p> <p>The audit is in progress and will be tabled at the Executive Committee and made available to members on request when complete.</p> <p>The appointed auditor is AMW Audit</p> <p>It is anticipated that for the End of Year Financials for the Financial Year 2022 and onwards the appointed Auditor will conduct a Review rather than an Audit as given the Club's size there is no requirement to be audited.</p> <p><i>Moved: Graham Cowin Seconded: Andrew Angelatos Carried</i></p>
8.	<p>Reports:</p> <p>The following Executive Committee reports were tabled and are attached (others were requested & yet to be received)</p> <ul style="list-style-type: none"> • Coaching and Development Manager • Seniors Manager <p>The following positions were vacant through the year: President, Canteen Manager & Championships & Officials Manager.</p>

9.	<p>Amendments to the By-Laws</p> <p>The following Resolution was circulated to members for consideration with the AGM agenda. To be carried the resolution must be passed by the majority of individuals voting who are eligible to vote.</p> <p>(1) Accept the Melville Athletics Club By-laws (as attached); noting changes as follows</p> <ul style="list-style-type: none"> • Executive Committee portfolios remain as seven with the removal of the Seniors Manager and addition of the Assistant Arena Manager portfolios • Non-Executive Committee Members positions increased to include Seniors Manager and Assistant Field Manager with Assistant Arena Manager removed <p><i>All attendees eligible to vote voted in favour of the motion by show of hands.</i></p>
10.	<p>Agree the number of Ordinary Members to be elected</p> <p>“The number of ordinary members to be elected to the Executive Committee for is six (6)”</p> <p><i>All attendees eligible to vote voted in favour of the motion by show of hands.</i></p>
11.	<p>Election of Executive Committee</p> <p>All positions were declared vacant by the Chairperson. Written, supported nominations for positions prior to the AGM were received as follows:</p> <p>a. President (Chairperson) Graham Cowin, no other nominations. Appointed unopposed.</p> <p>b. Vice President Andrew Angelatos, no other nominations. Appointed unopposed.</p> <p>c. Treasurer Anita Downing, no other nominations. Appointed unopposed.</p> <p>d. Ordinary Member x 6</p> <ul style="list-style-type: none"> • Ben Hunt • Dan Palmer • Lagi McCarthy • Mark Stott • Michelle Singleton • Rebecca Gray <p>6 nominations received for 6 available positions. All appointed unopposed.</p> <p>Portfolios of Ordinary Members will be appointed at the next Executive Committee Meeting.</p>

	<p>Note: the role of Secretary will be undertaken by the Executive Officer and is not elected.</p> <p><i>Moved: Ben Hunt Seconded: Rebecca Gray Carried</i></p>
12.	<p>Any other business</p> <p>No other business has been submitted for consideration.</p>
13.	<p>Meeting closed at 3.10pm</p>

MELVILLE ATHLETICS CLUB
FINANCIAL REPORT
FOR THE YEAR ENDED 31st December 2021

MELVILLE ATHLETICS CLUB

STATEMENT BY MEMBERS OF THE COMMITTEE

The accompanying accounts of Melville Athletics Club are drawn up so as to give a true and fair view of the results of the entity for the year ended 31st December 2021 and the state of affairs at that date;

The financial year has been changed to 1st January – 31st December to coincide with our By-Laws that state our end of financial year and review must be completed before our AGM.

The current financial year has been readjusted to start after our previous financial year on the 1st of May 2021, which will result in a shorter period.

At the date of this statement there are reasonable grounds to believe that the Melville Athletics Club will be able to pay its debts as and when they fall due.

Treasurer: Anita Downing

Explanations of expenses and revenue

At 31st December 2021, our financial status was \$85,609.78.

As explained in attached P&L statement and Balance sheet, we made a profit of \$13,946.25. \$5,000 of our profit goes into ongoing expenses every season for purchasing new equipment. The higher profit due to the change in financial year making this one shorted. It doesn't reflect the full year of invoices and expenses.

As we had no canteen this year, our main revenue came from registration fees and uniform sales.

Our main expenses were Salary payment, coaching fees, line marking, uniforms and printing costs.

The current audit is for 2 financial years to make the necessary adjustment for the date change. It will be costing the centre \$3570. The audit is still being completed as there are 2 years to go through. It will also include our depreciation of assets.

The company is called AMW Audit, and as we are under no legal obligation to get audited, the accountant has recommended we get a simple review in the next financial year audit. This will be a quicker and easier process and cost the centre a lot less.

Profit and Loss

Melville Athletics Centre

Date Range: May 01, 2021 to Dec 31, 2021

ACCOUNTS	May 01, 2021 to Dec 31, 2021
Income	
Bank Interest	\$47.07
Grants	\$750.00
Invoices	\$900.00
Miscellaneous Revenue	\$2.30
Registrations - Junior Summer	\$39,814.70
Registrations - Junior Winter	\$348.30
Registrations - Seniors	\$424.80
Uncategorized Income	\$160.00
Uniforms - Juniors	\$1,920.00
Uniforms - Seniors	\$350.00
Total Income	\$44,717.17
Total Cost of Goods Sold	\$0.00
Gross Profit	\$44,717.17
As a percentage of Total Income	100.00%

Operating Expenses	
Affiliation	\$200.00
City of Melville	\$2,543.45
Coaching	\$4,420.00
Equipment Repairs & Maintenance	\$428.00
Event Fees	\$790.00
Linemarking	\$4,477.91
Payroll - PAYG	\$1,211.00
Payroll - Superannuation	\$1,190.82
Payroll – Salary & Wages	\$10,440.25
Postage & Stationary	\$496.54
Printing and Reproduction	\$1,142.80
Trophies - Junior	\$102.10
Uncategorized Expense	\$138.00
Uniforms	\$3,190.05
Total Operating Expenses	\$30,770.92
Net Profit	\$13,946.25
As a percentage of Total Income	31.19%

Balance Sheet

Melville Athletics Centre

As of Dec 31, 2021

ACCOUNTS	Dec 31, 2021
Assets	
Cash and Bank	
Canteen	\$10,252.03
Community Account	\$70,604.02
Reserved Cash - Equipment	\$15,000.00
Total Cash and Bank	\$95,856.05
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Accum Deprn: Jump Track	-\$15,922.66
Accum Deprn: Shed	-\$1,730.44
Equipment	\$111,339.34
Jump Track	\$60,338.50
Laptop, Bag & Software	\$2,597.95
Prepaid Trophies	\$6,000.00
Shed	\$25,169.99
Total Long-term Assets	\$187,792.68
Total Assets	\$283,648.73

Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Retained Earnings	
Profit for all prior years	\$30,388.05
Profit between May 1, 2021 and Dec 31, 2021	\$13,946.25
Owner's Equity	\$239,314.43
Total Retained Earnings	\$283,648.73
Total Equity	\$283,648.73

MELVILLE LITTLE ATHLETICS CENTRE

Coaching and Development Report

AGM – 2022

Monday and Wednesday night Middle Distance Training:

Sessions run by Ross Keane

Consistent numbers both nights. We a good increase this year introducing the U9's and up to the Monday Session.

Tuesday Night Track and Field Training

Total of 8 paid coaches attended throughout the year.

Volunteers included Alasdair, Graham and Andrew supporting the above.

Total coaching payments = \$3,890.00

Good numbers throughout the year – consistently above 50 athletes.

We have a mix of athletes who “attend” and then those that want to train and develop.

Learnings –

Look for a specialist throws coach for a development squad

Have more structure around the Sprints sessions – could be a separate night

Winter Cross Country

Coach Ross with Vanessa Carson lined up. Haven't spoken to Jenna but she may be keen as well.

Need to advise of start dates.

Seniors Report Season 2021-2022

Despite the covid challenges in the state we finished the season with 32 paid members.

18 of these were Little athletics members as well

5 of these were training and competition (one did not compete)

1 x casual competitor (however he didn't compete)

1 x recreational member

The remaining x 7 were competition only

Majority of our athletes are ex Melville athletics members with a few newbies this season.

One young man has been making use of Ross's distance sessions and has enjoyed competing.

We didn't have to supply helpers this season to Strive events however possibly will need to provide helpers next season with a lot of older helpers unable to no longer continue. We didn't have many regular competitors this season. Most competed on a casual basis.

Finance brought in was \$495.

Crop-tops were purchased at the beginning of the season which should carry us through into next season for any new members.

Regards

Tanya



Melville Athletics Club By-Laws May 2022

1. NAME OF THE ASSOCIATION

The name of the Association is Melville Athletics Club (Inc). It shall compete under the names; Melville Athletics Club (MAC) or Melville Little Athletics Centre (MLAC). Melville Roar and Melville Roar Athletics may also be used.

2. OBJECTS OF ASSOCIATION

The objectives for which our Club is established are to:

- (1) Provide recreational activity in the form of track and field for athletes within the categories and age ranges catered for by Athletics West
- (2) Be inclusive of all race, creed, sex, socio-economic status or level of ability;
- (3) Promote, manage and advance Athletics within the local area;
- (4) Encourage family and community involvement in Athletics as a means of furthering the development of athletes
- (5) Develop and maintain, the highest level of sporting endeavor and fair play;
- (6) Encourage the fullest participation by athletes and officials in all events conducted by Athletics West;
- (7) Facilitate a safe environment that supports the transition of athletics as a junior to adulthood;
- (8) Represent Melville Athletics Club at State and Seniors competition.
- (9) Co-ordinate the activities of all members in accordance with our Constitution, By-Laws and policy.
- (10) Promote the idea of athletes participating in Athletics for personal satisfaction through improvement of their own level of performance in a wide range of events.

3. COLOURS

The colours of the club shall be orange and black. The club uniform is registered with Athletics West and any proposed changes must be approved.

4. GOVERNANCE

The club has chosen to adopt the Department of Commerce Model Rules as our Constitution to ensure that our rules comply with the requirements of the [Associations Incorporation Act 2015](#). These by-laws provide clarification and further direction on the rules as they relate to our Club. Further documentation to support the operation of the club is included in Policy, Guidelines, Job Descriptions and Work Instructions where required.

Changes to by-laws can only be made by resolution passed by the majority of members at a general meeting. Any changes to these by-laws must be consistent with the Act and the Model Rules. Some changes can only be made through special resolution and be passed by the votes of not less than three-fourths of the members who cast a vote. This is required for the following:

- (1) To change name

Approved 29 May 2022 Annual General Meeting

- (2) A new affiliation
- (3) Amalgamation with another organization
- (4) It be wound up
- (5) To cancel incorporation.
- (6) To change the Constitution

5. AFFILIATION

The Club shall maintain affiliation with Athletics West (or any successor that has Sporting Power for Athletics in Western Australia).

Athletics West has requirements for maintaining affiliation that must be followed; including agreement to comply with the Athletics West Constitution and the Policies and support the Organisation and the Objects.

6. MEMBERSHIP

a. Membership Categories

Members of the Melville Athletics Club shall fall into one of the following three main categories:

- (1) Affiliate member, which subject to these by-laws shall have the right to receive notice of, attend and vote at designated Committee Meetings;
- (2) Ordinary Members, have the right to receive notice of, attend and vote at General Meetings
- (3) Life Members, who subject to these By-Laws shall have the right to receive notice of and attend, but not debate or vote, at General Meetings

The Model Rules dictate all members must receive a copy of the Model Rules (as our Constitution) and these by-laws; either in person, by email or be directed to where they can obtain a copy from the website.

b. Affiliate Member

In order to become an Affiliate Member, an entity from within the Melville geographic location may form a club by submitting an application and meeting the conditions in these by-laws. They must have:

- (1) A minimum number of thirty (30) athletes registered.
- (2) At least two (2) adults responsible for the conduct of the club on competition days as well as a four-person committee who oversee the function and operations.
- (3) Each affiliated member shall be represented at Melville Athletics Club Delegate meetings by at least one (1) and no more than two (2) appointed delegates
- (4) The names, address, email and phone numbers of delegates must be provided to the Club Secretary for communication.
- (5) A name and uniform approved by the Club which shall be used in all official Melville Little Athletics Centre competition.

Melville Athletics Club (Inc)
By-Laws

- (6) Only a legal entity can be a new affiliate member. At the time of adoption of these By-Laws, the current Affiliate Members of MAC shall be those who have affiliated for 2021/22.
- (7) A member failing to fulfil the requirements of the Rules and By-Laws may have its affiliation suspended by the Executive Committee until such time as these requirements have been met.
- (8) Where an Affiliate Member seeks to resign the written notice must be accompanied by a copy of the special resolution if the Affiliate Member is an Incorporated Association.

c. Ordinary membership

Ordinary membership categories are as follows and may include further sub-categories. Each membership category allows for the following:

Membership category	Participate in training or competition¹	Can nominate for Committee Position	Can vote at a General Meeting
Registered Junior Athlete < 17 years	Yes	No. Parent or guardian can be.	No. Parent or guardian can be. Limited to one vote per family.
Registered Senior Athlete 17 years or over	Yes	If over 18. If < 18 Parent or guardian can be.	Yes. If < 18 Parent or guardian can be. Limited to one vote per family.
Associate Member	No	Yes, if over 18.	Yes, if over 18.

1. As per Athletics West membership category for competition.

d. Termination or Rejection of Membership

The Executive Committee may suspend or expel a person or entity from being or becoming a member of the Club if, in the opinion of the Executive Committee, that person or entity has committed a breach of rules and policies, the Constitution or By-Laws or, has undertaken any other action that is unbecoming or contrary to the interests of the Melville Athletics Club and/or Athletics West.

- (1) Membership can be withdrawn by vote of more than 50% of the Executive Committee.
- (2) Any person who has their membership terminated shall have the right to appeal before a Special General Meeting called for that purpose.
- (3) The Executive Committee may reject an application in a subsequent year based on non-compliance from the member to the rules and policies, Constitution or By-Laws or action that is unbecoming or contrary to the interests of the Melville Athletics Club and/or Athletics West.
- (4) Any refusal of membership will be managed under the Melville Athletics Club's policy and procedures.

e. Life Membership

This category may be bestowed upon those members or former members for sustained meritorious service.

- (1) Conferring of life membership should be by a formal motion at an Executive Committee meeting and passed by 75% of the Executive Committee present.
- (2) Nominations shall be received for consideration by the Executive Committee for an eligible person who has performed sustained meritorious service to the Melville Athletics Club and/or Affiliate Member Club, in the capacity of Executive Committee member for no less than 5 years.
- (3) Nominations will also be generated automatically for consideration after 8 years of sustained meritorious service on Melville Athletics Club or Affiliate Member Club Committees, in the capacity of a Committee member or significant role.
- (4) All Life Members must be of good character and community standing in order to maintain their life membership.

f. Junior Athlete Life Membership

Granted to any athlete who has competed at the Melville Little Athletic Centre for eleven (11) consecutive years, or 10 consecutive years for those athletes that have had to skip a year age group as a result of changes to the age classification cut-off date that was implemented in 2018/2019 season.

g. Register of Members

Applications to become a member of the Melville Athletics Centre will be made through the designation registration systems and this forms the register of members for the purpose of Incorporation.

h. Membership Fees

- (1) The Executive Committee will determine the annual membership fee for all classes of membership before the commencement of the registration period. This may include variations for members in different categories.
- (2) If a member resigns, they are still liable for membership fees due and payable and any other monies owed and recorded in the financial registers.

7. COMMITTEE

a. Executive Committee Members

As per the model rules the Club is governed by a committee consisting of:

- (1) President (Chairperson)
- (2) Vice-President
- (3) Secretary
- (4) Treasurer
- (5) Ordinary Member/s (minimum of one)

Our governance committee is called the Executive Committee.

The number of ordinary members is agreed by resolution at each AGM as dictated in the model rules. At the time of producing these by-laws there are seven additional portfolios. These are:

- (1) Championships and Officials Manager
- (2) Arena Manager
- (3) Assistant Arena Manager
- (4) Technical Manager
- (5) Coaching and Development Manager
- (6) Winter Manager
- (7) Canteen Manager

To fulfill the needs of an Incorporated Association:

- Portfolios will be distributed to the Vice-President and Ordinary Members at the first Committee meeting after the AGM.
- If an Executive Officer is appointed, they fulfill the role of Secretary. As an appointed officer of the association the Executive Officer does not form part of the Executive Committee, and thus does not form part of quorum or vote in matters for decision.
- A committee member or officer must be identified as the Council Liaison as identified in lease agreements.

b. Non-Executive Committee Members

At the discretion of the Executive Committee, the following non-executive positions may be appointed each year, being reviewed annually or as required. The non-executive positions

are not required to attend Executive Committee Meetings but may be invited to attend or submit a report for inclusion.

- (1) Member Protection Information Officer
- (2) Child Protection Officer
- (3) Assistant Field Manager
- (4) Publicity and Sponsorship Manager
- (5) Assistant Records and Results Manager
- (6) First Aid Officer
- (7) Uniform Manager
- (8) Website Manager
- (9) Council Liaison Officer
- (10) Seniors Manager
- (11) Any other position or role deemed necessary by the Executive Committee.

c. Powers of Committee

The powers conferred on the Melville Athletics Club are the same as those conferred by the Act, so that subject to the Act, the Melville Athletics Club Executive Committee may do all things necessary or convenient for carrying out its objects and purposes.

The Executive Committee may, by resolution or by power of attorney or writing under seal, delegate any of their powers to any employee or contractor of Melville Athletics Club or any other person as they think fit to fulfill the Objects of the Association (By-laws Clause 2).

d. Committee Meetings

- (1) The quorum for an Executive Committee meeting will be at least fifty percent of the Executive Committee membership agreed at the preceding Annual General Meeting.
 - a. Executive Committee Meetings will be held at least 10 times per year. Nominally the first Tuesday of each month.
- (2) As required under the Act, a committee member having any material personal interest in a matter being considered at a committee meeting must:
 - a. Disclose the nature and extent of his or her interest to the Committee as soon as he or she becomes aware; and
 - b. Disclose the nature and extent of the interest at the next general meeting.
 - c. Not be present or vote on the matter. This disclosure must be included in minutes of the meetings.
- (3) Committee meeting minutes are not available for inspection to preserve privacy of personal information, grievances or complaints. A formal response to any item discussed at committee can be obtained through the members Club Delegate or for Senior Members, the Officer holding the Senior members portfolio.
- (4) Affiliate members will be invited to attend Executive Committee Meetings on a regular basis to discuss and vote on proposed changes that impact clubs.

8. GENERAL MEETINGS

- (1) A quorum for a General Meeting is 10 individuals and this must include a member from each affiliated club.

9. FINANCIALS

- (1) The financial year will be the period of 12 months commencing on 1 January and ending on 31 December each year.
- (2) There is no requirement from the Department of Commerce for audit of accounts while the club revenue is \$0 - \$250,000 however City of Melville requires audited accounts as a condition of lease. The club will undertake annual review of its financial records in accordance with the requirements for Associations with Tier 2 revenue.

10. RECORDS

In accordance with the Model Rules storage of hard copy records can be held in a place determined by the committee. In addition to requirements under the Model Rules:

- (1) Previous years hard copy records will be stored in a locked cabinet in the MAC clubrooms.
- (2) Electronic records will be stored in the designated secure, backed up information systems.

11. WINDING UP

If the Melville Athletics Club winds-up, surplus property will be distributed to Athletics West or another organisation affiliated with Athletics West (Inc). This recommendation will form part of any resolution to wind up.