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MEETING OF THE EASTERN SUBURBS FOOTBALL ASSOCIATION BOARD OF DIRECTORS

Monday 21 January, 2013 at 7.00pm, ESFA Office Eastgardens (Mtg. 2/13)

MINUTES

In attendance: Raff Del Vecchio, Ron Ogilvie, Mark Puterflam, Paul Kelly, John Clayton, Andrew Field, Aaron Dibdin (General Manager), Claire du Plessis (Accounts Officer)

Meeting opened at 7.10pm.

Apologies Emmanuel Alfieris

2/13.1 MINUTES OF BOARD MEETING 1/13& MATTERS ARISING

2/13.1.1. Consideration of minutes

That the minutes circulated are a true and accurate record.

Moved: Paul

Seconded: John

Carried

2/13.1.2. Matters arising

On Premier League – Queens Park withdrew their application and hence we have a 10 team competition with Maccabi replacing Redfern.

On a related note, Raff noted that Football NSW have asked us to discontinue using the name 'Premier League'.

We have options:

- Ignore FNSW
- Look at alternative names and make a decision on an alternative
- Refer the matter to a committee

General discussion took place and Paul suggested that given the late notice and that clubs have been recruiting for a 'Premier League' competition it is not feasible to change at such short notice. The Board will communicate to Football NSW that we will review the situation with a view to possibly adopting a new name in 2014.

On Football NSW membership, the Board endorsed Andrew and Raff to be ESFA's representatives

On the matter of the lease on the premises at Westfield, the Board gave conditional approval to endorse the lease pending a thorough examination of the terms.

2/13.2 REPORTS

2/13.2.1. Financial Report

Claire du Plessis was formally welcomed to the ESFA Board.

Raff indicated that Claire has been brought on board to deliver better clarity to the Board, looking at our finance, HR and business efficiencies relating to finances more generally.

Raff noted that as the financial reports had been circulated the meeting will deal with things by exception.

John noted that it would be ideal if Board papers could be provided a clear week before each meeting with minutes soon after each meeting and adopted minutes on the website ASAP.

Claire noted that we need to activate the PayPal account to recover the \$3.5k balance.

We are being stronger on our invoice terms; sending statements and calling to collect outstanding sums. From now, applicable interest is being applied.

Aaron was instructed to circulate a note to clubs, introducing Claire, providing notes on her background and confirming that we will be applying interest to overdue accounts in accord with constitution.

Aaron's accrued expenses will be recompensed, and a refreshed process has been adopted to deal with expenses. Aaron will be compensated at \$500 a fortnight to recover outstanding expenses.

In accordance with appropriate practice Staff and directors must submit claims any monthly and have them signed off by two directors.

Aaron's anniversary pay rise is approved to pay immediately.

A separate account is to be created to hold club bonds which cannot be used for general revenue.

New income streams will be a KPI for the General Manager to investigate.

On outstanding sums owed by the World Firefighter Games for services rendered in October 2012, Claire recommends that should funds not be recovered by mid-February we recover money through legal action, subject to an examination of who the proceedings can be started against. The Board gave approval for this course of action.

Claire outlined that ESFA can expect incoming cash flows of \$60,000 from SAP plus another \$178,000 from the 20% registration advance invoices. Managing payment terms is the task now, building relationships and getting clubs to pay in accordance with invoice terms.

The Board was told that the Association is operating safely about 10k into overdraft, but there is an ongoing material concern related to player numbers for SAP – at present there is a \$30,000 risk associated with a shortfall in player numbers.

Raff noted that the last 12 months had focused on 3 things - governance/transparency, the constitution and running a good competition. Whilst this is still the focus for 2013 within the next 12 months, we'll be coming back on alternate income streams and the General Manager will be tasked with pursuing opportunities.

Claire will work with Mark on a proposal related to computers, examining our needs and comparing purchase and leasing options - a formal report will come to the Board discussing options.

Raff stated that in terms of HR and staff entitlements – all leave and other entitlements should be in MYOB and managed strictly and reported to Board every month. Need to be disciplined in terms of ensuring all leave is appropriately recoded and reconciled against leave balances.

Claire and Aaron will revisit budget after Easter to see how the Association is tracking to budget with a view to making some budgetary amendments if necessary

The Board thanked Claire for her attendance and she left the meeting.

Raff noted that the report had been tabled and asked for a motion to accept it.

Motion: That the report be accepted.

Moved: Paul

Seconded: Ron

Carried

2/13.2.2. Other Reports

2/13.2.2.1 Small Sided Football

Mark addressed the Board and outlined some of the challenges facing the SSG program including the continued non involvement of Pagewood and Queens Park.

2/13.2.2.2 Junior FMC

Ron noted that the JFMC is meeting Friday week. The draft timetable is out to all clubs notifying them of key dates and that processes like match cards and player cards being tightened up. Fines were floated at the All Clubs Meeting as a potential income stream and more importantly to assist in enforcement.

2/13.2.2.3 Senior FMC

Raff reported that we are still looking for a Senior Football Director – have had conversations with someone he thinks will be ideal and hopes to have a recommendation for the next meeting.

Aaron will ask Andrew to chase up a senior FMC meeting.

2/13.2.2.4 Referees/judiciary Report

Paul reported that there are a couple of Referee courses coming up.

Have some JC matters to cover from last season and we will be contacting clubs to notify them who is affected.

Looking forward, options will be examined through 2013 about the rules of the Referees Branch with a view to making sure they are modern and effective.

Paul will also be pressing to get a process established to formally evaluate referees. We don't want to lose referees but to maintain and drive quality we need to assess them and ensure there is constant renewal at the top.

Ron raised the point that there is no formal statement of where Paul fits into the referees' structure? As the Board's representative Paul oversees the operation of the Branch and acts as a conduit between the Referees' Branch and the Board.

The Board agreed a letter to this effect would be sent from the President

2/13.3 BUSINESS

2/13.3.1. Staff remuneration

Raff reported on staff remuneration and that there are staff about to hit anniversary dates and due to consideration of a pay rise subject to satisfactory service and budgetary restraints.

In relation to the competitions manager a 4% increase was recommended and adopted by the Board. The GM was also tasked with reviewing his job description.

In relation to the Referees Coordinator the Board endorsed its previous decision to increase her hours from 30 to 38 and recognition of extra workload and responsibilities including in administering coaching coaches her hourly rate be increased to \$20.18 per hour .

The Board discussed the President's recommendations and they were adopted.

The GM was asked to leave the room.

The President recommended that the General Manager be offered 3% P/A increase with a KPI added to seek alternative income streams as a matter of priority and this recommendation was adopted.

The GM was asked to return to the room.

2/13.3.2. SAP

The Board discussed the shortfall in player numbers for SAP - Aaron was instructed to re-advertise for SAP trialists to come and join the currently running program and continue discussions with the Head Coach about any options for filling spots.

2/13.3.3. Association Representative League

Raff led a discussion on the Association Representative League.

Raff noted that he had previously circulated an email and there had been some discussion that flowed from that. He stated that he recommends that ESFA not participate in the Regional League in 2013 for a number of reasons.

The original concept of the league, which saw it as an inter-Association "Rep" competition for players from 12-16 years who were registered and playing with local clubs, was very good and had potential to offer a real value-add for ESFA clubs.

However on Christmas Eve, without any consultation with Associations, we were told of material and significant last minute changes. These changes meant we would need to compete for players, coaches and facilities with State League 1 clubs and then not even on equal terms.

Clubs are able to draw players from not only their local areas but across all associations in the zone. In contrast Association teams can only draw from their local teams.

FNSW also imposed a series of minimum conditions in terms of coaching, grounds and equipment which meant it would be quite expensive (with fixed costs) to run these squads so there is a potential risk if we don't get enough players.

Andrew noted that the delivery from Football NSW had been dreadful, but that the risk is if we don't go in in 2013 we might not be able to get in later, but on the whole it might be more sensible to wait to 2014 and see what comes out when the dust settles.

Paul and Mark both raised concerns about risk of not running a good program and costs associated.

The Board resolved to accept Raff's recommendation to not participate in 2013.

GM tasked with drafting a letter to be forwarded to FNSW informing them of this and a letter to club officials explaining the Boards rationale.

2/13.3.4. Other business

Aaron will circulate a calendar invitation for Board meetings on the second Monday of each month and a note to clubs regarding the All Clubs Meeting on the 25th February.

Meeting closed 9:30pm