

Minutes
MKINL Committee Meeting 31/8/17

Present:

| | | | | | |
|---------------|--------------------|-----------|--------------------|--------------|------------|
| Katrina Hird | Chairman | <i>KH</i> | Sara Parsons | Results | <i>SP</i> |
| Jane Halsey | Vice Chair | <i>JH</i> | Claudette DaCosta | PR | <i>CDC</i> |
| Audrey Castle | Umpiring Secretary | <i>EW</i> | Hayley Sinclair | Affiliations | <i>HS</i> |
| Emily Winship | Secretary | <i>GL</i> | Julia Pearse | Duty | <i>JP</i> |
| Gemma Loud | Treasurer | <i>SP</i> | Lynne Foster-Jones | Minutes | <i>LFJ</i> |

Apologies:

Action
(who / date)

- 1 KH welcomed all members to the meeting.

Update from last meeting

- 2 It was brought to the meeting's attention that the naming of the Divisions, whilst voted on and approved by the Committee, was sent out to the League before the voting was finalised. The Chairman apologised and confirmed that all issues that required a vote would be voted on by the Committee before the League is advised. **KH**

Correspondence

- 3 **Chelbridge** have queried why JoD is not on the list of assessed umpire – AC agreed that she should be; EW will amend the Umpire List. **EW**
by 4/9/17

In response to the complaint that a Beginner Umpire will be unable to gain as much experience this season, due to the fact that Beginner Umpires can only umpire Division 3 matches and there are fewer games this season, AC will endeavour to arrange for umpires to practice at League Team training sessions. Any team who can help out with this, please email AC. **AC**

A C Award course is also available in South Bucks– please see Facebook for details. MKINL have yet to receive information from North Bucks about umpiring courses for this season.

Also in response to Chelbridge, the Committee advises that as teams have fewer games this year (due to the increased number of divisions), this should reduce the problems that teams have finding umpires.

- 4 **TI of Netball United** has made a complaint about comments made at the 2017 AGM. A separate meeting was held before the main meeting to discuss this, with KH, JH and EW present from the Committee.

The Committee has stated that as the comments were not made by any members of the Committee, there is no need for the Committee to apologise. If TI wishes to make a formal complaint against the person(s) who commented, she should follow the EN Disciplinary Regulations.

The MKINL Constitution states that the 5 honorary officers cannot be involved in a similar role. TI has stated that she is running a business and not another netball league in the same vein as MKINL. KH and JH confirmed that if the Constitution is to be amended, this must be proposed for the next AGM and voted on by the League Members.

The 2017 AGM minutes are to be amended to provide details on the comments made. KH to finalise 2017 AGM Minutes and send to EW for distributions to all team contacts.

**KH & EW
by 30/9/17**

Communication

- 5 The Committee spends a lot of time dealing with correspondence that does not require voting on at the meetings. In the interests of transparency, a list of correspondence dealt with between the previous meeting and this meeting, can be found in Appendix A.

It is the intention of the Committee that a list will be attached as an Appendix to every meeting minutes, going forward.

- 6 The Committee voted unanimously to remove all Grey umpires from the Umpiring list; these are umpires who have not responded to contact regarding whether they are available to umpire this season.

New umpiring list to be emailed with the amended Division List, updated Teams Contact List (as usual there are changes after the first list was sent) and an updated Committee Contact List (all Committee members (except Minutes Secretary as not required) will have gmail email addresses so prior email history can be passed from member to member as new people take up the roles).

**EW
by 4/9/17**

Set up new gmail email addresses

**JH, GL, CDC
by 3/9/17**

- 7 The Committee voted unanimously to produce a Quarterly Newsletter for the league. It is intended to send the first Newsletter via mailshot by 30/9/17 and then one around Christmas-time, March 2018 and May 2018. Initially, JH will be responsible for collating all the information and putting together the Newsletter.

**JH 1st draft to
Committee by
8/9/17**

- 8 EW to send CDC the minutes from March 2017 to June 2017, for putting on the website, as these are currently not on the website.

**EW / CDC
by 4/9/17**

Treasury

- 9 The 2016/2017 accounts have been reviewed by an independent accountant and has sent recommendations (Appendix 2). KH to forward to GL & LFJ to determine whether to accept the recommendations or not.

**KH
by 8/9/17**

- 10 Court Fees have increased but League Match fees have not. This is because we currently have a healthy Statement of Accounts (Appendix 3), with a surplus of nearly £8000 (as at end of May 2017).

- 11 All Match fees from last season are paid to date except Netball United, who owe £20 (previous email to Netball United had an error in it but the monies are owed). GL to email club and request that payment be made with first payment for this year's match fees.

**GL
ASAP**

- 12 Woughton LC now require payment 1 month in advance. Unfortunately we do not have any other venue options, so we will have to pay in advance. We will therefore need to keep

- sufficient funds in the bank account at all times, to cover the advance payments made to Bletchley Leisure Centre and Woughton LC. **GL**
- 14 We need to amend the signatories on the Lloyds bank account as the Chairman / Vice Chairman have changed. JH to complete the forms online & take into the bank to add herself and to remove the previous Chairman. **JH
by 30/9/17**
- 15 The Committee voted unanimously to close the NatWest bank account (which has not been in use for some time) and to move the remaining monies (around £800) to the Lloyds bank account. KH to draft a letter for the previous Chairman and LFJ to sign (as the signatories had not been changed since LFJ resigned as Treasurer). **KH
by 30/9/17**
- 16 A number of teams overpaid match fees for last season; all of these teams have re-entered the league this season. GL to email all of said teams to advise of credit being held and to ask them to deduct from their next match fees paid. **GL
by 30/9/17**
- 17 Panthers Storm have been refunded the £45 that they overpaid for League Entrance fees (see Minutes 3/8/17, Point 14).

Umpiring

- 19 AC spends a lot of Tuesday nights to travel to different venues to assess and mentor umpires.
- The Committee voted unanimously to reimburse AC the HMRC recommended Mileage Rate of 45p / mile for such trips (trips to umpire for her own team will not be reimbursed), provided AC completes a England Netball expense claim form and a recent petrol receipt (which would cover the miles claimed).
- 20 **Save the Date**
An Umpiring Forum will be arranged for 9 January 2018 at Hazeley. All umpires are expected to attend. A Bleep test will be run for umpires with a C Award and above.
- Umpires will need to reach the specified level for their Award in order to continue umpiring in Division 1 and above. Umpires who supply proof of a Bleep test within the previous 6 weeks, will not need to run the Bleep test at the forum.
- The forum will also cover queries on rules and a Q+A session as well. Further information to follow nearer the time.

Duty

- 21 The Committee voted unanimously to order new duty pads and to remove the names of the Treasurer and Results Secretary so that if committee members change, the previous Duty Pads can still be used. **JP**

Website

- 22 The Committee agreed to transfer all existing information on the old website to the new website, except for the Message Board and Photographs (as both of these are very out of date).

- 23 CDC to be the Lead on the new website and to speak to the Web Designer, who was engaged last year to re-design the website. **CDC**
- The website should contain a Mailing List sign-up, so existing members can ask for the League Correspondence (that is currently sent to Team Contacts) to be emailed to them as well.
- 24 EW to send CDC the photos taken at the AGM, with a view to putting them on Facebook. **EW / CDC**
 Any member whose photograph was taken at the AGM, and who does NOT wish their photo be used, must email the Committee on mkinlcontact@gmail.com by close of play on 30 Sept 2017. **30/9/17**

Affiliations

- 25 As at the date of the meeting, Ashmore had not affiliated as they were waiting for their 1st claim to be processed in Northants.
- Brackley, Olney, Futureprint and Wingrave Zodiacs had also not affiliated yet – HS to send them a reminder email. **HS
ASAP**
- 26 Storm NC may have affiliated to the wrong League. They have provided proof of affiliation payment and have emailed England Netball to sort out the correct affiliation.

Next Committee Meeting

28 September 2017

Appendix 1
MKINL Correspondence – August 2017

- Email from MK Storm – joining Panthers Netball Club – all confirmed
- Email from Breezers – affiliation enquiry – forwarded to Aff. Sec.
- Email from Schuco – affiliation receipt – forwarded to Aff. Sec.
- Reply sent to netball united re AGM
- Email received from VWG querying split of new divisions – There are 10 teams in four divisions and 9 teams in division 4
- Email from MK Storm re Play Netball league starting on Tuesdays in MK – thank you for info
- Email received from Netters Ice re league position – considered when creating new divisions
- Email sent to all teams regarding new divisions
- Email received from Netters Ice – happy with division placement
- Email received from Chelbridge regarding placement of Stormbirds in Division 3 – MKINL to consider moving, which MKILN did. (MKINL moved from Division 3 to Division 2)
- Email from Dragons regarding naming of divisions – explanation returned
- Email from netball united re division placement of nu Zodiacs – MKINL to consider move (MKINL moved nu Zodiacs from Division 1 to Division 3 as per email)
- Email from England Netball regarding Coaching Workshops – forwarded to all members
- Email received from gentleman interested in mixed netball – reply sent
- Email received from NBNA re their next meeting – MKINL Chair to attend
- Email received from player looking for team – put in touch with team looking for players
- Email received from new team looking to join MKINL – information sent to potential new team – joined league
- Email from Railway Rockets – unable to play on 12th September – to be considered when creating fixtures (MKINL took this into consideration and didn't schedule Railway Rockets to play on 12/09)
- Email received from player looking for team – put in touch with team looking for players
- Email received from netball united –circs. Request – to be considered when creating fixtures (MKINL have scheduled nu Amazons to play earlier fixtures & duty nights)
- Email received from Olney 2 – special circs request – to be considered when creating fixtures (MKILN have scheduled Olney 2 to play earlier fixtures & duty nights)
- Email received asking when fixtures will be ready – confirmed week commencing 21st August
- Email received from Panthers Storm regarding refund of original payment made – forwarded to Treasurer – refund sent
- Emails sent to all Umpires on 2016-17 list not added to team umpire forms to check availability for umpiring 2017 to 2018 – list updated as responses received
- Details of those interested in gaining umpiring qualification (put on club umpire forms) sent to umpiring secretary who has made contact
- Email from Ashmore – will C Award umpire still need to be provided for Division 1 – umpiring sec to confirm levels required for divisions
- Email sent to all teams re travel (to help when looking for new venues) – responses received – thank you
- Email received from netball united re AGM – meeting to be arranged with committee
- Email received from Panthers – did not receive Divisions email – resent and comments invited
- Email received – constitution on website out of date – updated
- Email received suggesting new venues – thank you – 2nd phase Walton High in Broughton, Thornton School and Wing School
- Email received from Chelbridge – confirming happy with new divisions, placement of Stormbirds to be reviewed, offered time for Committee to assess team
- Email from Longville Ladies – can beginner umpires working towards C umpire div 2 and 3 – umpiring sec to confirm what level required for each division
- Minutes from July meeting sent to all members
- Email from player looking for an indoor league to join – response given

- Email from player looking for team – put in touch with team looking for players
- Email from player looking for team – put in touch with team looking for players
- Email from player looking for a team – put in touch with a team looking for players
- Email from player looking for a team – put in touch with a team looking for players
- Email from Dragons wishing to advertise training sessions – advertised on Facebook
- Email from player looking for a team – put in touch with a team looking for players
- Email from JT regarding trials for Poole NC and MK Netters – sent to the teams requested
- Affiliations query from Netters Diamonds – reply sent
- Email from JT re change of time for trials – sent to relevant teams
- Email received regarding potential new venue in Winslow area – reply sent
- Email from player looking for a team – put in touch with a team looking for players
- Email from player looking for a team – put in touch with a team looking for players
- Email from Panthers Storm querying when fixtures will be sent out – reply sent
- Email from Technip re incorrect email address on contact list – contact list updated
- Email from Chelbridge Rockets regarding umpiring of new divisions – discussed at August meeting – response given
- Email from Storm Netball Club changing 1st contact – contact list updated
- Email from LP regarding correction to Umpire list – umpire list updated
- Email from LB Comets checking fixtures against original division list – confirmed that two teams have moved since original list was published

Appendix 2

Accountant recommendations

1. There is no paper record for the annual Moon fruit payment £11.99, all other payments are backed up with an appropriate invoice or expenses claim.
2. It would be helpful to keep a separate record of payments made to C Salt, where invoices are partially settled on a regular basis.
3. It would be helpful to include invoices and credit notes contra'd in the cashbook.
4. It would be helpful to have the pay in slip recorded on the spreadsheet for ease of reference.
5. All receipts & payments are recorded in a spreadsheet correctly.
6. The paying in book containing Receipt number 500001, paid in 4th April is missing, however the receipts have been correctly recorded.
7. Keep a record of cheques received but not cleared at year end.
8. At the end of 2015/16 an accrual was made for various expenses which were paid for in 2016/17, there is £120 of this amount unused, no accruals have been made for 2016/17.
9. There is a significant debt outstanding for venue hire, not in line with the previous years. The expected costs need to be checked.

Appendix 3

| | | | | |
|---|-----------------|-----------|-----------------------------------|-----------------|
| MKINL | | | | |
| <u>Jun 16 - May 17</u> | | | | |
| | | | | |
| <u>STATEMENT OF ACCOUNTS</u> | | | <u>BALANCE SHEET</u> | £ |
| | £ | | | |
| <u>Income</u> | | | <u>Current Assets</u> | |
| Winter League Entrance Fees | 130.00 | | Bank account (actual) | 11,805.42 |
| Winter League Match Fees | 21,280.00 | | Bank account (uncleared cheques) | 0.00 |
| Summer League Entrance Fees | 630.00 | | Debtors (WL Entrance Fees) | 0.00 |
| Summer League Match Fees | 0.00 | | Debtors (WL Match Fees) | 500.00 |
| Umpiring Assessments | 0.00 | | Debtors (SL Entrance Fees) | 0.00 |
| Other | 165.00 | | Debtors (SL Match Fees) | 0.00 |
| | 22,205.00 | | Debtors (Subs due - prior year) | 0.00 |
| | | | Prepayments | 0.00 |
| <u>Expenses</u> | | | | 12,305.42 |
| Winter League Venue Hire | | | | |
| <i>Bletchley College</i> | 3,264.00 | | <u>Current Liabilities</u> | |
| <i>Bletchley LC</i> | 5,535.00 | | Creditors Venue Hire | 3,870.50 |
| <i>Hazeley</i> | 2,856.00 | | Creditors (Prior Year) | 0.00 |
| <i>Radcliffe NEW</i> | 3,296.00 | | | |
| <i>Shenley</i> | 1,791.80 | | Accruals | 480.00 |
| <i>Woughton</i> | 5,018.40 | 21,761.20 | | |
| Summer League Court Costs | 240.00 | | | 4,350.50 |
| AGM Costs (hire / food) | 148.88 | | | |
| Printing, Postage & Stationery | 299.10 | | | 7,954.92 |
| Internet Subs | 154.99 | | | |
| Umpire+Assessor Fees / Court Costs | 0.00 | | <u>Funded By</u> | |
| Trophies / Prizes | 70.74 | | Reserve b/fwd. | 8,551.49 |
| Bank Charges | 0.00 | | Surplus (Deficit) for the period | (596.57) |
| Audit Fees | 0.00 | | | |
| Christmas Meal | 150.00 | | | |
| Other | (23.34) | | | |
| | | | | 7,954.92 |
| | | | | |
| | 22,801.57 | | | 0.00 |
| | | | | |
| Surplus (Deficit) for the period | (596.57) | | | |