

Minutes

MKINL Committee Meeting 26/10/17

Present:

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

Apologies:

Jane Halsey	Vice Chair	<i>JH</i>
-------------	------------	-----------

Action (who / date)

- 1 KH welcomed all members to the meeting.

Items still outstanding from previous meeting

- 2 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. EW to circulate.
**JH to send proof 27/10/17
All to review by 15/11/17
All 30/11/17**
- 3 The 2016/2017 accounts have been reviewed by an independent accountant who has sent recommendations (Appendix 2). The Committee will discuss whether to accept the recommendations or not at the next meeting. *Cashbook needs to updated before recommendations can be discussed so pushed back to November meeting.*
All 30/11/17
- 4 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 5/11/17
- 5 EW to send CDC the photos taken at the AGM, with a view to putting them on Facebook. *EW to confirm which photos are for which award.*
EW by 5/11/17
- 6 AGM Minutes to be sent out with these minutes
KH by 9/11/17
- 7 AC to assess BP for Prem Approval. *No dates have been provided for a suitable match so still outstanding*
AC ASAP

Correspondence

- 8 Email rec'd from LH of **Panthers Storm** re 2 umpires turning up to umpire one match. Please can all teams remember to confirm their umpires before match night and it would be a good idea to re-confirm on match night.
- 9 Email rec'd from CH of **Breezers**, to advise that although the Duty Notes from 12/9/17 say that Breezers were unhappy to pay umpire for friendly match (Point 30, Minutes dated 28/9/17), this is not actually the case.

- 10 Email rec'd from DS of **MK Dynamos** complaining re the cancellation of their match by Time Systems on 17/10/17; notification was very late. CM of **Time Systems** has also emailed re the same thing and apologised for the very short notice. Can we please ask that, where cancellation decisions are made on match day, the cancelling team emails, texts and telephones all team contacts that are affected.
- 11 Email rec'd from RC of **Time Systems** to thank the Duty Team at Bletchley Leisure Centre on 17/10/17, who immediately confirmed the direction of a centre pass when appealed to by RC. Thanks Netters Flames!
- 12 After the 7.30pm match at Woughton on 24/10/17 was cancelled, RC of **Time Systems** asked the Committee to consider putting Cancellation Notices on Facebook and the website. Thanks for the suggestion RC but we feel that practically this would not work, as we do not currently place time constraints on cancellations.

Affiliations

- 14 Leighton Buzzard – PG emailed receipts for JP and RD. RD does not require Talent Identification (TI) documentation as she is over the age of 14 when she first took court.
- 15 JT of Netters Ice confirmed which Netters players are Ice players and advised that players are all playing regional u 16/u14 or u13 for the Mk Dons performance squads and are able to participate both physically and emotionally in the Adult League.
- 16 Amber Jets have been asked to send TI documentation for MT to KH. AC and Sachel Grant have both confirmed via email, that MT is TI.
- 17 HS to send all TI documentation to KH. Please can everyone be reminded that TI documentation should be sent directly to the Chairman mkinlchairman@mkinl.com regardless of who has requested the information
- 18 Following teams had not submitted their Master Signature Sheets by the deadline of 30/9/17 so in line with rule 1.3, 2 points will be deducted:
- **Fusion** (rec'd on 11/10/17)
 - **MK Dynamos** (rec'd on 21/10/17)
 - **Netters Ice** (rec'd 10/10/17) but did not contain signature of ER (ER transferred to Amber Jets on 10/10/17 so point deduction stays at 2 points)
 - **Railway Rockets** (rec'd in October 17)
 - **Longville Netbusters** (rec'd 21/10/17)
 - **LB Bombers** – have said that they put the sheet in the Duty Box at the venue for their first match (Bletchley College). As this meeting was held at Bletchley College, the Committee have checked the box and it is not in there. Please note that failure to submit the form in October will result in another 2 point deduction so please get it to HS ASAP !
- 19 26/9/17
Panthers Storm played an unaffiliated player (FR). Storm have apologised and affiliation is now done. Panthers Storm are deducted 1 point and in line with MKINL rule 3.3, the result of the game will stand (as Panthers Storm) were not the winning team).

HS

20 10/10/17

Netters Ice played an unaffiliated player (MA). This was due to the player needing to be 2nd-claimed but hadn't been. Netters Ice receive a 1 point deduction. In line with MKINL rule 3.3, the match is deemed void (a draw) with the possibility of a replay at season end (Appendix 3).

21 We can confirm that MK Ballers and Quantum Titans are both part of the same netball club.

22 KH to email Netters Ice regarding the need to have all relevant admin in place before matches commence.

**KH
ASAP**

23 Please can all teams be reminded that a player affiliated during the season MUST submit a Master Signature sheet to the Duty Team before they take court for their first match.

Players who played up

	Affiliated to:	Played up to:
JB	Chelbridge Rockets	Chelbridge Flyers
KC	Netters Blaze	Netters Embers
JT	NU Amazons	NU Zodiacs
NB	Chelbridge Storm	Chelbridge Arrows
SL	NU Zodiacs	NU Aztecs
HH	Brackley Eagles	Brackley Falcons
HD	Quantum Titans	MK Ballers
JP	Brackley Eagles	Brackley Falcons
RC	Brackley Eagles	Brackley Falcons
WD	Chelbridge Rockets	Chelbridge Flyers
PB	Chelbridge Rockets	Chelbridge Flyers
DW	Chelbridge Rockets	Chelbridge Flyers
EB	Quantum Titans	MK Ballers
CM	Quantum Titans	MK Ballers
SC	NU Aztecs	NU Trojans
CG	NU Amazons	NU Zodiacs
ER	NU Amazons	NU Zodiacs
ES	Panthers Storm	Panthers Jets
FR	Panthers Storm	Panthers Jets
SL	NU Zodiacs	NU Aztecs

Umpiring

24 AC has attended training sessions with the attendees for the last Into Officiating course; she hopes they will be ready to do their C Theory paper in Jan 2018. They will be tested in the league for Beginners qualification as soon as they are ready.

25 Dates for your diary:

Into Officiating – 25/02/18, Aylesbury, venue TBC
C Theory paper – January 18 (exact date TBC)

The Into Officiating course on 05/11/17 was unfortunately cancelled, due to lack of take-up.

- 26 AC has obtained a list of all the non-Aylesbury attendees from the C Award course in October. HS to check the list & confirm which teams they play for to KH, AC and LFJ. **AC**
- AC will then follow up with the attendees to provide some mentoring at training sessions
- 27 Four umpires practicing for their C award have been given Lower Championship matches to practice on as all will be tested in November 2017.
- 28 AC met with the Aylesbury & NBNA Umpiring Secretaries & will liaise with them so she can follow up on all attendees to all courses so no one slips through the net.
- 29 2 x potential C Award umpires, who passed their pre-assessment but unfortunately then failed their test, have been allowed to be re-tested by North Bucks, where their Written Test is still in date.
- 30 Pre-assessment for HW is to be arranged on a Division 2 match. **AC**
- 31 If MKINL members attend an umpiring course outside of North Bucks, please can they inform AC at mkinlumpiringsecretary@gmail.com . CDC to put this on Facebook as well. **CDC**
- 32 The umpiring forum on 9/1/18 will now be a North Bucks forum. North Bucks will pay for Jo Kelly's services and for the venue
- 33 Anyone who is working towards any umpiring qualification, please get in touch with AC at mkinlumpiringsecretary@gmail.com .

Duty

- 34 26/9/17
- Bletchley College - Netters Blaze query re umpires being in hall during matches– was dealt with at October meeting (Point 17). Matches over-ran due to Longville Ladies arguing with umpires / duty team
- 35 3/10/17
- Shenley – 3 young boys walked through the sports hall to use it as an exit – no disruption caused
 - Bletchley Leisure Centre – scoreboard missing “0”
 - Hazeley – all matches cancelled due to venue cancelling booking. Matches will be rearranged in the 2nd half of the season
- 36 10/10/17
- Bletchley College - 8pm game – 30 seconds injury time, more pens needed for duty box
 - Shenley – hole in court – centre third! GL to contact venue. Request to committee to remind teams to wait outside before their matches – please can all teams remember to do this and if approaching the Duty Team for the sign-in sheet beforehand, please wait until play is at the other end of the court **GL**
 - Bletchley Leisure Centre – Missing “0” from scoreboard
 - Hazeley – no bell, no stopwatch, JP to replace **JP**

- 37 17/10/17
- Bletchley College – Inde Tech V Bombers – 15 secs injury time. Inde Tech have an umpiring query that they would like to follow up separately with the committee. If this is still relevant, please send your query to mkinlcontact@mkinl.co.uk .
 - Hazeley – no timer and no bell
 - Shenley – need new battery for stopwatch – but it was working on 24/10/17
 - Woughton – no scoreboard
 - Bletchley Leisure Centre – MK Dynamos vs Time Systems, 9.30pm cancelled by Time Systems, no “0” on scoreboard
- 38 Scorecards have been re-done and attached to 2 x clipboards at each venue. EW to confirm this to all Team Contacts via email **EW
5/11/17**
- 39 JP to visit all venues to double-check Duty Boxes and refill where necessary, including adding new umpire list and fixtures list where necessary. As KH picked up the Radcliffe scoreboard, we think Shenley may have 2 scoreboards – if so, JP will retrieve the 2nd one. **JP**
- 40 There were just enough sheets on the remaining duty pads to cover us until Christmas. JP has quote from existing supplier for new pads which is cheaper than what the supplier charged our sponsor ! 5 pads are £69 + VAT = £82.80. **JP**
- 41 JP to try and order a new ZERO for Bletchley Leisure Centre scoreboard **JP**
- 42 GL to email Woughton with a screenshot of the type of scoreboard that they have lost and advise them to either find our scoreboard or purchase us a new one **GL**

PR

- 43 Web Services have designed a new MKINL website for free. CDC to send the link to the Committee for review and comments **All
by 16/11/17**
- 44 Web Services have quoted us £240 per year to maintain the website. CDC to confirm exactly what this £240 covers and who we pay for the domain name **CDC**

Results

- 45 All up to date on the website & Facebook

Treasury

- 46 All Match fees from last season are paid to date except **Netball United**, who owe £20 (previous email to NU had an error in it but the monies are owed). Netball United have now agreed to pay. GL to send them a breakdown of the match fees, match by match, to confirm the monies owed. **GL
ASAP**
- 47 All payments are up to date with the exception of KH’s 2016-17 AGM expenses **GL**
- 48 All team Match fees are currently up to date
- 49 Bletchley Leisure Centre invoice has been queried as it seems they have invoiced us for 4 hours per night **GL**
- 50 Woughton are going back to invoicing us monthly, with 30 days to pay, so we will no longer be paying in advance for the court fees

AOB

- 51 Answer to question as to where teams travel from = everywhere!
- 52 We can confirm that the first matches in 2018 will start on 16 January 2018. Fixtures for 2018 will be ready for 11/12/17 in order to be published w/c 18/12/17 (to allow time for checking) **KH**
By 11/12/17
- 53 Several questions have been submitted re the Umpiring forum and the bleep test on 9/1/18. To be discussed in detail at the next meeting
- 54 Next North Bucks meeting is on 30/11/17 – HS will attend for MKINL **HS**
30/11/17

Next Committee Meeting

30 November 2017

Appendix 1

MKINL Correspondence

- Email query received from parent of 14 year old – reply sent giving details of Netters and netball united websites
- Email sent to JT, Netters Ice, requesting date that Talent ID forms will be completed
- Email from Red Bull regarding ‘Wellness Week’, reply sent asking for flyer for MKINL to share on Facebook
- Email from Milton Keynes Council regarding MK50 People’s Procession at Feast of Fire – to be shared on Facebook
- Email sent to HC & KS – MKL Sapphires, TI & KM – nu Trojans, GM & KW – Futureprint, HMc & AJ – Brackley Falcons, AT & SW – Netters Diamonds, CY & SH – Chelbridge Flyers and SO, LT & MW – Storm NC; Hazeley cancelled MKINL booking for 3rd October due to a ‘whole school event’ – matches to be rearranged for second half of season
- Emails received from two players looking for teams – put in touch with teams looking for players
- Email received from JT, Netters Ice, regarding seeding and age banding – forwarded to Affiliations Officer
- Email from team looking to join league – reply sent
- Email from LH regarding umpiring. Two umpires arrived to cover for Dragons on 3rd October at Shenley. All teams to be reminded to confirm with umpires either way when asking them to cover matches.
- Email received regarding Bournemouth Sevens Festival – to be uploaded to Facebook
- Email from player looking for a team – put in touch with team looking for players
- Email received from Storm NC querying SK umpire number – umpire number sent in reply
- Email from player looking for a team – put in touch with team looking for players
- Email from JT, Netters Ice, master signature sheet – forwarded to Affiliations Officer
- Email from Amazons asking if matches are going ahead at Hazeley on 17th October, email reply sent confirming they are
- Email received from player looking for a team – put in touch with team looking for players
- Email received from CH, Breezers, querying the duty notes recorded in September minutes. CH confirmed that Breezers were happy to pay the umpires for the match played as a friendly at BLC on 12th September
- Email received from HT, Rockers, regarding umpiring – Umpiring Secretary responded
- Email received with details of C Award Umpire from Chelbridge – added to umpire list, umpire list sent to all MKINL members
- Email received from player looking for a team – put in touch with a team looking for players
- Email sent to all team contacts requesting photos for the new MKINL website
- Email received from MK Dynamos regarding cancellation of match by Time Systems on 17th October 2017 – to be discussed at next committee meeting on 27th October 2017
- Email received from player looking for a team – put in touch with team looking for players
- Email apology received from Time Systems regarding cancellation of match on 17th October 2017
- Email received from umpire, RC, regarding Duty Team at BLC on 17th October 2017. RC would like to thank the duty team for their efficiency when checking a centre pass
- Email received from HC, MKL Sapphires, HC has original website photos which she is happy to pass on to the committee for new website – committee to arrange handover
- Email from JT, Netters Ice, JT would like to know if committee could help to find an umpire for match at WLC on 24th October at 7.30pm as JT is in America – forwarded to Umpiring Secretary
- Email received from MK Ballers, they are looking for players – PR Secretary to let them know when players are looking for a team
- Email received from Futureprint checking Hazeley fixtures are taking place on 24th October, reply sent confirming that they are
- Email sent to all team contacts and umpires - ‘Save the Date’ for the umpiring forum to be held on 9th January at Hazeley
- Email received from player looking for a team – put in touch with a team looking for players
- Email received from umpire – SM, able to attend umpire forum in January but unable to take part in bleep test due to pregnancy – Umpiring Secretary responded

- Email received from player looking for a team – put in touch with a team looking for players

Appendix 2

25th July 2017

Dear Katrina

Thank you for instructing me to inspect the accounts, which I received on 4th July, I have inspected the payments and expenses, and have provided a report based on my findings below:

Accounts of MKINL year ended 31st May 2017

The bank balance as per statements at 31st May 2017

Lloyds £10220.74

NatWest £784.68

- There was no cash held at 31st May 2017, no inspection has been made of cash based transactions.
- The accounts are prepared on a cash basis, with payments being recorded as they are made.
- All cheque payments not cleared at 31st May 2016 have now been cashed.
- There are £200 cash/cheques marked as received in the books, but not received in the bank account, there are cheques paid in early in the new financial year totalling this amount.
- Actual receipts are measured against expected income.

Recommendations and notes

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.

BlackCat Accounts Ltd Registered in England and Wales no. 08104816

In conclusion, I can confirm that the attached accounts have been prepared from the books, vouchers and information supplied and I certify them to be in accordance therewith.

Please let me know if I can be of any further assistance

Yours Sincerely

By email

Claire Disley Black
BlackCat Accounts Ltd

Appendix 3

Matches to be considered for re-playing at end of Fixtures

Date of Game	Match	Reason
19/9/17	LB Bombers vs. Chelbridge Arrows	LB Bombers played unaffiliated player & won match
19/9/17	Netters Ice vs. Ashmore	Cancelled by Committee due to M1 closure
10/10/17	Coopers vs. Netters Ice	Netters Ice played unaffiliated player & won match
3/10/17	MKL Sapphires vs. nu Trojans	Cancelled by Hazeley
3/10/17	Futureprint vs. Brackley Falcons	Cancelled by Hazeley
3/10/17	Netters Diamonds vs. Chelbridge Flyers	Cancelled by Hazeley