

## JANDAKOT JETS JUNIOR FOOTBALL CLUB MINUTES

<b>Type of Meeting</b>	General	<b>Date</b>	Wed 13th December	<b>Time</b>	6.30pm
<b>Attendees:</b>	Jemma Alles, Brooke Wards, Kellie Jewell, Bec Wilkinson, Ashlea Flanagan, Trent Flanagan, Kaye Korver, Darryl Munro, Jackie Sutherland, Donna McLeod				
<b>Apologies:</b>	Gary Vincent, Helen Vincent, Michelle Bradford, Mercy Thompson, Katrina Tudor, Lars Kamphuis, Laura Sharland				
<b>Acceptance of Previous Meeting:</b>	Bec Wilkinson, Ashlea Flanagan				
<b>Business Outstanding;</b>					
<b>President:</b>	<b>Jemma Iles</b>				
<b>Report:</b>	<p>Pay our respects to elders, past present and emerging.</p> <ul style="list-style-type: none"> <li>Thank you to our outgoing Committee members from 2023.</li> <li>Discussion on roles, communication, and balancing home/work balance for new Committee Members.</li> <li>Feedback from committee survey – reasons why doing for kids, keeping club going and joining auskick / juniors together, better outcomes for parents and players. Values of club top 3 – respect, inclusiveness and spirit.</li> <li>Jemma and Stella attended the South Metro Regional Development Council AGM – no significant items to report.</li> <li>SM RDC Sundowner event – Congratulations to Volunteer of the Year Winner – David Morgan!</li> <li>Exec Team – Weekly online meetings will commence in the new year, if other committee members want to raise an issue between main committee meetings, please reach out to one of the Execs</li> <li>Jets Open Day – 2024 – Nominations from Committee members required to establish a working group to start planning for our open day. Proposed Open Day date – Saturday 24 February 2024 at Harmony Oval. Stella will take the lead.</li> <li>Gala Day – The Club has agreed to support the WAFC with their PP-Yr 1 Gala Day. Date to be confirmed as we are waiting for the WAFL fixtures to come out so we can lock in an exact weekend, but the options could be; 27<sup>th</sup> / 28<sup>th</sup> July, 3<sup>rd</sup> / 4<sup>th</sup> August, or 10<sup>th</sup> / 11<sup>th</sup> August. Will advise once we hear back. If we get it let people know around area as well as also possibly food vans etc (last year long lines at canteen)</li> <li>Policy Review – Key Policies have been reviewed. No key changes to report, other than updating the Parent Code of Conduct Policy, to Parent and Guardian Code of Conduct Policy.</li> <li>Pre-Xmas Action List – All Committee members to raise and prioritise what needs to be done in 2023 so we don't miss cut off</li> </ul>				

	<p>dates, after Christmas items for noting at this meeting will be the focus in Jan 2024.</p> <ul style="list-style-type: none"> <li>JVP Role – Lars will stay on and if needs to leave rest of the committee will help out.</li> </ul>		
<b>Discussion Held:</b>			
<b>Action Items:</b>			
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Senior Vice President:</b>	<b>Stella McQuade</b>		
<b>Report:</b>	<ul style="list-style-type: none"> <li>With the Open Day creeping up quickly, I would like to get a little group together that would like to help organise. Stella happy to take lead. Date set as 24<sup>th</sup> Feb. Last year budget was \$2k including Monsta ball and sausage sizzle. Last year was 9am –12pm. Uniform shop set up.  Stella to get prices for amusements etc.</li> <li>Community Family day – Roar, Saturday 9 March. Showcase our sport, decorate with our banners, team colours, set you a come and try session, registrations, signups.</li> <li>Season 2024 Rule Changes:  Year 3 Male and Year 3/4 Female Competitions <ul style="list-style-type: none"> <li>Reduction in team size from 15 to 12 – reducing the team size will further enhance each player’s experience through improved involvement in scoring chains, scores, and overall touches of the football, fast-tracking the players development and competence.</li> <li>Coach removed from field – removing the coach from field will allow players to simply play the game with less on-field direction, improving decision making and problem solving. Will also ensure less involvement with umpires and their decisions, especially first year umpires who are building their confidence.</li> </ul> </li> </ul> <p>All Male and Female Modified Football (Y3-6)</p> <ul style="list-style-type: none"> <li>4 Club Officials in coaching box instead of 5 (Coach/Team Manager/Medic and Runner) – reducing the number of volunteers needed to deliver a game reduces the volunteer burden for clubs.</li> <li>Reducing the break times to 3 minutes quarter time, 8 minutes half time and 3 minutes three quarter time from 5-10-5 – streamlining the overall modified game time will improve green space capacity and lessen the time commitment required to participate at this age.</li> </ul> <p>All Junior Grades (Y3-12) Male and Female</p>		

	<ul style="list-style-type: none"> <li>• Raising the minimum game time from 50% to 60% - increasing the floor on game time will assist teams in achieving a more even game time allocation for their players.</li> <li>• Interchange Steward can now be combined with an assistant coach role if required – can reduce duplication, as many assistant coaches are monitoring player game time and can effectively fill both roles</li> </ul>
<b>Discussion Held:</b>	Asst coaches – how do we develop asst coaches if they have to run
<b>Action Items:</b>	Jemma to provide feedback re development of coaches if only having 4 club officials. Also feedback re interchange steward Stella to get prices for amusements.
<b>Responsibility:</b>	
	<b>Due Date:</b>
<b>Junior Vice President:</b>	<b>Lars Kamphuis</b>
<b>Report:</b>	<p>Registrations: 1 Y3, 3 Y5s and 1 Y6 player.</p> <p>Coaches EOI: Get Jackie to e-mail out the EOIs on January 1<sup>st</sup> with the attached template. All that is required is to add Trent’s contact details as the coaches coordinator.</p> <p>Registration blasts to the 2023 cohort of players (except the Y12s): Send e-mail out next week: Now that school is finished, make sure to register for the 2024 footy season. Repeat with a club Christmas message and a club Happy NY message in early January. Mid Jan send out the make sure to register by 15<sup>th</sup> Feb to be in with a chance to win your fees back. Final reminder a week before the deadline</p>
<b>Discussion Held:</b>	
<b>Actions Items:</b>	Send email re registrations
<b>Responsibility:</b>	
	<b>Due Date:</b>
<b>Treasurer:</b>	<b>Michelle Bradford</b>
<b>Report:</b>	<p>As of Monday evening</p> <ul style="list-style-type: none"> <li>• 7 player registration payments have been received and there is 1 in transit.</li> <li>• General Expenses is a reimbursement for a Police Check</li> <li>• Online Business Costs is Crazy Domains website cost</li> <li>• Subscriptions is Xero and Square</li> <li>• Telephone &amp; Internet is Optus (which Brooke will be seeking a reimbursement for)</li> </ul> <p>Current Bank Balances:</p> <ul style="list-style-type: none"> <li>○ Beyond Bank Visa - \$2,187.10</li> </ul>

	<ul style="list-style-type: none"> <li>○ Beyond Bank Savings - \$121,846.47</li> <li>○ CommBank - \$589.59</li> </ul> <ul style="list-style-type: none"> <li>● Atwell Fresh IGA outstanding balance of \$5,248.72 will be paid as soon as they get back to me with Bank Details. All expenses are already entered into Xero so there won't be any impact on P&amp;L. Going forward, I have asked them for fortnightly statements once the season commences.</li> <li>● Square payments are still set up to go into CommBank account - Jemma is working on this.</li> </ul> <p>Items for discussion:</p> <ul style="list-style-type: none"> <li>● I think it may be beneficial to look around for a new Accountant so we are getting value for money. I don't have any contacts but maybe there is someone in our Community who can help? Darryl - fees for sponsorship ?</li> <li>● Invoices for 2024 sponsorship will go out this month.</li> </ul>		
<b>Discussion Held:</b>	<p>Optus is cancelled over the summer period.</p> <p>Sponsorship proposals may go out in next few weeks - maybe go to local accountants.</p> <p>Query - Do we need to have an independent person not connected to club ?</p>		
<b>Action Items:</b>	Sponsorship proposals to go out. Check if need an independent person for club accountant		
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Registrar:</b>	<b>Brooke Wards</b>		
<b>Report:</b>	<p>We have 12 player registrations plus 4 auskick</p> <p>Committee members need to register as well as volunteer.</p> <p>Registrations opened 1 November.</p> <p>Dave M is now registrar for Seniors. Older kids encouraged to stay in juniors rather than going to seniors.</p> <p>Can we push registration information to club facebook pages for year levels.</p> <p>Dave is happy to help with fixturing and will do handover.</p>		
<b>Discussion Held:</b>	What's the plan for game day envelopes? Can drop to Brookes after game or club rooms.		
<b>Action Items:</b>	Send out info re registration to team fb pages. Ashley		
<b>Responsibility:</b>		<b>Due Date:</b>	

<b>Auskick Coordinator:</b>	<b>Bec Wilkinson</b>		
<b>Auskick Assistant:</b>	<b>Erin Mias</b>		
<b>Report:</b>	Lots of auskicker not ready to pay yet due to Christmas. Meeting with Erin next Thursday and possibly Mercy to look through things. Want to get the information out early to parents to help with drills etc.		
<b>Discussion Held:</b>			
<b>Action Items:</b>			
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Secretary</b>	<b>Jackie Sutherland</b>		
<b>Report:</b>	<p>Key Cards - Last year Girls coord didn't have one. Do we need more? Think should be ok for now.</p> <p>WWC and Police clearance for exec committee – still being completed.</p> <p>Uniform policy as outlined.</p> <p>Cockburn Volunteer Resource Centre – Volunteer cards</p> <p>Gazebo order - going to order 2.</p> <p>Equipment order - main equipment ordered.</p> <p>Bags to be ordered separately.</p> <p>New players Y8 and above are to get bags included.</p> <p>Registration banner – Current banner that was in Atwell needs to be replaced. Need to get 2-3 new banners made up. Aubin Grove, Atwell and Treeby</p> <p>Raffle – will we continue next year?</p>		
<b>Discussion Held:</b>	Will we look at chocolates? Probably not. Only \$20 made from each box.		
<b>Action Items:</b>	<p>Uniform Policy guidelines to be added to website (Jac to send to Ashley)</p> <p>Organise 3 registration banners - Jac</p> <p>Get information together about what is required for raffle tickets - Jac</p>		
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Coach Coordinator</b>	<b>Trent Flanagan</b>		
<b>Report:</b>	<p>Had a few registrations for coaches. Most years have coaches covered but will need a few more. Do we need to circle back to last year coaches.</p> <p>James is happy to do talk on coaches' night. Fallon is also happy to talk. possibly Warren to do a chat as well. Looking at both girls and boys coaches talking.</p> <p>May need to look at auskick numbers within teams. Suggestions to get info to team managers.</p>		

<b>Discussion Held:</b>	Do we need to circle back to last year coaches to follow up.		
<b>Action Items:</b>	Send last year coach info to Trent – (Jac to send list to Trent to follow up)		
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>All Girls Coordinator:</b>	<b>Kellie Jewell</b>		
<b>Report:</b>	Nil		
<b>Discussion Held:</b>			
<b>Action Items:</b>			
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Team Managers Coord</b>	<b>Kay Korver</b>		
<b>Report:</b>	Android not happening with rookie me. Last year 18 teams with I pads. 2 ipads need to be checked. Not to buy till we work out how many teams we have		
<b>Discussion Held:</b>			
<b>Action Items:</b>			
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Sponsorship &amp; Grants</b>	<b>Darryl Munro</b>		
<b>Report:</b>	<p>2 sets of jumpers replaced with sponsorships.  Training shirts to be included with one set of sponsorship.  Jemma and Daryl to catch up with Stephen Pratt  \$6k IGA and \$3k Glow Dental . Waiting to hear back from others.</p> <p>All sponsors are to be invited to open day.  Will send out sponsorship info to wider community.  Will be able to order in real time when move to the online shop with IDAthletic</p> <p>Look at social media calendar with Ash</p>		
<b>Discussion Held:</b>			
<b>Action Items:</b>	Social media calendar. Jumpers to be ordered.		
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Uniform &amp; Merch Coord</b>	<b>Mercy Thompson</b>		

<b>Report:</b>	Committee Shirts New polos, shorts etc track suits pants to be ordered.		
<b>Discussion Held:</b>			
<b>Action Items:</b>	Check stock and order uniforms etc required		
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Team Kit &amp; Jumpers</b>	<b>Kylie Gerhard</b>		
<b>Report:</b>			
<b>Discussion Held:</b>			
<b>Action Items:</b>			
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Equipment Manager:</b>	<b>Gary Vincent</b>		
<b>Report:</b>			
<b>Discussion Held:</b>			
<b>Action Items:</b>	Equipment and Gazebos to be ordered.		
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>Grounds &amp; Game Day Coordinator:</b>	<b>Vacant</b>		
<b>Report:</b>			
<b>Discussion Held:</b>			
<b>Action Items:</b>			
<b>Responsibility:</b>			
<b>Canteen Manager:</b>	<b>Tabitha Bond</b>		
<b>Report:</b>			
<b>Discussion Held:</b>			
<b>Action Items:</b>			
<b>Responsibility:</b>		<b>Due Date:</b>	
<b>IT / Social Media:</b>	<b>Ashlea Flanagan</b>		
<b>Report:</b>	Questions.		

	<ol style="list-style-type: none"> <li>1. Email on fb. Do we want it to be one generic email. (info etc).</li> <li>2. End date for Official group</li> <li>3. FB more access required. Linking instagram to fb page.</li> <li>4. Changing website around to update</li> <li>5. Instagram linked to registrar hotmail - have changed to social media email. Phone number changed. Not sure whose it was.</li> </ol>
<b>Discussion Held:</b>	
<b>Action Items:</b>	Email on fb to be <a href="mailto:contact@jandakotjetsjfc.com">contact@jandakotjetsjfc.com</a> (this will go to all exec members)
<b>Responsibility:</b>	<b>Due Date:</b>
<b>Events / Fundraising</b>	<b>Katrina Bunter</b>
<b>Report:</b>	
<b>Discussion Held:</b>	
<b>Action Items:</b>	
<b>Responsibility:</b>	<b>Due Date:</b>
<b>First Aid Coordinator:</b>	<b>Donna McLeod</b>
<b>Report:</b>	Nil
<b>Discussion Held:</b>	
<b>Action Items:</b>	
<b>Responsibility</b>	<b>Due Date:</b>
<b>Jandakot Jets Seniors:</b>	
<b>Discussion Held:</b>	
<b>General Committee:</b>	<b>Helen Vincent, Lars Kamphuis, Laura Sharland</b>
<b>Report:</b>	<p>Mailchimp – add Ashley.</p> <p>Who is actually on mailchimp? Lots of auskickers don't receive.</p> <p>Team photo of committee with new polos and also get a committee photo on photo night.</p> <p>Photos about all committee to put out to club members so they know who everyone is.</p>



	<p>All photos sent to one spot.</p> <p>2023 Year book - did we order ? Check with Dave</p> <p>People on leave</p> <p>25 Jan – 13 Feb - Jemma Away</p> <p>17 - 27 Jan - Bec away</p>		
<b>Discussion Held:</b>			
<b>Action Items:</b>	<p>Add Ashley to mailchimp.</p> <p>Update mailchimp list.</p>		
<b>Responsibility</b>		<b>Due Date:</b>	
<b>Time ended</b>	8.05pm	<b>Next Meeting – 10 January</b>	Click or tap to enter a date.