

## MINUTES | Water Polo ACT Board Meeting

<b>Date</b>	Wednesday, 11th October 2023
<b>Time</b>	6:30pm-8:00pm
<b>Venue</b>	Online - Zoom
<b>Invited</b>	Matt Turnbull (MT) Tim Bennett (TB) - joined at 6:45pm Alexandra Spark (AS) Liam Shepherd (LS) Viviana Torres (VT) Ryan McDermott - CEO (RM)
<b>Apologies</b>	N/A
<b>Absent</b>	N/A

### 1. Welcome

A quorum was present and the meeting opened at 6:30pm.

Vivianna Torres was welcomed to the board.

An acknowledgement of country was given.

*Water Polo ACT acknowledges the Traditional Owners of Country the Ngunnawal and Nambri People and recognises their ongoing connection to lands, waters, and communities. We pay our respects to the continuation of cultural, spiritual, and educational practices of Aboriginal and Torres Strait Islander peoples and to Elders past, present and emerging.*

### 2. Apologies

No apologies received. All board members in attendance.

### 3. Conflict of Interest Declarations

A conflict of Interest register was introduced and procedures to mitigate risks were discussed.

**Action:** Board members to add conflicts of interest to the register.

### 4. Approval of previous board minutes

**Resolution:** The board resolved that the minutes from the previous meeting, previously circulated by email and contained in the board papers, be **approved** as a true record of the 13th September board meeting.

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## 5. Action items

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The board **noted** that all matters arising were either complete, not yet due or covered in the meeting agenda.

**Updated Action:** MT to place national policy adoption procedures on the WPA AGM agenda. This is to be discussed by the state presidents first.

**Action:** RM to secure NSC payments data for the next 5 years.

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## 6. Policy and procedures

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The board discussed the following policies or procedure documents, previously circulated by email and contained in the board papers:

- Board Induction Pack
- Board Charter
- Finance, Risk and Audit Committee (FRAC) Charter
- WPACT Board Meeting Calendar
- Conflict of Interest Policy

**Resolution:** The Board **approved** all policies and procedures with minor adjustments to the Board Meeting Calendar.

**Action:** A water polo specific video is to be included in the induction pack for directors outside of the water polo community.

**Action:** All documents to be placed on the WPACT website and circulated to CWPC if appropriate.

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## 7. CEO Update

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RM presented the following items that were **discussed** by the board:

- Current significant issues
  - CEO remuneration and working hours to service the Wagga Water Polo Association.
- Strategic plan update
  - No major update
- Risk update
  - The transition of Wagga Wagga Water Polo to Water Polo ACT has successfully occurred with no major issues. WPNSW have confirmed that WPACT clubs are welcome at all their events.
- WPA items
  - WPA has committed funds towards the following areas - Project 10x and Learning and Development

**Resolution:** The board approved the updated CEO remuneration and working hours.

**Action:** RM to track Wagga hours and travel expenses for future budget forecasting.

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## 8. Finance update

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RM presented the following financial reports, previously circulated by email and contained in the board papers that were **discussed** by the board:

- Profit & Loss Report
- Balance Sheet Report

**Action:** FRAC to assist RM in establishing accrual accounting policies and procedures to be applied to WPACT financial statements.

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## 8. Presidents update

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MT presented the following items that were **noted** by the board:

- Belgravia's appointment to manage ACT pools. The Aquatic Alliance has had very positive early discussions with Belgravia.
  - MT congratulated RM on a successful transition of Wagga Wagga Water Polo Assoc. to WPACT.
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## 9. Community Water Polo Committee

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RM presented the October CWPC meeting minutes that were **noted** by the board.

The board **discussed** the possibility of changes to the model rules and reporting requirements associated with incorporated associations.

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## 10. Other Business

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There were no items of other business.

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Meeting closed at 8:10pm. Next meeting: TBC