

# Minutes



Date: 08/12/2025

Location: Donnybrook Recreation Centre

## In Attendance

Sami Harwood, Katherine Goldsworthy, Callan Davis, Haylee Morris

**Meeting opened by president Katherine Goldsworthy at 16:38**

**Minutes of previous meeting reviewed and accepted by Haylee Morris**

## Discussion

### Constitution

- Discussed constitution prepared by Rosemary Giles
- Document reviewed by Sami Harwood, Haylee Morris and Katherine Goldsworthy
- No questions or issues raised
- Voted to adopt - 4
- Objections - 0
- Constitution signed by Katherine as President and Haylee as Treasurer

### Sponsorship

- Formally announced Talison Lithium as new sponsor. After applications and discussion between Sami Harwood and Talison Lithium, Talison have approved a donation of \$5000 for new hire skates and repairs to existing skates. Skate rack at the centre to be cleaned and painted and have club logo and Talison logo visible on the side. Hire skates will be available for public use in classes and skate sessions and new skates will be purchased to replace the old skates which are unsafe and to add sizes which we have little or none of.
- Sami Harwood in discussions with Bendigo Bank Donnybrook to explore potential sponsorship. Awaiting response from Bendigo currently.
- Sami Harwood in discussions with KCM/Kitchen Formation to explore potential sponsorship options. Awaiting response from KCM currently.
- Sami Harwood prepared a sponsorship pack outlining the club information and potential 'wish list' for sponsors.
- Raised for sponsorship pack to be sent to members via email for review.
- Sami Harwood enquired with Monadelphous regarding sponsorship options. Reply received advising grant applications open in Feb 2026. Sami Harwood to submit application when grant applications open.

## **Affiliation with Skate Australia and Skate WA**

- Paperwork has been lodged with Skate Australia by Katherine Goldsworthy.
- Katherine Goldsworthy spoke with Skate Australia again last week and confirmed Revolutionise access will be sent out when the next registration period opens
- Current registration period expired 31/12/2025 and Revolutionise access is expected prior to this
- Katherine Goldsworthy will monitor the club email to check on status of this and will communicate to members as soon as it becomes available.

## **Fundraising:**

- Sami Harwood has spoken with Bunnings Bunbury regarding a sausage sizzle fundraiser. Bunnings have accepted and provided some dates that are available for booking however they need a copy of the public liability insurance.
- Our skaters have their own insurance through Skate Australia membership, and our public classes are covered under the Donnybrook Rec Centre public liability so the club doesn't currently have insurance for external fundraisers.
- Katherine raised that this is possibly covered under club registration and she will check this when Revolutionise access is given.
- If this is not included in club registration, Katherine will explore options with a business insurance broker to check on policy coverage and costs.
- Other fundraising ideas raised - sausage sizzle at Brunswick show, Stall at Donnybrook Apple festival, bake sale
- Stall holder fee is \$0 for Donnybrook Apple festival which could be a good option for the club to have a stall here
- *Deferred* - This will be further raised/discussed at next meeting once liability insurance is confirmed

## **Membership Packs:**

- Katherine Goldsworthy raised proposal to create membership registration 'welcome' packs with important information for new members.
- These would include class schedules, class levels information sheet, uniform order form, competition calendar for the relevant year, code of conduct, list of current committee members, payment information sheet and the competition readiness information sheet.
- Haylee Morris suggested offering a digital or paper option for the new member to choose which option they would prefer.

## **Club Registration Fees**

- Katherine Goldsworthy raised requirement to determine pricing for club registration as registration period starts 01/01/2026
- Raised option of new registration vs returning with the new registration fee being higher but including a club shirt for new members.
- Discussed options for parent and skater registration fees
- Annual Club Registration Fees were decided as follows:

*New member (Skater) - \$140 (includes a club shirt)*

*Renewal member (skater) - \$100*

*Parent - \$50 (option to add a shirt at additional cost)*

- Skate Australia fees will be separate from the club fees

## **Development Competition - 07/02/26**

- Katherine Goldsworthy raised that she has put forward our club to host the first development competition of the 2026 season
- Competition proposed for 07/02/2026
- To be held at the Donnybrook Recreation Centre
- This will be an open competition with other clubs welcome to attend
- Club member participation in set up, pack down, marshalling, MC, floor sweeping, judging etc will be needed to ensure the competition run smoothly
- Members present decided on an expression of interest to be sent to gauge availability from club members to assist with tasks.
- Cut-off date for expressions of interest to be 18/01/26 to ensure adequate time for planning prior to the event
- Katherine to touch base with Leah and Carole Herbert to discuss whether they would be available to judge. Potential to have Shelby and Noodle assist as they have prior experience.
- Sami Harwood to create an expression of interest document and distribute to the club members
- This will be reviewed at next meeting, where roles will be delegated if members have not selected a preferred task.

## **Advertising**

- Katherine Goldsworthy has created flyers for our learn to skate classes which we can now distribute.
- The Donnybrook Rec Centre is holding a public skate on 19/12/2025 and have offered to advertise classes during the session. We will provide flyers to be given out to anyone who is interested in classes.
- Flyers will also be posted at Donnybrook IGA on the community noticeboard - Sami Harwood to follow up
- Katherine Goldsworthy to reach out to the Preston Press to ask about advertising the club in their newspaper.
- Katherine Goldsworthy will also reach out to schools to discuss potentially distributing flyers to students
- Proposed to hold further free learn to skate classes in the upcoming school holidays
- Sami Harwood and Katherine Goldsworthy are regularly sharing the learn to skate class information via social media to surrounding areas including Bunbury, Bridgetown, Kirup, Eaton, Australind.

## **Club bank account**

- Club business banking account to be opened with Commonwealth Bank
- Katherine Goldsworthy, Haylee Morris and Sami Harwood to be signatories to account

## **Next meeting schedule**

- Next meeting to be scheduled for prior to development competition to ensure we have coverage of roles
- Also to check in on memberships and ensure registrations have been completed prior to competition season
- Meeting scheduled - Monday 19<sup>th</sup> January 4:30pm at Donnybrook Rec Centre

**Meeting closed by Katherine Goldsworthy at 5:40pm**

# For Action

ITEM	PERSON RESPONSIBLE
Distribute Sponsorship Info Pack to members	Sami Harwood
Create a Membership Pack (Welcome Pack)	Sami Harwood, Katherine Goldsworthy, Haylee Morris
Follow up Revolutionise access with Skate Australia	Katherine Goldsworthy
Post flyer on community notice board at Donnybrook IGA	Sami Harwood
Contact local schools to distribute flyers	Katherine Goldsworthy
Create Expression of Interest form for competition volunteers and distribute to members	Sami Harwood
Club bank account to be opened	Sami Harwood, Katherine Goldsworthy, Haylee Morris
Contact Preston Press regarding advertising	Katherine Goldsworthy
Insurance - Ongoing to be addressed once registration is completed	Katherine Goldsworthy