

AWTTA – Meeting Minutes

Date: 25 / 03 / 2019

Location of Meeting: 471 North Street, Albury, NSW 2640

Start of Meeting: 18:00

Status: Approved

Present: Terry Caldwell (President), Kerry Bell (Secretary), Rick Woods (Treasurer), Barbara Manley, Ian Radley, Bas Smeulders, Darryl Young

Apologies: Bill Farrell (Vice-President), Ivan Church

Absent: Nil

Agenda Item 1: Meeting Minutes from previous meeting, date 28 / 01 / 2019

Mover: Young, Darryl **Seconder:** Radley, Ian

The minutes of the previous meeting held on 28 January 2018 have been approved without any changes.

Agenda Item 2: Matters Arising from Previous Meeting

Mover: - **Seconder:** -

- Agenda Item 6. It has been decided to stop the submission for the grant, due to the lack of an AWTTA strategic plan;
- Agenda item 11 will be moved to the action item list;
- Agenda item 18 will be moved to the action item list

Agenda Item 3: Action Items – See Attachment 1

Mover: - **Seconder:** -

- Item 02/18: The amount of \$6,000.00 has been received from the Commercial Club. Item closed
- Item 04/18: Calendar up to date. There is no expected end date
- Item 09/18: Cost for painting the back walls has been requested. Expected end date changed to 27 May 2019
- Item 10/18: No updates. Expected end date changed to 27 May 2019
- Item 11/18: Still waiting for information. Expected end date changed to 27 May 2019
- Item 13/18: Expected end date changed to 27 May 2019
- Item 14/18: In August 2019 the number of participants will be reviewed and with enough participants the sessions will continue. Expected end date changed to 16 September 2019
- Item 15/18: AWTTA has received a few vouchers and will continue to promote the Active Kids Vouchers. Expected end date changed to 27 May 2019
- Item 16/18: There has been no response from the Federal Sports Funding. Expectation is that the Grant Application has not been approved. Item closed



- Item 17/18: Terry Caldwell and Ian Radley will remain responsible for the information on the new AWTTA website www.awtta.or.au. There is no expected end date
- Item 18/18: No updates. Expected end date changed to 27 May 2019
- Item 19/18: Barbara Manley has been sending emails to businesses, but no response received. Barbara is the action item holder. Expected end date changed to 27 May 2019
- Item 21/18: Due to the absence of Bill Farrell this item has been moved to the next meeting. Expected end date changed to 27 May 2019
- Item 01/19: Bas Smeulders has investigated the table tennis equipment stock. The following findings were found:
 - The total cost of the stock present at the club is over \$1,900.00;
 - The pricing of the stock items is randomly done, without any approved guidelines by the committee;
 - No process in place to keep track of the stock, no stock counting and no specified sales descriptions;
 - The prices of the goods received from Affordable Table Tennis are whole sale prices.

Bas Smeulders proposed the following:

- The pricing of the stock should be transparent and therefore the pricing of the items will be 20% on top of the wholesale price, except when the price of the item becomes more than the website price. In this case the price of the item will be equal to the website price;
- No postage & handling costs will be added;
- A stock count will be done within an interval to be decided by the committee;
- A specified sales description.

A few members of the committee did not approve the above-mentioned proposals, because this would be too difficult and not necessary.

Ian Radley proposed the following motion:

Add 20% to the price on the received invoices, reduce the stock significantly and no tracking process of the sales.

Mover: Radley, Ian **Seconder:** Bell, Kerry

The motion has been accepted by vote: 6 for and 1 against.

Item closed

- Item 03/19: Ian Radley, Janet Dennis and Cody Luton have worked hard to start up the new website and within 3 weeks after the previous Committee meeting the website and the new scoring system for the Pennants have been realised. The website www.awtta.org.au is up and running and replaces the existing one.

The committee would like to thank Ian, Janet and Cody for their efforts to implement the new website in such a short period.

Item closed
- Item 04/19: Enquiries have been made to seek advice and quote for painting the rear shed. This resulted in sending an email to the General Manager of Solver Wodonga, Graham McDonald. Graham McDonald will ask Solver Paints to donate whatever is required. Expected end date changed to 27 May 2019



Agenda Item 4: Correspondence – Mail/Email

Mover: Woods, Rick **Seconder:** Radley, Ian

- In: **David Smith.** Email stating the resignation from all duties associated with AWTTA
- In: **Vision Australia Group.** Further correspondence to the earlier emails
- In: **Bunnings Albury.** The Bunnings Sausage Sizzle will take place on 16 June 2019 at the Albury Bunnings Warehouse
- In: **Commercial Club Albury Ltd.** Donation of \$6,000.00 as Major Sponsor of the AWTTA for 2019
- In: **Interact Sport.** Stating that AWTTA should start investigating in a new competition management platform
- In: **Digital Pacific, 2x.** Cost overview of the new website and client account details. The product/service is “Personal Web Hosting – cPanel – Personal Standard Web Hosting.
- In: **Border Locksmiths, 2x.** 2 invoices, specifications not available
- In: **Rodney Keen Electrical, 2x.** Tax Invoice 1212 (\$694.10) and Tax Invoice 1250 (\$331.10)
- In: **Affordable Table Tennis.** Tax Invoice 22112 (\$162.45)
- In: **J.J. Richards.** Invoice month Feb 2019
- In: **Telstra, 2x.** Invoices for month Feb 2019 and March 2019
- In: **Bendigo Bank, 2x.** 2 Bank Statements
- In: **Origin.** Invoice
- In: **Elders Insurance.** Annual Insurance
- In: **2019 Census.** Information request from Table Tennis Australia
- Out: **Albury City.** Event Partnership Request for the AW Keenagers Tournament
- Out: **Commercial Club Albury.** Thank you note for the sponsorship for 2019
- Out: **Solver Wodonga.** Request for advice and cost for painting the rear shed
- Out: **David Smith.** Acknowledgement of the resignation of David Smith by the President

Agenda Item 5: Treasurer’s Report

Mover: Manley, Barbara **Seconder:** Radley, Ian

In relation to last year’s report, the Pennant fees and canteen takings were down, the Schools/groups and Keenagers fees were up. Electricity costs were up, but this can be related back to the instalment of the new lighting system and extension of the Sports Centre in 2018. No till shortages reported. Overall February 2019 had a surplus.

Agenda Item 6: Heaters Costing \$8,000 installed

Mover: - **Seconder:** -

An investigation for the replacement of the heaters above the referee chairs has been started. An estimate has been requested.



proposal will be submitted to the members during the AGM or Special Meeting to be voted on. Item will be moved to the Action Item List.

Bas Smeulders will provide a draft proposal text to be included in the Constitution to describe the future structure of the Committee, e.g. President is a Keenager, then the Vice-President should be a Pennant player; the mixture of Committee members should be 4 of one group and 5 of the other group. The reason for this proposal is that AWTTA has two main groups (Keenagers and Pennants) and they should be equally represented in the Committee. Item will be moved to the Action Item List.

Agenda Item 22: Cash Drawer

Mover: Radley, Ian **Secunder:** Woods, Rick

The existing cash drawer cannot be repaired anymore. Ian Radley will order a new cash drawer and the till will work again as it should do.

Agenda Item 23: Tournament Management

Mover: - **Secunder:** -

The management of tournaments taking place at the club has been outsourced already for several years. This works fine and AWTTA will continue with outsourcing the management.

Agenda Item 24: Trophies

Mover: - **Secunder:** -

Pennant players have suggested to change the Trophies for the finalist of the Pennant Competition for the 4 Divisions.

Ian Radley proposed the following:

- Mugs and a Hand Towel for the winners of the various competitions;
- A Hand Towel for the runners up of the various competitions;
- Leading player trophy will be decided upon in a later stage;
- Thoughts are to keep the normal trophies for the younger players in Division 4.

The Mugs and Hand Towels have to be bought in bulk to keep the price low.

The coming year will be a test case.

Agenda Item 25: New Season

Mover: - **Secunder:** -

Request for ideas for promotions. Ian Radley will look into it.

Agenda Item 26: Country Week

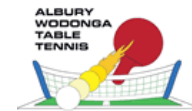
Mover: - **Secunder:** -

The dates for the Victorian Country Table Tennis Championships 2019 are 06-08 June 2019 and will be held again at the Bendigo Table Tennis Stadium.

The entry of teams closes by Friday, 04th of May 2019. The tournament may be limited to 114 teams.

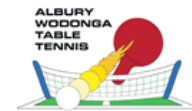
AWTTA will pay the Country Week Tournament fees.

Terry Caldwell will address Country Week Tournament in his monthly information email.

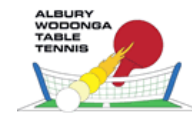


Attachment 1: AWTTA – Action Items

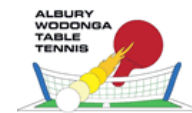
Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
01/18	Lease with Albury City to be extended beyond 2018	Bell, Kerry	10 Dec 18	28 Jan 19	The lease has been extended for 1 year	Yes
02/18	Verify Commercial Club Albury Sponsorship for 2019	Bell, Kerry	Click or tap to enter a date.	Click or tap to enter a date.	Kerry has contacted Commercial Club. The amount asked for is \$6000.00 and received.	Yes
03/18	Life member photos to be hung up	Radley, Ian	-	28 Jan 19		Yes
04/18	Calendar for 2019	Caldwell, Terry	10 Dec 18	-	Calendar up to date	No
05/18	Confirmation of Vic Junior Open 2019 (See 07/18)	Caldwell, Terry	-	28 Jan 19	AWTTA is not hosting the Vic Junior Open 2019	Yes
06/18	Nights of Pennant competition 2019	Radley, Ian	03 Dec 18	10 Dec 18	Has been finalised	Yes
07/18	Commercial Club Sponsorship Vic Junior Open 2019 (See 05/18)	Caldwell, Terry	-	28 Jan 19	AWTTA is not hosting the Vic Junior Open 2019	Yes
08/18	Arrangements sausage sizzle at Coles Wodonga early 2019	Bell, Kerry	01 Oct 18	18 May 19	The date is booked for 18 th of May 2019. Leonie O'Haire is coordinating with Coles Wodonga.	No
09/18	Painting back walls black	Bell, Kerry	-	27 May 19	Kerry will negotiate with some Keenagers. Is on hold till the outcome of the Federal Grant Application is known. Grant not approved. Cost for painting the back walls has been requested.	No
10/18	Investigation of new till with credit card facilities	Bell, Kerry Radley, Ian	10 Dec 18	27 May 19	Has been investigated, no proposed changes. Maintain existing till	No
11/18	Security camera to stop money missing	Radley, Ian	10 Dec 18	27 May 19	Still waiting for information.	No



Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
12/18	Security code for new committee members	Bell, Kerry	10 Dec 18	-	Security codes are held by Kerry and issued with keys to those the committee endorses	No
13/18	Negotiate slight boundary change with Albury City Council to provide space for change rooms (See 18/18)	Bell, Kerry	-	27 May 19	Kerry has requested Tony Pringle to draw some plans. Until plans are received, nothing can be done. Background: Council has been asked, if land could be made available for changing rooms.	No
14/18	Encouraging after-school sessions for juniors, including coaching and games	Caldwell, Terry	-	16 Sep 19	Terry will take expressions of interest. With 6 starters the after-school sessions will start. Cody is happy to manage the sessions. Terry suggested that Cody will be paid the same rate as he is paid for school sessions. August 2019 the numbers will be reviewed and decision to continue will be made.	No
15/18	Encouraging NSW students to take-up Active Kids Vouchers and use them for Table Tennis	Caldwell, Terry	-	27 May 19	Terry will contact all schools prior to the 2 nd Season. The promotion group might include the inclusion of AWTTA in the Border Mail's promotion of the Active Kids program	No
16/18	Address whatever response we get for the Federal Sports Funding application	Select Member	Click or tap to enter a date.	Click or tap to enter a date.	No response received from the Federal Sports Funding. Expect that the Grant Application has not been approved.	Yes
17/18	Maintaining information stream website	Caldwell, Terry Ian Radley	03 Dec 18	-		No
18/18	Club Extension, including changerooms (See 13/18)	Bell, Kerry	-	27 May 19	Kerry has requested Tony Pringle to draw some plans. Council have promised to fund either on the 1/3, 1/3, 1/3 or 50/50 system. Costing will be acquired when plans have been finalised.	No
19/18	Sponsorship Small business	Manley, Barbara	-	-	Barbara has been sending emails to small businesses, but no response received	No



Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
20/18	GTG Grant, contact ethnic communities	Select Member	-	-	Is finished. No information available	Yes
21/18	Notice Board – Wording of new board still requires some attention	Farrell, Bill	10 Dec 18	27 May 19	During the meeting of 28 Jan 19 a few changes have been suggested	No
01/19	Pricing proposal and inventory list for equipment stock	Smeulders, Bas	28 Jan 19	25 Mar 19	See minutes of Committee meeting held on 25 March 2019	Yes
02/19	Fumigation of the Sports Centre (every 2 year)	Bell, Kerry	28 Jan 19	27 May 19	Darryl Young has volunteered to fumigate the Sports Centre with off-the-shelve pesticides, which are also used by the fumigation companies	No
03/19	Investigate and implement a new Website Host for providing club information and Pennant Competition details	Radley, Ian	28 Jan 19	30 Dec 19	Cooperate with the Pennant Coordinators, especially David Smith. New website is up and running, including the Pennant Competition Details and Ian Radley is the webmaster.	Yes
04/19	Paint rear shed	Bell, Kerry	28 Jan 19	27 May 19	Kerry provided a cost estimate of \$80.00 Expect to receive the paint as a donation from Solver Paints Australia	No
05/19	Unity within AWTTA	Manley, Barbara	28 Jan 19	31 Dec 19	Some club members feel friction between the Keenagers and Pennant players. This should be dealt with. Could be achieved by organising internal events/tournaments	No
06/19	Lighting and floor planning	Bell, Kerry	28 Jan 19	27 May 19	The lighting has to be moved on the left side of the hall (courts 08 – 14) to be in the same position as the lighting on courts 01 – 07. Also the tables have to be positioned in the centre of each court. Each court has a length of 10.8 metres.	No
07/19	Constitution Paragraph 35 and 36	Caldwell, Terry	25 Mar 19	27 May 19	Draft proposal for the amended text of Paragraph 35 and 36 of the Constitution	No
08/19	Committee Structure	Smeulders, Bas	25 Mar 19	27 May 19	Provide a draft proposal regarding the structure of the Committee for inclusion to the Constitution	No

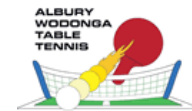


Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
09/19	Grand Final Nights Pizza	Radley, Ian	25 Mar 19	27 May 19	Investigate new options for food during the Grand Final Nights	No
10/19	Promotion Board	Manley, Barbara	25 Mar 19	15 Jul 19	Investigate to acquire a promotion board like the Netball clubs have	No
11/19	Smaller Table Tennis Table	Manley, Barbara Kerry Bell	25 Mar 19	15 Jul 19	Investigate the possibilities to have a smaller table tennis table to be used by smaller children during promotions of the AWTTA	No
12/19	Arrangements sausage sizzle at Bunnings Warehouse Albury in 2019	Bell, Kerry	25 Mar 19	15 Jul 19	The date for the sausage sizzle at Bunnings Warehouse Albury is set at 16 June 2019	No
		Select Member	Click or tap to enter a date.	Click or tap to enter a date.		Y/N
		Select Member	Click or tap to enter a date.	Click or tap to enter a date.		Y/N
		Select Member	Click or tap to enter a date.	Click or tap to enter a date.		Y/N



Attachment 2: AWTTA – Overview Grants

Grants	Amount	Status	Spend on / expected spending on	Provided by	Remarks
01/18	\$65,000.00	Successful	<ul style="list-style-type: none"> Stadium extension Equipment Lighting Black boarding around the lower part of the walls 	Albury City	
02/18	\$65,000.00	Successful	<ul style="list-style-type: none"> Stadium extension Equipment Lighting Black boarding around the lower part of the walls 	Albury City	Interest-free loan to be paid off over 10 years from 2019
03/18	\$500.00	Successful	<ul style="list-style-type: none"> Tournament prizes and promotion (including banners) 	Albury City	Pre-July for 2017-2018 year Post-July for 2018-2019 year
04/18	Unknown	Successful	<ul style="list-style-type: none"> Paid for the female participants in the TOPS course 	TTV	
05/18	\$5,000.00	Successful	<ul style="list-style-type: none"> Extra Ladies toilet Refurbishment of Disability toilet Improvements to facilities for disabled Floor covering Improvement to the foyer area 	Bendigo Bank Community	Together with Grant 06/18
06/18	\$1,000.00	Successful	<ul style="list-style-type: none"> Extra Ladies toilet Refurbishment of Disability toilet Improvements to facilities for disabled Floor covering Improvement to the foyer area 	2AY/Border Trust	Together with Grant 05/18 Acquittal document has been submitted in January 2019
07/18	\$7,200.00	Successful	<ul style="list-style-type: none"> Providing opportunities to non-members, e.g. community groups; group unemployed people in a specialised program; subsidising school activities; paying for male participants in TOPS courses to have coaches available for external users 	G4G (Giving for Grassroots) Sports4everybody	



Grants	Amount	Status	Spend on / expected spending on	Provided by	Remarks
08/18	\$5,000.00	Successful	<ul style="list-style-type: none"> Annual sponsorship 	Commercial Club	
09/18	\$3,000.00	Successful	<ul style="list-style-type: none"> Victorian Open Juniors Tournament Sponsorship 	Commercial Club	Meant a significant increase in prize money
10/18	\$500,000.00	Unsuccessful	<ul style="list-style-type: none"> Solar panels Changerooms with showers Stadium flooring Heaters 	Federal Sports Funding	Max \$500,000 without requirement for matching funds. No response received.
11/18	\$110,000.00	To be Submitted	<ul style="list-style-type: none"> Men and ladies changerooms with showers and toilets to be built at the end of the stadium 	Albury City Council	Initial verbal approval provided by council officers on a visit (Minutes 2018-06-11). It is only a plan at this stage. See also Action Items 13/18 and 18/18
12/18	\$4,000.00	To be Submitted	<ul style="list-style-type: none"> Forthcoming projects 	TTA	50/50 grant (Minutes 2018-06-11)
13/18	\$10,000.00	Successful	<ul style="list-style-type: none"> Refurbish kitchen 	NSW Sporting Club	



Grants	Amount	Status	Spend on / expected spending on	Provided by	Remarks
01/19	\$25,000 - \$250,000	To be Submitted	<ul style="list-style-type: none"> • Increasing participation in sport and/or physical activity, particularly amongst inactive Australians, including: <ul style="list-style-type: none"> ○ Women and girls ○ Early years (age 3-7) focus on the development of Physical Literacy ○ Youth (ages 13-17) ○ People from rural and remote communities ○ People with disability ○ People from culturally and linguistically diverse communities ○ Aboriginal and Torres Strait Islander People ○ Low-medium income households or Low Socio-Economic Status (SES) • Building awareness and understanding of the importance of physical activity within target populations – Aligned to the “Move It Aus” campaign • Implementing new or scaling up successful, evidence-based initiatives/projects specifically designed to address the complex barriers to participation that inactive populations face 	Move It Aus (Australian Government – Australian Sports Commission)	<p>Final Submission Date: 18 February 2019, 17:00 AEST</p> <p>AWTTA did not go forward with the submission, due to the lack of a Strategic Plan.</p>
02/19	\$6,000.00	Successful	<ul style="list-style-type: none"> • Annual Sponsorship 	Commercial Club	Received
03/19	\$800.00	Successful	<ul style="list-style-type: none"> • Tournament promotion and Prizes 	Albury City Council	Received
		Choose an item.	<ul style="list-style-type: none"> • 		
		Choose an item.	<ul style="list-style-type: none"> • 		