

## AWTTA – Meeting Minutes

Date: 15 / 07 / 2019

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

**Start of Meeting:** 18:00

**Status:** Approved

**Present:** Terry Caldwell (President), Bill Farrell (Vice-President), Kerry Bell (Secretary), Rick Woods (Treasurer), Ian Radley, Bas Smeulders, Darryl Young, Ivan Church

**Apologies:** Barbara Manley

**Absent:** -

### **Agenda Item 1: Meeting Minutes from previous meeting, date 27 / 05 / 2019**

**Mover:** Radley, Ian      **Seconder:** Church, Ivan

The minutes of the previous meeting held on 27 May 2019 have been approved with the following changes.

#### **Agenda Item 3, Item 11/18:**

Ian Radley provided a pricing for a security system of \$1,500.00. No more money has gone missing after the drop safe was installed. Some members of the Committee questioned if it was still necessary to install a security camera, especially with the high costs involved.

The majority of the Committee members believe that the costs of installing a security camera do not outweigh the necessity to increase the security with the drop safe in place.

#### **Agenda Item 5:**

Due to an error on the Treasurer's report of May 2019 it stated that the Keenagers fees were done in May 2019, but the Keenagers fees were up and this will be reflected in the previous meeting minutes.

### **Agenda Item 2: Matters Arising from Previous Meeting**

**Mover:** Select Mover      **Seconder:** Select Seconder

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### **Agenda Item 3: Action Items – See Attachment 1**

**Mover:** Select Mover      **Seconder:** Select Seconder

- Item 10/18: Still under investigation
- Item 13/18: Members of the city council visited the club. The subject came up, but there are specific plans yet. The council has approved the Greenfield Park Master Plan, but there is no mention of slightly changing the boundary. Will be continued to receive a positive result.
- Item 15/18: Terry Caldwell is attending a meeting on 16 July 2019 where the Active Kids Voucher 2 will be presented.
- Item 17/18: Request to add a link to the medical insurance of TTV.



- Item 04/19: Has been delayed. Solver Paints has been taken over by another company, but it is still expected that AWTTA will receive the paint as a donation.
- Item 07/19: Paragraph 35 of the constitution has been revised and approved by the Committee. The draft text will be submitted to the members to be approved during the AGM.
- Item 08/19: Some members have provided comments, but nothing structural. Next meeting a more thorough discussion should take place.
- Item 10/19: Darryl Young has been requested to estimate the costs to develop a Promotion Board. Due to its proposed location, it is suggested to make 2 promotion boards. The suggested location is on both sides of the veranda facing North Street.
- Item 11/19: A medium sized table tennis table has been acquired. Item closed.
- Item 12/19: The sausage sizzle provided a positive result, but less than expected. Item closed.
- Item 13/19: Ian Radley investigated prices of various Energy providers and showed that Red Energy will be the cheapest Energy provider.

The following motion has been proposed:

AWTTA to change Energy providers from Origin to Red Energy and to monitor the prices of the Energy providers on a yearly basis.

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

The Committee has approved the motion unanimously.

Kerry Bell will make the necessary changes.

- Item 14/19: The Raffle is ongoing. Possible projects where the Raffle proceeds can be used for are: flooring, heating, solar panels, etc.
- Item 15/19: Bill Farrell will take the lead to develop the Strategic Plan. It is suggested to create a sub-committee with various members from the club.
- Item 16/19: It has been decided that the problem is not as bad as thought. Table tennis table covers are not needed. The item has been closed.

#### **Agenda Item 4: Correspondence – Mail/Email**

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

In: **The usual invoices, Telstra, J.J. Richards, Origin**

In: **Table Tennis Victoria:** Child Safe Policy

In: **Table Tennis Australia:** AWTTA has been granted the total of \$1,000.00 for our submitted project

In: **My Community Project:** AWTTA application MCP19-03661, Hygiene Upgrade has been included in the public vote in our electorate. Voting opens on 15 July 2019 and closes on 15 August.

The application is for providing adequate toilet and shower facilities at the club.

Members are requested to raise awareness of the project and encourage people to vote at [mycommunityproject.service.nsw.gov.au](http://mycommunityproject.service.nsw.gov.au) or at the local Service NSW Centre.

For more information on how to vote, visit [nsw.gov.au/mycommunityproject](http://nsw.gov.au/mycommunityproject).

In: **Wormald Australia Pty Ltd:** Invoice for supplying and installing 2.5 Kg ABE Fire Extinguisher.



**Agenda Item 5: Treasurer’s Report**

**Mover:** Church, Ivan      **Secunder:** Radley, Ian

The Treasurer provided the report for June 2019. The overall trend is that in relation to last year’s report, the Pennant fees were down, the Schools/groups and Keenagers fees were up. Electricity costs were up, but this can still be related back to the instalment of the new lighting system and extension of the Sports Centre in 2018. No till shortages reported. Overall June 2019 had a surplus.

**Agenda Item 6: Active Kids Voucher 2**

**Mover:** Select Mover      **Secunder:** Select Secunder

See action item 15/18.

**Agenda Item 7: Photos Update**

**Mover:** Select Mover      **Secunder:** Select Secunder

Claire Montgomery from TTV will provide a photo of Levi Geering, who participated in the State Championships U/13.

**Agenda Item 8: Tournament Participation**

**Mover:** Select Mover      **Secunder:** Select Secunder

The President would like to get more local participants when tournaments are organised at the AWTTA club. The Pennant Coordinators are requested to advertise the tournaments more explicit.

**Agenda Item 9: Project using Raffle Proceeds**

**Mover:** Select Mover      **Secunder:** Select Secunder

See action item 14/19

**Agenda Item 10: Risk Assessment Document**

**Mover:** Select Mover      **Secunder:** Select Secunder

AWTTA has been asked if a Risk Assessment Document could be provided. At the moment AWTTA does not possess this type of document, but TTV is in the process of developing one. When TTV has finalised their Risk Assessment Document, AWTTA will go through it and possibly adopt it.

**Agenda Item 11: Child Safety Policy**

**Mover:** Select Mover      **Secunder:** Select Secunder

TTV has emailed the Victorian Child Safety Policy to the Committee. AWTTA will do some research to get hold of the NSW version.

**Agenda Item 12: Description for Each Committee Member, Roll, Responsibilities and Contacts**

**Mover:** Select Mover      **Secunder:** Select Secunder

Ian Radley proposes to develop an overview of the Rolls and Responsibilities of each Committee Member, so new and existing Committee members will have a clear picture of what can be asked of them.



It also makes it easier to divide the variety of tasks among the Committee members, so the workload can be shared.

Also, an overview of the different contacts for the different tasks should be made available.

**Agenda Item 13: Welcome Board / Code of Conduct**

**Mover:** Select Mover      **Seconder:** Select Seconder

See action item 15/19. This will be part of the Strategic Plan.

**Agenda Item 14: General Business**

**Mover:** Select Mover      **Seconder:** Select Seconder

- Encourage Pennant/Keenagers members to participate with the Coaching sessions

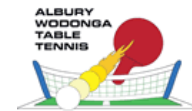
**Agenda Item 15: Date of Next Meeting**

**Mover:** Select Mover      **Seconder:** Select Seconder

16 September 2019

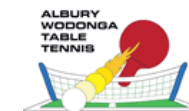
**End of Meeting:** 20:15

----- END OF MINUTES -----

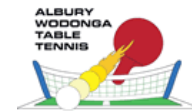


## Attachment 1: AWTTA – Action Items

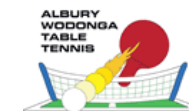
Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
01/18	Lease with Albury City to be extended beyond 2018	Bell, Kerry	10 Dec 18	28 Jan 19	The lease has been extended for 1 year	Yes
02/18	Verify Commercial Club Albury Sponsorship for 2019	Bell, Kerry	Click or 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 18th of May 2019. Leonie O'Haire is coordinating with Coles Wodonga.	Yes
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.	Yes
10/18	Investigation of new till with credit card facilities	Bell, Kerry Radley, Ian	10 Dec 18	16 Sep 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.	Yes



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	-	16 Sep 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. Council approved the Greenfield Park Master Plan, but there is no mention of slightly changing the boundary. Will be continued to receive a positive result.	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	-	16 Sep 19	Terry will contact all schools prior to the 2 <sup>nd</sup> Season. The promotion group might include the inclusion of AWTTA in the Border Mail's promotion of the Active Kids program. Terry Caldwell attends a meeting on 16 July 2019 where the Active Kids Voucher 2 will be presented.	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	-	Effort will be put in to get removed additional AWTTA Facebook sites. Request to add a link to the medical insurance of TTV.	No

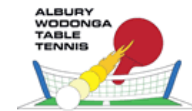


Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
18/18	Club Extension, including changerooms (See 13/18)	Bell, Kerry	-	16 Sep 19	Kerry has requested Tony Pringle to draw some plans. Council have promised to fund either on the 1/3, 1/3, 1/3 or 50/50 system. 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. Communicate with Rebel Pizza for a better deal.	No
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	16 Sep 19	During the meeting of 28 Jan 19 a few changes have been suggested. It has been decided that this is linked with the development of a Strategic Plan for AWTTA.	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	-	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	16 Sep 19	Kerry provided a cost estimate of \$80.00 Expect to receive the paint as a donation from Solver Paints Australia. Has been delayed, Solver Paints has been taken over by another company, but it is still expected that AWTTA will receive the paint as a donation.	No

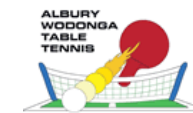


Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
05/19	Unity within AWTTA	Manley, Barbara	28 Jan 19	31 Dec 19	Some club members feel friction between the Keenagers and Pennant players. This should be dealt with. Could be achieved by organising internal events/tournaments	No
06/19	Lighting and floor planning	Bell, Kerry	28 Jan 19	16 Sep 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	Caldwell, Terry	25 Mar 19	16 Sep 19	Draft proposal for the amended text of Paragraph 35 of the Constitution. Committee has approved draft version. Will be submitted to the members for approval during the AGM.	No
08/19	Committee Structure	Smeulders, Bas	25 Mar 19	16 Sep 19	Provide a draft proposal regarding the structure of the Committee for inclusion to the Constitution. Members provide comments to the provided proposal.	No
09/19	Grand Final Nights Pizza	Radley, Ian	25 Mar 19	16 Sep 19	Investigate new options for food during the Grand Final Nights	No
10/19	Promotion Board	Bell, Kerry	25 Mar 19	16 Sep 19	Investigate to acquire a promotion board like the Netball clubs have. Border Sign Studio will be contacted by Kerry Bell to find out the possibilities Darryl Young will provide an estimate to develop a 2-part Promotion Board.	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. Has been acquired.	Yes



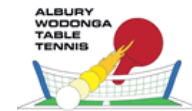


Action Item No	Description	Committee Member	Start Date	Expected End Date	Remarks	Closed (Y/N)
12/19	Arrangements sausage sizzle at Bunnings Warehouse Albury in 2019	Bell, Kerry	25 Mar 19	15 Jul 19	The date for the sausage sizzle at Bunnings Warehouse Albury is set at 16 June 2019. The sausage sizzle provided a positive result, but less than expected.	Yes
13/19	New supplier for Energy	Radley, Ian	27 May 19	13 Jul 20	The electricity costs have been up since the extension of the sports hall and change of lights. A new supplier for Energy could reduce costs. See minutes of 15 July 2019. To monitor the Energy Providers on a yearly basis.	No
14/19	Raffle	Radley, Ian	27 May 19	30 Nov 19	AWTTA organises a Raffle within the TTV region with first prize donated by Steve Dainton, CEO ITTF. Possible projects with the raffle proceeds could be: - Flooring - Heating referee chairs - Solar panels - Etc.	No
15/19	Development Strategic Plan	Farrell, Bill	27 May 19	31 Dec 19	A Strategic Plan is needed for the club. Bill Farrell will take the lead organising a kick-off meeting and sub-committee	No
16/19	Table Tennis Table Covers	Bell, Kerry	27 May 19	15 Jul 19	Some puddles of water are found on the tables when opening the sports hall in the mornings	Yes
17/19	Overview Roles, Responsibilities and Contacts Committee Members	Radley, Ian	15 Jul 19	16 Sep 19	Develop an overview of the Rolls/Tasks and Responsibilities of each Committee Member. Also, an overview of the various contacts should be made available.	No
		Select Member	Click or tap to enter a date.	Click or tap to enter a date.		Y/N

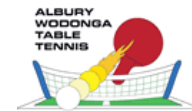


## Attachment 2: AWTTA – Overview Grants

Grants	Amount	Status	Spend on / expected spending on	Provided by	Remarks
01/18	\$65,000.00	Successful	<ul style="list-style-type: none"> <li>Stadium extension</li> <li>Equipment</li> <li>Lighting</li> <li>Black boarding around the lower part of the walls</li> </ul>	Albury City	
02/18	\$65,000.00	Successful	<ul style="list-style-type: none"> <li>Stadium extension</li> <li>Equipment</li> <li>Lighting</li> <li>Black boarding around the lower part of the walls</li> </ul>	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"> <li>Tournament prizes and promotion (including banners)</li> </ul>	Albury City	Pre-July for 2017-2018 year Post-July for 2018-2019 year
04/18	Unknown	Successful	<ul style="list-style-type: none"> <li>Paid for the female participants in the TOPS course</li> </ul>	TTV	
05/18	\$5,000.00	Successful	<ul style="list-style-type: none"> <li>Extra Ladies toilet</li> <li>Refurbishment of Disability toilet</li> <li>Improvements to facilities for disabled</li> <li>Floor covering</li> <li>Improvement to the foyer area</li> </ul>	Bendigo Bank Community	Together with Grant 06/18
06/18	\$1,000.00	Successful	<ul style="list-style-type: none"> <li>Extra Ladies toilet</li> <li>Refurbishment of Disability toilet</li> <li>Improvements to facilities for disabled</li> <li>Floor covering</li> <li>Improvement to the foyer area</li> </ul>	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"> <li>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</li> </ul>	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"> <li>Annual sponsorship</li> </ul>	Commercial Club	
09/18	\$3,000.00	Successful	<ul style="list-style-type: none"> <li>Victorian Open Juniors Tournament Sponsorship</li> </ul>	Commercial Club	Meant a significant increase in prize money
10/18	\$500,000.00	Unsuccessful	<ul style="list-style-type: none"> <li>Solar panels</li> <li>Changerooms with showers</li> <li>Stadium flooring</li> <li>Heaters</li> </ul>	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"> <li>Men and ladies changerooms with showers and toilets to be built at the end of the stadium</li> </ul>	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"> <li>Forthcoming projects</li> </ul>	TTA	50/50 grant (Minutes 2018-06-11)
13/18	\$10,000.00	Successful	<ul style="list-style-type: none"> <li>Refurbish kitchen</li> </ul>	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"> <li>• Increasing participation in sport and/or physical activity, particularly amongst inactive Australians, including:               <ul style="list-style-type: none"> <li>○ Women and girls</li> <li>○ Early years (age 3-7) focus on the development of Physical Literacy</li> <li>○ Youth (ages 13-17)</li> <li>○ People from rural and remote communities</li> <li>○ People with disability</li> <li>○ People from culturally and linguistically diverse communities</li> <li>○ Aboriginal and Torres Strait Islander People</li> <li>○ Low-medium income households or Low Socio-Economic Status (SES)</li> </ul> </li> <li>• Building awareness and understanding of the importance of physical activity within target populations – Aligned to the “Move It Aus” campaign</li> <li>• Implementing new or scaling up successful, evidence-based initiatives/projects specifically designed to address the complex barriers to participation that inactive populations face</li> </ul>	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"> <li>• Annual Sponsorship</li> </ul>	Commercial Club	Received
03/19	\$800.00	Successful	<ul style="list-style-type: none"> <li>• Tournament promotion and Prizes</li> </ul>	Albury City Council	Received
04/19	\$33,000.00	Pending	<ul style="list-style-type: none"> <li>• Provide adequate toilet and shower facilities</li> </ul>	My Community Project 2019	<p>Final Submission Date: 15 May 2019, 14:00 AEST</p> <p>Has been included in the public vote.</p>
05/19	\$1,000.00	Successful	<ul style="list-style-type: none"> <li>• Equipment</li> </ul>	Table Tennis Australia	Received



Grants	Amount	Status	Spend on / expected spending on	Provided by	Remarks
		Choose an item.	•		
		Choose an item.	•		
		Choose an item.	•		
		Choose an item.	•		
		Choose an item.	•		