

**AWTTA – Meeting Minutes****Date: 16 December 2020****Location of Meeting:** AWTTA Clubhouse**Start of Meeting:** 7.30pm**Status:** **Approved****Present:** Terry Caldwell (President), Ian Radley (Vice-President), Rick Woods (Treasurer), Janet Dennis (Secretary), Ivan Church, Brett Marsh, Adrian Rix, Ashley Wurtz**Apologies:** Cody Luton**Absent:** Nil**Agenda Item 1: Approval of Meeting Minutes from previous meeting, 16/11/2020****Mover:** Rick Woods **Seconder:** Ian Radley**Agenda Item 2: Matters Arising from Previous Meeting**

Nil, only Action Items to be considered.

Agenda Item 3: Action and Grant Items**Mover:** Ian Radley **Seconder:** Ivan Church**a. Action items – See Attachment 1**

- **Item 10/19: Promotion Board** – Ian Radley to progress work on the promotion board and finalise the Honour Boards now that the Club Championships have been completed.
- **Item 21/19 (Closed) 01/21: Calendar** - to be updated for 2021.
- **Item 12/20 – EPIC.TT or Enhancement Program in Clubs for Table Tennis (www.tabletennisvic.org.au/epic/tt/epic/tt-accred/)**:
Following components to be completed and TTV notified with evidence so can acquire a “badge”. Levels of accreditation are Bronze (5 badges); Silver (10); Gold (15) and Platinum (20). Components:
 - Working with Children (WWCC)✓ - recorded by TTV;
 - Child Safe Officer (CSO)✓ - recorded by TTV;
 - Child Safe policy (CSP) should have this prior to Spinneroos sessions;
 - Member Protection Policy (MPP);
 - Fair Play Code (FPC);
 - Inclusive Club Statement (ICS);
 - Hot Weather Guidelines (HWG);
 - Member Protection Information Officer (MPIO); TC looking at Play By The Rules course and Webinar.
 - First Aid Officer (FAO);
 - Child Safe Mandatory Reporting (CSMR);
 - Incident Reporting (IR);
 - Tournament Directors Courses (TD);
 - RC Pennant Submitter Course (RCPS);
 - Coaching Courses (CC);
 - Umpire & Referee Courses (URC);
 - Governance Training (GOV) [*Committee Governance Training; Constitutions; Annual Reports; Meetings Procedures – General and AGM; Committee Roles*];
 - Affiliation Requirements (AR);
 - TTV Membership Database (MD);
 - Club Health Checks (CHC);
 - Club RevSport Website & Training (RSW). TC, IR, RW and CL have been involved in Zoom meetings (11 weeks)



Committee to focus on this during 2021. Process is generally to check TTV website for existing documents, update as required and present to Committee before being finalised and acknowledged for “badge”.

- **Item 13/20: Keys** – returned by Dean Bilston and now issued to Geoff Prior (closed)
- **Item 16/20: Spinneroos.** Consider for Term 2 in 2021 (8 week program).
- **Item 18/20: COVID considerations** – NSW and Victoria differences noted. Considered fortunate that the Club was able to meet requirements and resume play when permitted.
- **Item 23/20: Registration Refunds.** Rick Woods has prepared list of refunds due and this is available in the office. To check if any reduced payments were also made since August and update list as required.
- **Item 27/20: Website.** Rick Woods uses RevSport for memberships. Relevant links will be included on existing AWTTA website at some stage. Ian Radley to investigate further in January. Domain to be renewed when due in 58 days.
- **Item 28/20: Use of Square for Keenagers sessions.** Ian Radley to provide training to relevant Keenagers leaders. Safe key required for access to Square – Ian Radley to check availability of spare keys.

b. Grant items – See Attachment 2

- **Grants-06/19:** Flooring. \$28,000 balance of \$78,000 grant received in November. Completed.
- **Grants-01/20:** Sought ACC tournament support \$1200. Requested but not finalised yet. Terry Caldwell to remind ACC (Ros Walls) again once tournaments are happening in 2021.
- **Grants-08/20:** ASF Active Kids – unsuccessful
- **Grants-09/20:** Coaching - NSW Local Sport- response pending
- **Grants-10/20:** Tournament Admin – NSW Local Sport – response pending
- **Grants-11/20:** Support juniors – NSW Local Sport – response pending
- **Grants-12/20:** Clubhouse painting – NSW Local Sport – response pending
- **Grants-13/20:** Tables – ACC Infrastructure – response pending
- **Grants-15/20:** Volunteer support - Centre for Volunteering - unsuccessful
- **Grants-17/20:** Schools Equipment and Coaching – ACC Community & Cultural Grant Program- response pending (due July 2021)
- **Grants-18/20:** Cross Border Sport Fund re: COVID-19 – NSW Office of Sport. Submitted 21 November – pending response.
- **Grants-19/20:** Albury City Community Energy Fund – installation of solar power. For consideration – applications close 11/02/2021. Currently seeking quotes. Terry Caldwell has spoken with contact for further information.

Suggested that columns be added to the table to indicate when applications have been submitted and when outcomes are due to be notified.

Agenda Item 4: Correspondence – Email/Mail

Claire Montgomery - VTTA

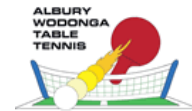
COVID Updates and TTV COVID Safe Plan
 Invite for new Stadium Launch in Truganina on 12/12
 2021 TTV Affiliation Package
 Victorian Government QR Code
 By Law 16 – Athlete Rankings – proposed updates
 Rollover preferences form

NSW Government

Updated AWTTA COVID-19 Safety Plan

KW & S Coon Pty Ltd

Statement 3 - 9 December



NSW Government Office of Sport	COVID-19 Cross Border Sport Fund Application confirm
Justin Clancy, Member for Albury	COVID-19 Cross Border Sport Fund - information
Justin Clancy, Member for Albury	Local Sport Defibrillator Grant Program - information
Albury City - Steven Millett	Community Energy Fund information
Bendigo Bank (mail)	November Bank Statement
Telstra	Online Bill notification
Australian Sports Foundation	Active Kids Grant Outcome - unsuccessful
Kobi Energy Solutions	Solar proposal - 35.1 kW Solar System Quotation
Scott Houston, CEO TTA	2021 National Hopes Week & Challenge Prospectus
Table Tennis Australia	Blue Sky Insurance offer
Sam Palmer (via TC)	Training Camp proposal for end January 2021

Agenda Item 5: Treasurer’s Report.

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

Net surplus for month of November \$33,179.95
 Net position as at 30 November 2020 \$71,527.28 Cr

Noted that \$28,000 grant balance for flooring was received in early November.
 Upcoming payments include \$6500 repayment on interest free loan and registration refunds \$7000 approx.

Agenda Item 6: Preferred meeting day/time (all)

Fridays from 5.00pm onwards considered best time for meetings. Suggested that meetings only need to be held each 6 weeks.
 Proposed that the next meeting be held on Friday 29 January at 5.00pm – Adrian Rix and Ian Radley to check their rosters.

Agenda Item 7: Responsibility for roles (TC)

Members asked to consider which roles they could undertake from the list circulated. Terry Caldwell updated list - to be finalised at next meeting.

Agenda Item 8: Authorised signatories for bank accounts (RW)

Following recommendation submitted by Rick Woods, Treasurer:
It is recommended that the Committee resolve that President (Terry Caldwell) and Treasurer (Rick Woods) continue as authorised signatories to the Club’s General Operating Account and Cash Management Account, and that the Committee appoint at least one other committee member to be an authorised signatory to these accounts, and that past Secretary (Kerry Bell) be removed.

Accepted and agreed that Brett Marsh be appointed as the third signatory.

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

Agenda Item 9: 2021 Pennant Seasons (IR)

Ian Radley spoke to the suggested 2021 Pennant Season dates as circulated. Proposed dates accepted. Nightly pennant fees to remain at \$10 and \$6. Terry Caldwell to include in next newsletter.



Agenda Item 10: Pennant Sub Committee for 2021 (IR)

Pennant sub-committee needs to be activated for 2021. Ian Radley to approach representative/s from each Division.

Agenda Item 11: 2021 Registration forms and management of refunds due (TC/IR)

Revised forms prepared for 2021 New Members and Renewing members (with options). Updated Application for Membership to AWTTA forms to be completed where applicable. Forms to be made available on website.

Agenda Item 12: Report on Bunnings Sausage Sizzle held 12/20/20 (TC)

22 volunteers assisted on the day. Sold 672 sausages and 150 cans of drink, making a profit of \$1300.

Agenda Item 13: Yard maintenance (IR)

Darryl Young currently being paid for mowing as well as reimbursement of fuel. Contribution has also been made to maintenance of equipment. Rick Woods advised that this arrangement has been in place for about four years.

Agenda Item 14: Reserve openers for Sundays (IR)

Geoff Prior and Terry Caldwell have offered to assist with opening on Sundays.

Agenda Item 15: Injury & Incident forms (IR)

Ian Radley advised that these forms are now available on the AWTTA website and in the office. Ian to liaise with TTV to ensure consistency and that we also meet EPIC requirements.

Agenda Item 16: Club shirts – lighter style for people at Tournaments (IR)

Terry Caldwell provided samples of existing shirts. Some players have suggested that an alternative shirt be made available, with the Club logo, for players to wear when attending tournaments and Country Week as the current options were not comfortable.

Agenda Item 17: Club Championships – minimum numbers (IR)

Suggested that a minimum number of entries, possibly a percentage of players per Division, be required in order to run the Club Championships. Considered that it was an unusual situation this year. Entries are to be monitored for next year.

Agenda Item 18: General Business:

- Terry Caldwell suggested that a separate email account be set up for Grants – Ian Radley to action.
- Chris Westwood has moved his exercise classes outdoors and no longer uses the Clubrooms. Keys requested to be returned.
- Cost of drinks to remain at \$1.50 per can.

Agenda Item 19: Date of Next Meeting: Friday 29 January (to be confirmed)

End of Meeting/Adjournment: 9.05pm

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