



AWTTA – Meeting Minutes

Date: 5 February 2021

Location of Meeting: AWTTA Clubhouse

Start of Meeting: 5.00pm

Status: **Approved**

Present: Terry Caldwell (President), Ian Radley (Vice-President), Rick Woods (Treasurer), Janet Dennis (Secretary), Ivan Church, Cody Luton, Adrian Rix, Ashley Wurtz

Apologies: Nil

Absent: Brett Marsh

Agenda Item 1: Approval of Meeting Minutes from Meeting held on 16/12/2020 and Special Meeting held on 06/01/2021.

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

Agenda Item 2: Matters Arising from Previous Meeting

Nil, only Action Items to be considered.

Agenda Item 3: Action and Grant Items

a. Action items

- **Item 10/19: Promotion Board** – Ordered by Ian Radley from Border Sign Studios on 18/12/20. Waiting on installation.
- **Item 23/19: Storage for participants' gear** – Considered that existing storage was adequate. Item closed.
- **Item 12/20: EPIC.TT or Enhancement Program in Clubs for Table Tennis** (www.tabletennisvic.org.au/epictt/epictt-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	Details	Status
Working with Children Check (WCC)		Badge
Child Safe Officer (CSO)	Cody Luton	Badge
Child Safety Policy (CSP)		
Child Safe Mandatory Reporting (CSMR)		
Member Protection Policy (MPP)		
Member Protection Information Officer (MPIO)	IR to ask Stuart Davidson if interested, Ashley Wurtz to assist.	
Fair Play Code (FPC)		
Inclusive Club Statement (ICS)	Reviewed. TTV to be notified.	
Hot Weather Guidelines (HWG)	Reviewed. TTV to be notified.	
First Aid Officer (FAO)	Dr Russell Auwardt - TTV to be notified.	
Incident and Injury Reporting (IR)	Reviewed. TTV to be notified.	
Tournament Directors Courses (TD)		
RC Pennant Submitter Course (RCPS)		
Coaching Courses (CC)		
Umpire & Referee Courses (URC)		
Governance Training (GOV)		
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	

- **Item 23/20: Registration Refunds.** Rick Woods has finalised list. Item closed.
- **Item 26/20: Change to scoring.** Ian Radley indicated he was not keen to use the proposed new system due to the current limitations. Intends to pursue with TTV.



- **Item 27/20: RevSport Website.** Ian Radley currently investigating requirements.
- **Item 28/20: Use of Square for Keenagers sessions.** Arrangements in place considered satisfactory. Cody Luton provides report for Square transactions to Rick Woods for reconciliation. Item closed.
- **Item 29/20: Club Shirts.** Ian Radley to investigate options. Terry Caldwell to include details of “sale” to clear old stock in next email to members. Old stock be sold for \$10 each item. Moved: Ian Radley and Seconded: Ivan Church. Accepted.
- **Annual-01: Honour Boards updated.** Pending completion by Border Sign Studios.
- **Annual-02: Calendar** – to be updated for 2021 as required.
- **Annual-03: Annual contact with Sponsors.** Ian Radley received quote from Border Sign Studios for possible sponsor signs. Suggested that a record of sponsors be prepared so they can be followed up for this year.
- **Annual-04: WWC – Committee** – all Committee members to provide NSW WWC details to Cody Luton. Ivan Church renewed; Brett Marsh submitted details; Ashley Wurtz and Adrian Rix to finalise as soon as possible. Club registration completed in WWCC system - registration placed on hold pending further information.
- **Annual-05: Filing** – Membership forms to be filed by Keenagers and Pennant Coordinators – ongoing throughout the year.
- **Annual-06: Review of Energy Providers** – monitored annually. Noted for review.
- **Annual-07: Active Kids Vouchers** – encouraging NSW students to use these for table tennis. Terry Caldwell and Cody Luton to liaise to assist with finalising 2020 vouchers.

b. Grant items

- **Grants-09/20:** Coaching - NSW Local Sport- response due Jan 2021
- **Grants-10/20:** Tournament Admin – NSW Local Sport – response due Jan 2021
- **Grants-11/20:** Support juniors – NSW Local Sport – response due Jan 2021
- **Grants-12/20:** Clubhouse painting – NSW Local Sport – response due Jan 2021
- **Grants-13/20:** Wheelchair friendly tables – ACC Infrastructure – notified successful 22/12/2020. Ian Radley liaising with suppliers for tables – limited availability due to COVID. Recommended that Stiga tables be purchased from Table Tennis World.
- **Grants-17/20:** Schools Equipment and Coaching – ACC Community & Cultural Grant Program- response due July 2021
- **Grants-18/20:** Cross Border Sport Fund re: COVID-19 – NSW Office of Sport – response due Jan 2021
- **Grants-19/20:** Albury City Community Energy Fund – installation of solar power. Application for \$16,000 submitted 06/01/2021. Outcome to be advised July 2021.
- **Grants-01/21:** Clubroom Extensions – Regional Sport Facility Fund. Application in progress – closing date 26/02/2021.

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

Agenda Item 4: Correspondence – Email/Mail

Received from	Details
Warren Sinclair	Ovens and Mitta School Sport Victoria carnival dates
Annie Everett, AlburyCity	Successful outcome of ACC Sport & Rec Grants application
SmartyGrants	AlburyCity Sport and Rec Grants - Funding Agreement 2020 Funding Agreement for new tables (AlburyCity) – signed Acquittal form to be completed once tables purchased Confirmation of CEF application for Solar Panels



Received from	Details
Table Tennis Victoria	End of Year Update from the TTV Events & Clubs Officer Invoices for split payment balance x 2 and 2021 Affiliation Notification of account rollover completion
JJ's Waste & Recycling	Invoices for December and January Bin collections
Kristy Bermingham, DepEd	Request for Emergency Evacuation Plan (Schools x 3)
Albury City	Invoice Annual Lease for 2021
Family Friend OSHC	Request for risk management plan
Office of Children's Guardian	Confirmation of registration as a child-related employer on WWCC system and follow up query
Delited Cleaning Services	Invoice for weekly cleaning in December x 4
Telstra	Online Bills notification
Alcohol and Drug Foundation	Good Sports Albury Southwest Webinar invite and information
Egon Loh, TTA	2020 Participation Membership Census Summary
Sent to	Details
Border Sign Studio	Details for Honour Board updates, front sign and sponsorship sign quote request
Bunnings Albury	Request for allocation of Sausage Sizzle/s in 2021
Kristy Bermingham, DepEd	AWTTA Emergency Evacuation Plan, Risk Assessment & Certificate of Currency
Family Friend OSHC	AWTTA Emergency Evacuation Plan
Floorworld (Richard)	Request for flooring quotes for extension grant submission
AW Heating and Cooling	Request for air conditioner quote for extension submission

Agenda Item 5: Treasurer's Report.

Net surplus for month of December \$3,452.50
Net position as at 31 December 2020 \$74,980.10 Cr.

Net surplus for month of January \$3,747.58
Net position as at 31 January 2021 \$78,727.85 Cr.

Noted that revenue from player fees was considerably less than same time last year, as well as electricity costs, due to impact of COVID-19 restrictions.

Invoice from TTV due for membership renewals for 2021 which will be offset from the refund received in September 2020.

Notification received from Bendigo Bank as account has been idle for 7 years – Rick Woods to add funds.

Bank signatories still to be finalised.

Reminder that ACC Loan repayment (\$6000) is due for payment in March.

Mover: Ian Radley **Seconder:** Ashley Wurtz

Agenda Item 6: 2021 Meeting dates (all)

Committee meetings will commence at 5.00pm and be held in the Clubrooms on the following dates:



- Friday 5 February
- Friday 5 March
- Friday 16 April
- Friday 28 May
- Friday 25 June
- Friday 6 August
- Friday 3 September
- Friday 15 October
- Friday 26 November
- Friday 3 December – AGM (time tbc)

Janet Dennis to add to calendar.

Agenda Item 7: Progress with planning for next extension (TC)

Terry Caldwell provided an update on progress to date. Albury City Council has been contacted. Met with Travis Hay, Shed Boss, who already had a copy of the plan prepared in 2010 for same requirements. Still to be determined who will be responsible for fitting out the toilets and changerooms. Sewerage – only permitted to have one connection per title – options being investigated to join extension to existing. Ian Radley sourced quote for flooring. Terry Caldwell sourced quote for air conditioning as well as the installation of playing area flooring and provision of flooring for toilets/changerooms. Lighting for courts and changerooms being pursued by Richard Lautenbacher. Terry Caldwell has also followed up availability of additional umpire chairs. Painting of changerooms – still to be reviewed (to be included in application or volunteers to be sought?). Estimates due by mid-February from Shed Boss. Terry Caldwell to progress with working group as applications close on 26/02/2021.

Agenda Item 8: Responsibility for roles (TC)

Updated list circulated for review. Coordinator still required for Division 4 Pennant, First Aid Officer – Dr Russel Auwardt, Child Safe Officer – Cody Luton. Member Protection Information Officer – Ian Radley to approach Stuart Davidson; Ashley Wurtz to assist. Public Officer – Russell Hailey.

Agenda Item 9: Emergency Response Plan (IR/TC)

Ian Radley noted that the Emergency Response Plan had been finalised and is available on the website. Proposed that a folder be set up and kept in the office to ensure copies of key documents and procedures are readily available.

The following items are to be followed up:

- Displaying Evacuation Plan – Ian Radley to finalise.
- Hi-Vis vest(s) and hard hat – Ian Radley to purchase.
- Fire blanket in Kitchen – Ian Radley to purchase.
- First Aid Kit – Ian Radley to work with Russell Auwardt to ensure appropriately stocked and prepare a record of members with current certificates.
- Appropriate EXIT signs to be installed at north and south of playing area, Clubroom external door and Male Toilet. Terry Caldwell to arrange with electrician.

Agenda Item 10: Pennant Season/Grading Night updates (IR/CL)

17 new players attended the Grading Night on Wednesday. Teams currently being finalised: 7 in Division 1, 11 in Division 2, 7 in Division 3 and 7 in Division 4. Total of 96



players for the Summer season. Divisions 1 and 3 play on Tuesday, Divisions 2 and 4 play on Thursday.

Ian Radley also advised that equipment stock had been purchased, including pennant match balls and 30 new school bats. Bats and covers are also available for purchase.

Agenda Item 11: COVID Plan update (IR/TC)

COVID plan to be modified to indicate following amendments:

- Thermometer available for use if required.
- Numbers in Clubroom increased to 46. Remove limit sign from toilet.
- Use of robot – now permitted.
- Maximum of 4 in Kitchen. Office still 4. Other areas unchanged.
- Remove inter-club events from Plan.
- Ian Radley raised use of Service NSW app for QR codes, especially for upcoming Keenagers inter-club event. Terry Caldwell to investigate.
- Increase maximum limit to 150.
- QR code would replace need for the Booking System.

Agenda Item 12: Request for use of facilities by individuals (TC)

Members were keen to support our junior members, but concerns were raised about under-age players having access to facilities without appropriate supervision. Permission granted for use of facilities during school holiday periods on the condition that an authorised adult (current key holder) accompanies the players and remains onsite for the duration. Will be required to advise arrival/departure times and pay \$5 each per session, as per current social play arrangements.

Agenda Item 13: Report on Coaching Camp held January 27- 30 (TC)

An average of nine participants for each session. Positive feedback received from players. Next coaching session with Sam Palmer to be scheduled for end of February.

Agenda Item 14: Webpage for Committee only (IR)

Section to be created on AWTTA website for Committee use only to enable access to procedures and other documents not made available to the public. Log in details to be provided to Committee members once finalised.

Agenda Item 15: Laptops to meetings (TC)

Terry Caldwell asked members about their access to laptops for potential use when needed to progress work on the EPIC TT components. Noted that Wi-Fi would be available at Clubrooms if required.

Agenda Item 16: Progress towards EPIC badges

Copies of the following documents prepared by Ian Radley, using the TTV templates, were circulated prior to the meeting for members to review.

- Hot Weather Guidelines (IR)
- Incident Procedure (IR)
- Injury Procedure (IR)
- Inclusive Club Statement (IR)

It was agreed that these documents were now ready for use by AWTTA and would be made available at the Club and on the website.



Ian Radley reported that there were different versions of the Child Safety Policy published on the AWTTA and RevSport sites. Terry Caldwell and Ian Radley to review and prepare a revised policy for review at the next meeting.

Agenda Item 17: General Business:

- Communication – all members were encouraged to regularly check their emails and respond where required in a timely manner.
- Incorporation – reminder that the word “Incorporated” or the initials “Inc.” must be included on official Club documents and publications to ensure compliance with Fair Trading requirements. Noted that Rick Woods submits the annual financial report after the AGM.

Agenda Item 18: Date of Next Meeting: Friday 5 March 2021

End of Meeting/Adjournment: 6.30pm

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