



AWTTA – Meeting Minutes

Date: 5 March 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

Apologies: Ashley Wurtz

Absent: Brett Marsh

Agenda Item 1: Approval of Minutes from Meeting held on 05/02/2021.

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

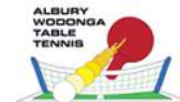
- **Item 10/19: Promotion Board** – Waiting on installation.
- **Item 12/20: EPIC.TT or Enhancement Program in Clubs for Table Tennis**

(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)	Cody Luton to coordinate	Badge
Child Safe Officer (CSO)	Cody Luton	Badge
Child Safe Policy (CSP)	Cody Luton to review	
Child Safe Mandatory Reporting (CSMR)		
Member Protection Policy (MPP)		
Member Protection Information Officer (MPIO)	Stuart Davidson and Ashley Wurtz - currently completing required training	
Fair Play Code (FPC)		
Inclusive Club Statement (ICS)	Reviewed. TTV notified 14/02	
Hot Weather Guidelines (HWG)	Reviewed. TTV notified 14/02	
First Aid Officer (FAO)	Dr Russell Auwardt - TTV to be notified.	
Incident and Injury Reporting (IR)	Reviewed. TTV notified 14/02	
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)	IR progressing	

- **Item 29/20: Club Shirts.** Ian Radley provided samples for review. Further feedback to be sought from players competing in tournaments.
- **Annual-01: Honour Boards updated.** Pending completion by Border Sign Studios.
- **Annual-03: Annual contact with Sponsors.** Ian Radley received quote from Border Sign Studios for sponsor signs \$150 for one metre by one metre. Suggested that minimum of \$500 sponsorship before able to have a sign at their own cost. Record of sponsors to be prepared for following up – suggestions sought from members. Table Tennis World has agreed to sponsor \$1200 plus \$150 for sign. Ian Radley to progress.



- **Annual-04: WWC – Committee** – all Committee members to provide NSW WWC details to Cody Luton. Adrian Rix to provide details asap.
- **Item 01/21:** Safety and first aid equipment has been purchased. Faulty Exit signs have been repaired. Terry Caldwell to request quote for installation of additional two Exit signs. Evacuation Plans are displayed around Clubroom.
- **Item 02/21:** COVID Plan has been updated. Further updates will be made as required. Closed.

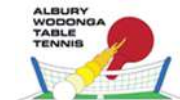
b. Grant items

- **Grants-01/20:** Held over as no tournaments in 2020. Terry Caldwell submitted Event Partnership Request to ACC on 4/3/21 for \$1200. Outcome pending.
- **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 – Tables have been received and invoice to be paid. Terry Caldwell to complete acquittal so that grant funds can be paid.
- **Grants-17/20:** Schools Equipment and Coaching – ACC Community & Cultural Grant Program- response due July 2021. Terry Caldwell advised that he had been contacted for further information and our application will now progress for consideration by ACC.
- **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 – response due July 2021
- **Grants-01/21:** Clubroom Extensions – Regional Sport Facility Fund. Application not submitted as required information not available by closing date of 26/02/2021. To continue working on application so have all necessary information ready to apply in next round. Problems with sewerage connections and title restrictions to be investigated further.

Mover: Ivan Church **Seconded:** Cody Luton

Agenda Item 4: Correspondence – Email/Mail

Received from	Details
Community Dev Officer, ADF	Good Sports webinar details - 3 March
Australian Sports Camps	Potential Partnership offer for School Holiday Programs
Telstra	Online Bill Notification
TTV	Sports Facility Grant Alert, Invoice for Memberships Notice of 2020 TTV AGM and related paperwork
Albury Netball Association	Upcoming tournaments and competitions
NSW Office of Sport	Sports Shorts and On the Ball Newsletters - February
Dederang Primary School	Request to book coaching sessions in March
Rodney Keen Electrical	Supply/install 2 replacement Exit lights
Red Energy	Invoice
Bendigo Bank	Statements
Stuart Davidson	Query about nomination as MPIO
Elders Insurance	Invoice for Insurance renewal & revised schedule
Albury City Council	Community Information session in Albury on 17 March Invoice for Community Loan instalment



Received from	Details
Scott Houston - TTA CEO	TTA Tour Events - 2021 Melbourne and Sydney x 2
Table Tennis World	Invoice for 4 Wheelchair Table Tennis Tables & Net sets
JJ's Waste & Recycling	February Waste and Recycling Invoice - 2 collections
NRMA & HIB Insurance	Business Pack Contents Insurance quotes
Sent to	Details
Claire Montgomery, TTV	Updated procedures and guidelines for EPIC accreditation
Albury Netball Association	Response and details of own events/ competition dates
Table Tennis World	Invoice for 12 months sponsorship and sign
Albury City Council	Event Partnership Request 2021

Mover: Rick Woods **Seconder:** Cody Luton

Agenda Item 5: Treasurer's Report.

Net deficit for month of February \$51.91 Dr
Net position as at 28 February 2021 \$79,460.21 Cr.

Noted that revenue for Pennant, Schools/Groups and Keenagers were all down when compared to the same time last year. Commercial Club sponsorship also reduced.

Payment of \$6,500 to Albury City for annual loan instalment due in March.

Ian Radley suggested that Red Energy electricity invoice be reviewed to ensure the Club is on the best available plan. Brett Marsh is still to finalise his signature with the Bank.

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

Agenda Item 6: Report from Good Sports Webinar (TC)

Terry Caldwell attended the Good Sports Webinar held on 3 March for Albury area clubs. Reported that three topics were covered in this webinar: concussion, mental health and Australian Sports Foundation assistance with fundraising options. Other participants included representatives from local football, hockey and equestrian clubs.

Agenda Item 7: Update on bookings from external groups (TC)

Noted that bookings have been received from the following:

- Dederang PS for March 15, 16, 18 & 19
- Family Friends OSHC Group for April 9 (school holidays).

Volunteers to be sought to assist with these sessions.

Jindera Lions Club (via Barbara Manley) has also expressed interest in having a social activity – cost to be \$5 per person.

Agenda Item 8: Albury City Council Community Information Session (TC)

Terry Caldwell received information from Albury City Council advising that a profile ID representative will be visiting Albury on 17 March. Local clubs and organisations are invited to a community information session aimed at assisting them to better understand the makeup of their community, which may also be useful when applying for grant funding. Further details will be provided closer to the time.



Agenda Item 9: Review of Club Contents Insurance (IR/RW)

Renewal invoice received from Elders for Club contents insurance due 14 March. Ian Radley sought quotes from NRMA and HIB Insurance Brokers. Revised schedule also received from Elders, including an increase in the value of contents insured with a reduction of cost.

Motion: That the Club continue with Elders as the provider of contents insurance and that the Treasurer pay the revised amount.

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

Agenda Item 10: Roles update (IR)

Ian Radley reported that Stuart Davidson has agreed to undertake the role of Member Protection Information Officer with Ashley Wurtz to assist. Stuart and Ashley have now commenced the required training for this role. TTV to be advised once completed.

Agenda Item 11: Progress towards EPIC badges

- Child Safe Policy (TC/IR)
Copy of draft procedure circulated to members prior to the meeting. Noted that NSW Office of the Children’s Guardian has developed a resource to help organisations develop their own Child Safe Code of Conduct. Suggested that this information also needs to be taken into consideration when finalising the Child Safe Policy as we need to comply with both Victorian and NSW standards. Cody Luton to prepare a draft policy for review at the next meeting.
- First Aid Officer Role Statement (IR)
Ian Radley spoke to the draft role statement which had been circulated to members prior to the meeting. Role statement accepted with no further amendments.

A list of first aiders will be made available on Club noticeboards. Discussion was then held about the possibility of organising first aid training for Coordinators and other volunteers. Expressions of interest to be sought from players, particularly from the Keenagers group.

Agenda Item 12: General Business:

- Role statements for Committee positions to be developed in due course.
- 2020 TTV AGM – to be held on 15 May 2021. Noted for discussion at next meeting.
- Keenagers event – Kerry Bell and team will provide catering/canteen service. Social activities are currently being planned. Entries open – see details in Clubroom.
- Keys have not been returned by Exercise group coordinator as have been misplaced. Alarm code has been deleted.
- Pennant update – noted that a few players have withdrawn from teams and replacements are being sought for the remainder of the season.
- TOPS Coaches have been advised they are required to undertake re-accreditation by end April. Terry Caldwell to follow up with relevant people.
- Four tables being replaced will be sold for \$350 each to those who have expressed interest in purchasing them. Working bee to be arranged for 6.30pm on Wednesday 10 March to set up new tables and move other tables as required – suggested that buyers be asked to collect and pay at this time and to also assist.

Agenda Item 13: Date of Next Meeting: Friday 16 April 2021

End of Meeting/Adjournment: 6.15pm

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