**AWTTA – Meeting Minutes****Date: 25 June 2021****Location of Meeting:** AWTTA Clubhouse**Start of Meeting:** 5.00pm**Status:** **Approved****Present:** Ian Radley (Vice-President), Rick Woods (Treasurer), Janet Dennis (Secretary), Cody Luton, Ashley Wurtz**Apologies:** Terry Caldwell, Ivan Church**Absent:** Brett Marsh, Adrian Rix**Agenda Item 1: Approval of Minutes from Meeting held on 16/04/2021.****Mover:** Rick Woods **Seconder:** Ashley Wurtz *Accepted***Agenda Item 2: Matters Arising from Previous Meeting**

Nil, only Action and Grant Items to be considered.

Agenda Item 3: Action and Grant Items**a. Action items**

- **Item 10/19: Promotion Board** – Has now been installed. Completed.
- **Item 12/20: EPIC.TT or Enhancement Program in Clubs for Table Tennis**

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 (WWCC)	Completed - Cody Luton to coordinate	Badge
Child Safe Officer (CSO)	Cody Luton	Badge
Inclusive Club Statement (ICS)	Completed	Badge
Hot Weather Guidelines (HWG)	Completed	Badge
Incident and Injury Reporting (IR)	Completed	Badge
Affiliation Requirements (AR)	Completed	Badge
TTV Membership Database (MD)	Completed	Badge
Club RevSport Website & Training (RSW)	Completed	Badge
Child Safe Policy (CSP)	Cody Luton to review	
Member Protection Information Officer (MPIO)	Stuart Davidson and Ashley Wurtz	Badge
First Aid Officer (FAO)	Completed - Dr Russell Auwardt 9 others also have first aid certificate	Badge
Child Safe Mandatory Reporting (CSMR)		
Member Protection Policy (MPP)	Under review	
Fair Play Code (FPC)		
Tournament Directors Courses (TD)		
RC Pennant Submitter Course (RCPS)		
Coaching Courses (CC)		
Umpire & Referee Courses (URC)		
Governance Training (GOV)		
Club Health Checks (CHC)		

- **Item 29/20: Club Shirts.** First order of new shirts has been received. Ongoing orders will be made as required. Completed
- **Annual-01: Honour Boards updated.** Completed (pending addition of Kerry Bell as Life Member).
- **Annual-03: Sponsors.** Ian Radley reported that sponsorship has been received from 777 Automotive and Lester & Son.
- **Annual-04: WWC – Committee** – Adrian Rix still to finalise. Cody Luton to follow up.
- **Item 03/21: Child Safe Policy** – see Agenda item below.
- **Item 04/21: First Aid Training** – Training was completed on May 7. Completed.



b. Grant items

- **Grants-01/20:** Tournaments - notified that we have been awarded \$1000 for the four events nominated in application. Funds received.
- **Grants-09/20:** Coaching - NSW Local Sport - advised not successful.
- **Grants-10/20:** Tournament Admin – NSW Local Sport – advised not successful.
- **Grants-11/20:** Support promising junior players – NSW Local Sport – Contract acceptance and invoice sent 4/05/21. Funds received 14/05/21.
- **Grants-12/20:** Clubhouse painting – NSW Local Sport – advised not successful.
- **Grants-13/20:** Wheelchair friendly tables – ACC Infrastructure – Funds received. Completed.
- **Grants-17/20:** Schools Equipment and Coaching – ACC Community & Cultural Grant Program- advised successful on 26/04/21. Funding Agreement completed and funds received 14/05/2021.
- **Grants-18/20:** Cross Border Sport Fund re: COVID-19 – NSW Office of Sport – Notified that we have been awarded \$1000. Funds received 28/04/21. Completed.
- **Grants-19/20:** Albury City Community Energy Fund – installation of solar power – response due July 2021.
- **Grants-02/21:** Showers and Changeroom Facilities – CBPP – Did not proceed.
- **Grants-03/21:** TTA Equipment and Facilities Grant – application for 2 tables and 1 ball machine submitted by Terry Caldwell 10/5/21. Advised 25/05/2021 not successful.
- **Grants-04/21:** Ball Machine – Budget Direct Sponsorship Fund. Applications close 30 June. Brett Marsh to finalise.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A

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

Agenda Item 5: Treasurer's Report.

Net surplus for month of April 2021	\$14,207.70
Net position as at 30 April 2021	\$78,448.65 Cr

Net surplus for month of May 2021	\$ 8,585.42
Net position as at 31 May 2021	\$87,034.23 Cr

Noted that during April and May we have received grant funding from Albury City and NSW Office of Sport, as well as sponsorship and signage from Lavington Auto Electrical, Daintree Family Dental, Delited Cleaning, Table Tennis World and 777 Automotive.

Mover: Cody Luton **Seconder:** Ashley Wurtz *Accepted*

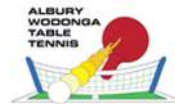
Agenda Item 6: Upcoming activities for noting

- Family Friend OSHC group on Thursday 1 July
- Christmas in July on Friday 16 July
- Bunnings Albury BBQ on Saturday 14 August

Agenda Item 7: Allocation of Grants

• Junior Development Grant

The following members were identified for support from this \$5000 grant: Max and Levi Geering, Sofia Oliver, Sarah Marsh and Luke Van Zanten. Discussions were also held with parents to determine ongoing interest in attending coaching and tournaments. All were interested in being involved, except for Sarah Marsh.



Motion: That \$1500 each (\$1350 coaching and \$150 fuel) be allocated to Max and Levi Geering, and \$1000 each (\$900 coaching and \$100 fuel) be allocated to Sofia Oliver and Luke Van Zanten.

Mover: Janet Dennis **Second:** Cody Luton *Accepted*

Janet to send an email to each recipient to provide details of grant requirements.

- **Schools Coaching and Equipment Grant**
Suggestions were sought on how to best utilise the \$3000 received from this grant. Additional bats will be purchased for use during the sessions with schools. Sam Palmer to be approached to undertake school visits (with other Club members), possibly in conjunction with his regular coaching sessions. Suggested that local secondary schools be invited to participate (Years 7 – 10 students) and that they should have a minimum of four tables available for the visit. Allocations will be made on “first-in” basis.

Agenda Item 8: Victorian Country Championships update

Players to be confirmed and possible new players included. TTV still to finalise details for revised dates. Cody Luton to work with Adrian Rix to progress this.

Agenda Item 9: Promotion

- **Media and Promotions Officer vacancy**
Geoff Prior has indicated he would take on this role in the short term, depending on work commitments.
- **Spring Season**
Discussion was held about options for promoting the upcoming Spring Season – Facebook, media outlets and emails directly to Schools. Whilst Shopping Centre visits were considered worthwhile, it was decided to delay these until early next year given the COVID situation. Suggestions were also sought for getting the message out to juniors – possibly trying to use the visit to schools with Sam Palmer and inviting media?
- **Draft role statements**
The draft role statements for *Facebook Site Administrator* and *Media and Promotions Officer* were reviewed and accepted in principle by members present.

Agenda Item 10: Member Protection Policy and Review of AWTTA dispute resolution process

Discussion was held about the TTV/TTA Member Protection Policies that members had read prior to the meeting. Considered that these policies were suitable for us to use and there was no need to develop our own policy. Copies to be made available on the AWTTA website and members notified accordingly. Noted that MPIO posters had already been placed on noticeboards in the Clubroom.

Motion: That AWTTA accepts the TTV/TTA Member Protection Policies and advise members accordingly.

Mover: Ian Radley **Second:** Ashley Wurtz *Accepted*

Dispute resolution process – identified by Stuart Davidson during the MPIO training with Ash Wurtz, that AWTTA should review the current dispute resolution process outlined in the By-Laws. Suggested that Ash Wurtz discuss this further with Stuart Davidson, and that other members be co-opted to prepare suggestions for a revised process to be considered by the Committee.



Agenda Item 11: Forward Planning

Responses to the recent survey sent to Committee members about funding priorities and consultation were discussed. A copy of the collated responses will be provided once all Committee members have completed the survey.

Ian Radley spoke to his suggestion for changes to incorporate change rooms with showers, and additional toilets, without impacting on the existing playing area. Considered worth investigating further. Ian Radley to progress with Tony Pringle and then seek quotes as required.

Agenda Item 12: Child Safe Policy

Cody Luton to contact Claire Montgomery at TTV to clarify difference between TTV version and EPIC version of the Child Safe Policy. Noted that consideration also needed to be given to NSW requirements. Cody to prepare draft policy for review at the next meeting.

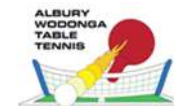
Agenda Item 13: General Business:

Nil

Agenda Item 14: Date of Next Meeting: Friday 6 August 2021

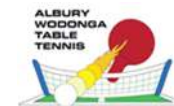
End of Meeting/Adjournment: 6.00pm

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

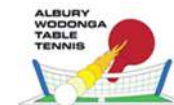


APPENDIX A: Correspondence

Date received	Received from	Details
15/04/2021	Egon Loh, TTA	National Participation Coordinator vacancy
19/04/2021	NSW Office of Sport	Sport Shorts April 2021
20/04/2021	Albury City	Cheque in payment of grant for 4 new tables
22/04/2021	Egon Loh, TTA	50 Year Anniversary of Australian Ping Pong Diplomacy Tour
23/04/2021	Claire Montgomery, TTV	TTVPS Cup cancelled and EPIC Workshop to be rescheduled
23/04/2021	Claire Montgomery, TTV	2020 Annual Report Final Draft
26/04/2021	Claire Montgomery, TTV	TTV Country Championships update - 2022 and beyond
26/04/2021	Claire Montgomery, TTV	Funding opportunities for Clubs/Associations
26/04/2021	Elizabeth Sayers, Community Development Officer, ACC	Advice application for Community and Cultural Grant funding successful
27/04/2021	Claire Montgomery, TTV	2020 TTV AGM Delegates protocol
27/04/2021	NSW Office of Sport	Advice application for funding successful - Sport Access - Assisting Juniors
28/04/2021	Kara Retford, TTA	NSW School Sport - Multi-Sport Disability Day - 23 June in Albury
28/04/2021	NSW Office of Sport	Payment Advice Note for Cross Border Sport Fund - COVID 19 Recovery grant
30/04/2021	Egon Loh, TTA	2021 TTA Equipment and Facilities Grant information
30/04/2021	NSW Office of Sport	Unsuccessful application for Providing coaching courses for volunteer coaches
30/04/2021	NSW Office of Sport	Unsuccessful application for Painting Clubhouse exterior
30/04/2021	NSW Office of Sport	Unsuccessful application for Conduct 3 Tournaments for Juniors, Seniors and Veterans
30/04/2021	NSW Office of Sport	On the Ball Newsletter - April 2021
3/05/2021	Table Tennis Victoria	Invoice for 2021 TTV Memberships
4/05/2021	Vanessa Richards, Job Centre Lavington	Interest in industry visit and social play
4/05/2021	JJ's Waste & Recycling	April invoice - 2 collections
5/05/2021	Red Energy	Electricity account 6 February to 3 May
7/05/2021	Glenn McCarthy, House of First Aid	First Aid course certificates for Mary Cox, Judith Gogoll, Cody Luton and Anthony Harrington
10/05/2021	revolutioniseSPORT	New website designs for revolutionise SPORT website
11/05/2021	Egon Loh, TTA	2021 TTA Q1 National Participation & Membership Census - Summary
12/05/2021	Kristy Bermingham, Dept Education	Request for updated certificate of currently and ABN details
12/05/2021	Albury City (SmartyGrants)	Funding Agreement for Community and Cultural Grants 2020/2021
13/05/2021	Telstra	Online Bill arrival notification
14/05/2021	Office of Sport	Payment Advice Note for Sport Access Grant - Funding Junior Players
14/05/2021	AlburyCity	Cheque in payment of grant for Schools equipment and coaching



Date received	Received from	Details
14/05/2021	Bendigo Bank	Bank Statements for April
14/05/2021	Claire Montgomery, TTV	QR codes and Density Quotients update
14/05/2021	Stuart Davidson	Certificate of completion for MPIO training
18/05/2021	Claire Montgomery, TTV	Free Webinar Series offered by CLUBMAP (TD Solutions)
18/05/2021	NSW Office of Sport	Sport Shorts May 2021
18/05/2021	Sonya Lands - Border Mail	Details of Active Kids program feature and invitation to advertise
20/05/2021	Accredited Distributors Pty Ltd	Credit Application form and Invoice
20/05/2021	Claire Montgomery, TTV	EPIC TT Accreditation - First Aid Officers record
20/05/2021	Claire Montgomery, TTV	2020 TTV AGM Minutes and link to approved Annual Report
25/05/2021	Dianne Mitchell, Family Friend OSHC	Request for OSHC Holiday Program booking on July 1
25/05/2021	Aaron Tuckfield, TTA	2021 Equipment and Facilities grant application outcome - unsuccessful
25/05/2021	Claire Montgomery, TTV	COVID Restrictions Update - Face masks
27/05/2021	Aaron Tuckfield, TTA	2021 TTA Equipment and Facilities Grant recipients announcement
27/05/2021	Ritchie Hinton, CEO TTV	COVID - 7 Day Circuit Breaker rules
28/05/2021	Aaron Tuckfield, TTA	Sponsors and Livestreaming Announcement: TTA Tour - Sydney
31/05/2021	Brian Webb - Delited Cleaning Services	Response to email about cleaning concerns and advising change to Monday afternoons
31/05/2021	NSW Office of Sport	On the Ball Newsletter - May 2021
31/05/2021	Jason Bast - Media & Marketing Officer, TTV	SRV's Get Active Kids Voucher Program - 2nd Round
31/05/2021	Katrina Miller, Victorian Paediatric Rehabilitation Services	Updating information for Children with Disabilities parent guide
1/06/2021	Table Tennis Victoria	Invoice for 2021 TTV Memberships
1/06/2021	Sonya Lands - Border Mail	Copy of advert for NSW Active Kids feature in Border Mail on June 11
2/06/2021	JJ's Waste & Recycling	May invoice - two collections
2/06/2021	Claire Montgomery, TTV	Extension of Lock Down
3/06/2021	Claire Montgomery, TTV	Budget Direct Grant details
3/06/2021	Claire Montgomery, TTV	Mental Health First Aid Course - Wangaratta on 21 June
4/06/2021	Bill Tilley, MLA Member for Benambra	Response to email seeking clarification of border restrictions
4/06/2021	Table Tennis Victoria	2021 AusPost Community Grant details and link
10/06/2021	Accredited Distributors Pty Ltd	Invoice for Canteen supplies
10/06/2021	Aaron Tuckfield, TTA	TTA Ratings Central Guidelines
14/06/2021	Telstra	Online Bill arrival notification
16/06/2021	revolutioniseSPORT	Scheduled outage - June 26 and 27



Date received	Received from	Details
16/06/2021	Anshul Thakran, TTA	Introduction as new TTA National Participation & Development Coordinator
20/06/2021	Terry Dillon, TD Solutions	Club Health Report for AWTTA
23/06/2021	Claire Montgomery, TTV	Reminder with link to Affiliates Page
Date sent	Sent to	Details
28/04/2021	Kara Retford, TTA	Response re assistance with NSW School Sport - Multi-Sport Disability Day
30/04/2021	TTV AGM	Completed TTV AGM forms for AWTTA Nominee Delegate and Electronic Voting
4/05/2021	NSW Office of Sport	Contract acceptance and invoice for Sport Access - Assisting Juniors grant
4/05/2021	Vanessa Richards, Job Centre Lavington	Responses to interest in industry visit and social play
8/05/2021	TTV (via RevSport portal)	Country Week Teams
10/05/2021	Egon Loh, TTA	Application for 2021 TTA Equipment Grant
13/05/2021	Kristy Bermingham, Dept Education	Updated certificate of currency and ABN details
13/05/2021	Albury City - Rebecca Bates	Signed Funding Agreement for Community and Cultural Grant
19/05/2021	Claire Montgomery, TTV	Record of members with First Aid qualifications for EPIC badge
20/05/2021	Accredited Distributors Pty Ltd	Completed Credit Application form
25/05/2021	Dianne Mitchell - Family Friend OSHC	Confirmation of booking for July 1 session from 11.30am
26/05/2021	Brian Webb - Delited Cleaning Services	Concerns about cleaning - wet floors and slippery playing areas
31/05/2021	Kara Retford, TTA	Advising not able to participate in Multi-Sport Disability Day
31/05/2021	Sonya Lands - Border Mail	Draft advertisement for Active Kids feature
2/06/2021	Katrina Miller, Victorian Paediatric Rehabilitation Services	Response to email with updated information and details of Wednesday afternoon sessions
3/06/2021	Bill Tilley, MLA Member for Benambra	Request for clarification of border restrictions for table tennis
4/06/2021	Lara Wighton, Activities Organiser, Bunnings Albury	Confirmation of BBQ allocation on August 14 and copy of Certificate of Currency
9/06/2021	Claire Montgomery, TTV	MPIO Certificates for Ash Wurtz and Stuart Davidson