

**AWTTA – Meeting Minutes****Date: 15 October 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), Brett Marsh, Ashley Wurtz**Apologies:** Nil**Absent:** Ivan Church, Cody Luton, Adrian Rix**Absent:** **Approval of Minutes from Meeting held on 3/09/2021.****Mover:** Ian Radley **Seconder:** Ashley Wurtz **Accepted****Agenda Item 1: Matters Arising from Previous Meeting**

Nil, only Action and Grant Items to be considered.

**Agenda Item 2: Action and Grant Items****a. Action items****• Item 12/20: EPIC.TT or Enhancement Program in Clubs for Table Tennis**

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 progress	
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)	AWTTA website updated - Completed	Badge
Member Protection Policy (MPP)	Completed	Badge
Fair Play Code (FPC)		
Tournament Directors Courses (TD)	<i>Not available at this stage</i>	
RC Pennant Submitter Course (RCPS)	<i>Not available at this stage</i>	
Coaching Courses (CC)		
Umpire & Referee Courses (URC)	<i>Course planned December/January</i>	
Governance Training (GOV)	<i>Visit by TTV still to be arranged</i>	
Club Health Checks (CHC)	<i>Not available at this stage</i>	

- Annual-06: Review of Energy Providers** – Completed. Discussed loyalty plan offered by Bright Spark Power – details to be communicated to members.
- Item 03/21: Child Safe Policy** – Cody Luton still to progress.
- Item 05/21: Role statements for Committee positions** – progressing. Discussed revisions to be made to the Ordinary Committee Member role statement. Role statements will be made available to members prior to the AGM.
- Item 07/21: Review of Dispute Resolution Process** – Brett Marsh is currently working on revisions to be made to the By-Laws to include proposed changes to the dispute resolution process. To be progressed at the next Committee meeting.
- Item 08/21: Forward Planning** – suggested that purchase of a battery for the solar system be added to the list of funding priorities.

**Changerooms** – Ian Radley advised that he had spoken with Tony Pringle about proposed plan for changerooms/toilets/showers/office relocation. Indicated that issues around compliance with building regulations needed to be addressed.



Suggested that a meeting be arranged with Albury City to discuss options going forward. What willing to do? What is needed? Terry Caldwell and Ian Radley to progress with Albury City.

- **Item 09/21: Budget Direct Application – Brett Marsh resubmitted application for ball machine.** Outcome still pending. Completed.
- **Item 10/21: Solar System installed** – Kobi Energy have completed work. Invoice received from Kobi Energy and funding requested from Albury City. Completed.
- **Item 11/21: Sport Albury Wodonga Hall of Fame nomination** – nomination of Steve Dainton submitted. No further information has been received to date. Completed.
- **Item 12/21: Veterans Tournament in November** – cancelled by TTV. Completed.
- **Item 13/21: Sponsors activity** – to be progressed in 2022.
- **Item 14/21: Schools Coaching** – Ian Radley contacted Wagga association and they may be able to assist with Level 1 and 2 coaches. Ian to also contact Claire Montgomery at TTV about availability of Victorian coaches.
- **Item 15/21: SS&A Vouchers** – being distributed between Keenagers and Pennant competitions. Vouchers expire 30/07/2022. Completed.
- **Item 16/21: AGM preparations** – to be delayed until 25 February 2022. Application for an extension to be submitted to Fair Trade NSW. Nominations and format to be discussed at the next Committee meeting.

**b. Grant items**

- **Grants-01/20: Tournaments** – ACC Event Partnership Program - funds received for 2021. Terry to complete acquittal and discuss with AlburyCity given all events did not run this year due to COVID restrictions.
- **Grants-11/20: Support promising junior players** – NSW Local Sport –funds received. Pending acquittal.
- **Grants-17/20: Schools Equipment and Coaching** – ACC Community & Cultural Grant Program – funds received. Bats purchased. Request for extension of the completion date has been approved until 30 June 2022 as unable to provide coaching due to COVID restrictions. *Refer Action Item 14/21 above.*
- **Grants-19/20: Installation of Solar Panels and Inverter** - Albury City Community Energy Fund – advised successful. Kobi Energy Solutions has installed system and submitted invoice. Claim for funds submitted to Albury City. Will need to monitor costs and any changes to legislation as may need to investigate solar battery options in the future. Bright Spark Power have installed a smart meter.
- **Grants-04/21: Ball Machine** – Budget Direct Sponsorship Fund. Pending outcome.

**Agenda Item 3: Correspondence – Email/Mail**

Refer Appendix A

**Mover:** Rick Woods **Secunder:** Brett Marsh *Accepted*

**Agenda Item 4: Treasurer’s Report**

Net surplus for month of September 2021	\$5,508.18 Cr
Net position as at 30 September 2021	\$93,331.60 Cr

Receipts from Keenagers, schools/groups sessions and canteen takings were up in comparison to the same time last year, however pennant nightly fees were down. Refund received from TTV for Country Week registrations which due to COVID lockdowns had to be postponed.

Accounts for financial year ending 30 June 2021 have been submitted to the Auditor.

**Mover:** Terry Caldwell **Secunder:** Brett Marsh *Accepted*



### **Agenda Item 5: Upcoming activities**

- Report from School vacation booking by Family Friend on 30 September  
Terry Caldwell reported that 18 children attended this session and seven members assisted. SS&A vouchers were issued to the helpers. Family Friend organisers appreciative of support given by the Club.
- Veteran's Tournament on November 27-28 cancelled  
Terry Caldwell advised that TTV had made the decision to cancel this tournament due to COVID restrictions.
- Possible North East Weekend (December 4 & 5) at Yarrawonga  
Ian Radley advised that a replacement activity for Country Week has been proposed for regions. John Wright has contacted us to seek interest. Depending on numbers this event may be held in Albury instead of Yarrawonga. Further details to be provided.
- School visits during Term 4 and Supervision  
No school visits have been held yet. COVID and vaccination requirements may impact whether they will proceed this term. Terry Caldwell waiting for schools to contact him if bookings are required.

### **Agenda Item 6: Matters from the President**

- Double Vax entry  
Terry Caldwell reported that members were complying with this requirement and records are being updated accordingly. Some Keenagers have been impacted but will resume playing once able.
- Internet issues  
Intermittent issues were being experienced but internet seems to be working again now.
- NSW COVID Roadmap, community sport and doubles  
Terry Caldwell advised that following emails from Table Tennis NSW, Keenagers will resume doubles as from next week if players wish to do so. Pennant arrangements will be confirmed when the next season commences.
- New members  
Noted that eight new members had joined the Club in the past two weeks.
- Umpiring course  
Sam Miller will be conducting an umpiring course in Albury over a weekend some time in December or January. The course will be open to members from other clubs. Further details to be provided.
- Square transactions  
Noted that cash sales can also be recorded using the Square system which may replace the need for the cash register. Further investigations to be made about system capability.

### **Agenda Item 7: Pennant Update**

- Plans for remainder of this year  
Ian Radley reported that he was proposing to run a short seven week season commencing from the first week in November. Top team wins. Players will need to be double vaccinated. Ian Radley to liaise with Cody Luton and texts will be sent next week seeking interested players.



- Club Championships  
Discussion was held about the timing of the Club Championships. Proposed that they be delayed until March next year. Will still be considered 2021 Club Championships and players must have played during 2021 to be eligible. Club Championships for 2022 will still be held later in the year.
- Draft 2022 Seasons dates  
Ian Radley spoke to the draft dates which had been circulated prior to the meeting. Accepted with the amendment to replace a pennant round with the 2021 Club Championships on 15 and 17 March.

#### **Agenda Item 8: Child Safe Policy**

Not dealt with as Cody Luton absent.

#### **Agenda Item 9: Other General Business**

- Sign boards – Ian Radley to purchase appropriate letters and numbers so that messages can be displayed on the external sign boards.
- New Sponsor – Kobi Energy Solutions
- Grants information  
Information has been received via Albury Electorate Office of Justin Clancy MP about the *Local Sport Grant Program* which is now open for applications until 19 November 2021. Funding is available in the following project types: Sport Development \$2000, Sport Event \$5000, Sport Access \$5000 and Sport Facility \$15000.

TTV has also forwarded information about the *Stronger Communities Grant Program Round 7*. Applications close 19 January 2022, but it is noted that applicants must be invited by their Federal MP to progress their application, with \$150k available to each Federal Electorate with grants from \$2,500 to \$20,000.

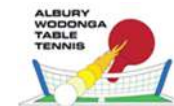
Terry Caldwell to review and circulate additional information to Committee members.

- Asset register – discussion was held about the need for an asset register to be maintained. Suggested that this should be part of the Treasurer's role. Rick Woods to set up an asset register for the Club, using contents insurance record as a starting point.
- Insurance for Solar system – Ian Radley to check if insurance cover needs to be amended to include the new solar system.

**Date of Next Meeting:** Friday 10 December 2021 (instead of 26 November).

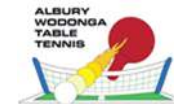
**End of Meeting/Adjournment:** 6.30pm

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



## APPENDIX A: Correspondence

<b>Date received</b>	<b>Received from</b>	<b>Details</b>
3/09/2021	Budget Direct	Confirmation of receipt of online application
6/09/2021	Kobi Energy Solutions	Signed Solar Proposal for AWTTA
7/09/2021	Table Tennis Victoria	Receipt - Keenager membership
7/09/2021	Bright Spark Power	Link to online order form (completed by President)
8/09/2021	Amber Rodd, Energy and Sustainability Officer, AlburyCity	Community Energy Fund - Development Approval reminder for Solar System
8/09/2021	Claire Montgomery, TTV	Updated Table of COVID Restrictions for Victoria
8/09/2021	Claire Montgomery, TTV	Refunds to be made for Country Championships teams payments
9/09/2021	Bright Spark Power	Order update - service transfer and installation of Smart Meter
9/09/2021	Egon Loh, TTA (on behalf Scott Houston, TTA CEO)	Updated Information - Official Australian Representatives - Para
11/09/2021	Telstra	Telstra Business Bill
13/09/2021	Red Energy	Acknowledgement of request to transfer electricity account to another retailer
15/09/2021	NSW Office of Sport	Sport Shorts September 2021
15/09/2021	Essential Energy	Confirmation of application for Connection Alteration (signed by President)
15/09/2021	Sport Albury Wodonga	Acknowledgement of Sport Albury Wodonga Hall of Fame nomination for Steve Dainton
16/09/2021	White Pages	Feedback link following cancellation of AWTTA entry in next issue of White Pages
17/09/2021	Bright Spark Power	Confirmation transfer of electricity account has been completed
18/09/2021	Claire Montgomery, TTV	Revised Restricted Activity Directions
20/09/2021	Claire Montgomery, TTV	Updating Committee Members / Mailing List
21/09/2021	Tony Pringle	Sketch plans - toilets, change areas and office
21/09/2021	Red Energy	Electricity account
22/09/2021	revolutioniseSPORT	New Website Changes reminder
23/09/2021	Bright Spark Power	New Smart Meter successfully installed
27/09/2021	Dianne Mitchell, Family Friend OSHC	Booking request for Thursday 30/09/2021
28/09/2021	Claire Montgomery, TTV	Community Grants Available Now - Sport and Recreation Victoria
28/09/2021	Anshul Thakran, TTA	2021 Volunteer of the Year Awards - nominations close 30 September
28/09/2021	Claire Montgomery, TTV	EPIC Accreditation - Child Safe Mandatory Reporting badge issued
29/09/2021	Claire Montgomery, TTV	Updated Restricted Activity Directions
30/09/2021	NSW Office of Sport	On the Ball September 2021
30/09/2021	Accredited Distributors Pty Ltd	Statement for September
30/09/2021	Bright Spark Power	Invoice - old meter closing read



<b>Date received</b>	<b>Received from</b>	<b>Details</b>
1/10/2021	Egon Loh, TTA	2021 National Membership and Participation Census for July - September Quarter
2/10/2021	JJ's Waste & Recycling	Invoice for September
4/10/2021	Ritchie Hinton, CEO TTV	Roadmap Restrictions - easing back into play
4/10/2021	Claire Montgomery, TTV	Proposed change to TTV Constitution re: appointment of Chair & Deputy
5/10/2021	Table Tennis Victoria	Receipt - Keenager memberships x 2
11/10/2021	Telstra	Telstra Business Bill
12/10/2021	Chris Stern, Electorate Officer - Justin Clancy MP	Local Sport Grant Program is now open for applications until 19 November 2021
12/10/2021	Claire Montgomery, TTV	2022 Calendar Draft #1
13/10/2021	Kobi Energy Solutions	Invoice for Solar System
13/10/2021	Claire Montgomery, TTV	Insurance with TTA information
14/10/2021	Claire Montgomery, TTV (via Aaron Tuckfield, TTA)	Stronger Communities Grant Program - Round 7
15/10/2021	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Selection Announcement - 2022 National Squad (Para)
15/10/2021	Ted Davis, Vice President, Table Tennis NSW	Response to query about resuming doubles play
<b>Date sent</b>	<b>Sent to</b>	<b>Details</b>
3/09/2021	Budget Direct	Sponsorship application for \$1000 towards new ball machine (resubmitted in next round)
6/09/2021	Luke Flegeltaub, Kobi Energy Solutions	Arrangements for pre installation meeting with AlburyCity
6/09/2021	Bright Spark Power	Changing electricity provider from Red Energy to Bright Spark Power
7/09/2021	KDEC Electrical & Solar	Unsuccessful quote for table tennis solar system
7/09/2021	Watters Electrical & Solar	Unsuccessful quote for table tennis solar system
7/09/2021	Stuart Davidson	AWTTA Dispute Resolution Process update
15/09/2021	Dianne Mitchell, Family Friend OSHC	Confirming group booking arrangements due to changed COVID restrictions
15/09/2021	Sport Albury Wodonga	Sport Albury Wodonga Hall of Fame nomination for Steve Dainton
16/09/2021	Dianne Mitchell, Family Friend OSHC	Session on 23 September to be cancelled due to Albury lockdown
16/09/2021	Kobi Energy Solutions	Invoice for Sponsorship and sign
17/09/2021	AlburyCity	Invoice re Community Energy Fund - Solar System project
27/09/2021	Dianne Mitchell, Family Friend OSHC	Confirmation of booking request
13/10/2021	Lara Wighton, Bunnings Albury	Request for allocation of a Bunnings Albury Sausage Sizzle in 2022
13/10/2021	Egon Loh, TTA	2021 National Membership and Participation Census for July - September Quarter
14/10/2021	Bright Spark Power	Seeking confirmation smart meter now configured for solar exporting
14/10/2021	Ted Davis, Vice President, Table Tennis NSW	Query about resuming doubles play