

**AWTTA – Meeting Minutes****Date: 10 December 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, Adrian Rix, Ashley Wurtz**Apologies:** Ivan Church**Absent:** Cody Luton**Absent:** **Approval of Minutes from Meeting held on 15/10/2021.****Mover:** Ashley Wurtz **Seconder:** Brett Marsh **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 - ongoing	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)	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 January 2022</i>	
Governance Training (GOV)	<i>Visit by TTV still to be arranged</i>	
Club Health Checks (CHC)	<i>Not available at this stage</i>	

- Item 03/21: Child Safe Policy** – Cody Luton still to progress.
- Item 05/21: Role statements for Committee positions** – copies to be made available when seeking nominations for AGM. Completed
- Item 07/21: Review of Dispute Resolution Process** – Brett Marsh has prepared draft changes to the By-Laws. Copy to be circulated to Committee members for feedback.
- Item 08/21: Forward Planning (Changerooms)** - Terry Caldwell, Ian Radley and Brett Marsh met with Richard Boucher from Albury City on November 4. Matters discussed included issues in meeting Council building regulations to incorporate changerooms, and how AlburyCity may be able to assist with planning support and preparation of a plan for use when applying for future funding opportunities. Terry Caldwell to email Kerry May to progress this matter.



Brett Marsh offered to prepare a PowerPoint presentation to present to next Committee meeting with aim to progress with Albury City. Ian Radley and Ashley Wurtz to assist.

- **Item 13/21: Sponsors activity** – to be progressed in 2022.
- **Item 14/21: Schools Coaching** – Ian Radley proposed that this activity be held prior to Easter / Winter season in 2022. To be progressed in new year.
- **Item 16/21: AGM preparations** – approval granted to delay AGM until 25 February 2022. Details and seeking of nominations to be communicated to members in January. Janet Dennis to liaise with Terry Caldwell re paperwork. Completed
- **Item 17/21: Square system capability explored** – Club has applied for a grant to purchase a Square Register Kit. Any further action is on hold pending outcome of the grant which is to be advised by April 2022.
- **Item 18/21: Letters/numbers purchased for sign boards** – Ian Radley suggested having pre-set information printed so able to add extra letters/numbers for specific dates. Ian to circulate proposed wording for standard information and seek suggestions from Committee so that messages can be confirmed prior to letters/numbers being purchased.
- **Item 19/21: Asset Register** – Rick Woods to progress this using the contents insurance information provided by Ian Radley as a starting point.
- **Item 20/21: Insurance for Solar System** – Elders advised that the solar system should be part of building insurance. Terry Caldwell to follow up with AlburyCity.

b. Grant items

- **Grants-01/20: Tournaments** – ACC Event Partnership Program – acquittal has been completed. Noted that not all tournaments were held due to COVID-19 restrictions. Completed
- **Grants-11/20: Support promising junior players** – NSW Local Sport – funds received. Pending acquittal. Success of players at the North East Challenge held in Yarrowonga was noted. Sofia Oliver has indicated she is no longer interested in participating in this program. Discussion was held about a replacement.

Motion: That Andy Nguyen be invited to participate as a replacement for Sofia Oliver.

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

- **Grants-17/20: Schools Equipment and Coaching** – ACC Community & Cultural Grant Program – funds received. Completion date extended until 30 June 2022. Coaching activity to be conducted prior to Easter / Winter season in 2022.
- **Grants-19/20: Installation of Solar Panels and Inverter** - Albury City Community Energy Fund – acquittal submitted 03/11/2021. Noted that funds were still to be received from AlburyCity – Terry Caldwell to follow-up.
- **Grants-04/21: Ball Machine** – Budget Direct Sponsorship Fund. Not successful. Ball machine has since been donated to the Club. Brett Marsh offered to submit another application for a table.
- **Grants-05/31: Square Register Kit and Laptop** – NSW Local Sport (Sport Access). Application submitted for \$3,311 to cover cost of a Square Register Kit and Laptop for Clubroom office. Outcome due April 2022 onwards.
- **Grants-06/21: Annual Sponsorship** – Commercial Club (ClubGrants Program). Terry Caldwell completed 2021 acquittal (\$2,000) and submitted application for \$3000 in 2022. Cheque received. Completed
- **Grants-07/21: COVID-19 Recovery re fixed costs** – NSW Office of Sport COVID-19 Cross Border Sport Fund 2021/22. Terry Caldwell submitted application 18/11/2021. Maximum funding of \$1000 available. Outcome to be advised within 30 days of submission.



Agenda Item 3: Correspondence – Email/Mail

Refer Appendix A

Mover: Ian Radley **Seconded:** Brett Marsh *Accepted*

Agenda Item 4: Treasurer's Report

Net deficit for month of October 2021	(\$20,613.25) Dr
Net position as at 31 October 2021	\$72,700.51 Cr

Net surplus for month of November 2021	\$1,329.11 Cr
Net position as at 30 November 2021	\$74,029.79 Cr

In October we outlaid \$24,000 for the installation of the Solar Panels and we are still to receive a corresponding grant from Albury City.

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

Agenda Item 5: Upcoming activities

- Coaching with Sam Palmer – Saturday 11 December
Terry Caldwell indicated that currently there are five members registered for the morning session and eight members for the afternoon session. Expecting some players from Yarrawonga to also join the sessions.
- Family Friend OSHC – Wednesday 22 December
Terry Caldwell will coordinate this session and seek volunteers to assist.
- Bunnings Fundraiser BBQ – Sunday 9 January 2022
Terry Caldwell to coordinate. Emails sent to members seeking volunteers to assist during the day. Will need additional eskies for transport and storage of food and drinks at venue.
- Umpires Course with Sam Miller - January
To be held on Saturday 29 January 2022 at AWTTA Clubrooms from 8.00am until 6.00pm. Costs: \$59 course and \$50 shirt. Minimum of six participants required. Open to other Clubs. Terry Caldwell to seek further information about course and any accreditation requirements.

Motion: That AWTTA subsidise the course fee for a maximum of 10 Club members participating in the umpires course.

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

Agenda Item 6: Matters from the President

- Christmas Lunch report / deposit
Terry Caldwell reported that 107 members attended the Christmas Lunch held in the Waratah Room at the Commercial Club on Friday 3 December 2021. Committee members noted that AWTTA contributed \$500 towards this lunch.

Terry Caldwell proposed that the Christmas Lunch be held on a Saturday in 2022 in the hope that more members would be able to attend. There was general acceptance of this proposal amongst those in attendance at the lunch this year. Date suggested being Saturday 10 December 2022 – to be confirmed.

- School sessions
Victory Lutheran College attended six sessions during November.



- Sensor light
Terry Caldwell suggested that a sensor light be installed to illuminate the entry/exit area and into the carpark to improve lighting and security, especially when closing at night. Suggested that having a light on a timer rather than a sensor operating 24/7 would be a better option. Terry Caldwell and Ian Radley to investigate options.
- Electricity Bill
Recent electricity bill received from Bright Sparks Power was in credit now that the solar system is operating.
- Sapio alarm monitoring
Telstra have advised upcoming changes to be made to the Club's alarm monitoring service. This service is provided by Telstra's subsidiary, Sapio, and is currently billed by Telstra. As from 15 December 2021, Sapio will bill the Club directly for this service. Telstra will continue to bill for any other Telstra services we have.
- Skate Park official opening
Terry Caldwell advised that the official opening of the nearby Skate Park would be held tomorrow.
- Membership numbers
Terry Caldwell reported that we currently have 282 members registered. Pleasing to see a steady increase in numbers despite the challenges of COVID-19.

Agenda Item 7: Pennant Update

- North East Weekend at Yarrawonga
Ian Radley reported that four teams (2 players) represented AWTTA at the event held in Yarrawonga on Saturday 4 December. Max and Levi Geering won A Grade team event, Luke Van Zanten and Terry Caldwell won B Grade team event. Several members were also successful in the individual events held on the Sunday.

Terry Caldwell then tabled the three shields which were associated with this event. It was noted that results were missing for some years and that two of the shields needed to be repaired/upgraded. Considered worth trying to revive this event.

Motion: That the Shields from the North East Weekend event be upgraded and completed with missing results.

Mover: Terry Caldwell **Second:** Ashley Wurtz *Accepted*

- End of season 2022 / new season and grading for 2022
Next week is the last round for all Pennant Divisions. Members of the winning teams to receive SS&A vouchers on the night. Teams finishing on top will be declared the winner for this season and will be presented with trophies.

Grading night for next season is scheduled for Wednesday 2 February 2022. Ian Radley indicated that general promotion would be undertaken via Facebook and direct emails to schools.

- COVID requirements post 15 December
NSW requirements will change again effective from December 15. COVID plan optional. Masks are strongly encouraged in settings where you cannot socially distance, nothing there are specific circumstances where masks are still required. QR codes only required for high-contact venues. Proof of vaccination no longer required.



Decided that cleaning of tables would remain in place, as considered worthwhile in maintaining the condition of tables and ensuring they are clean for all users.

- **Pennant and Division Coordinators for 2022**
Assistance is needed with running of Pennant nights. Noted it would be preferable to have a different coordinator for each division to share the workload.

Agenda Item 8: Review of Membership and Sessions fees / 2022 TTV Affiliation

Janet Dennis spoke to the updated membership forms which had been provided by TTV and the amendments made for AWTTA use. Agreed that membership fees would remain the same as TTV fees; with no additional amount being added by the Club.

Session fees to be charged for 2022 were then reviewed for the various groups/users.

Motion: That the 2022 session fees will be Pennant (Adult) \$10, Pennant (Student/Concession) \$5, Keenagers \$5, Sundays/Social \$5, School groups \$5 per student with a minimum of \$85 per session. 10% of session fees from Keenagers and Sundays/Pennant will be allocated for social activities and recorded separately by the Treasurer.

Mover: Ian Radley **Seconder:** Adrian Rix *Accepted*

Agenda Item 9: NSW Government Multi-Sport Community Facility Fund

Information received from Office of Justin Clancy MP about the NSW Government’s Multi-Sport Community Facility Fund which is currently available. Applications close 25 February 2022. Noted that the Club may be able to access similar grants in the future after further consultation with AlburyCity and the finalisation of development proposals and plans.

Agenda Item 10: 2022 Joss Group Young Achiever of the Year Award

Open for nominees aged 16 to 21 years of age. The Award Night will be held in March 2022. The Club has nominated Max Geering for this Award.

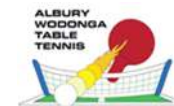
Agenda Item 11: Other General Business

- **Rubbish Collection** – JJ Richards only charge for bins collected therefore need to ensure only place full bin/s out for collection each fortnight.
- **Lease** – Terry Caldwell reminded Committee members that the lease agreement with Albury City is for five years, with the current lease expiring on 31/12/2023.

Date of Next Meeting: Friday 21 January 2022

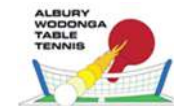
End of Meeting/Adjournment: 7.10pm

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

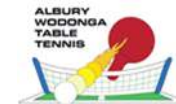


APPENDIX A: Correspondence

Date received	Received from	Details
18/10/2021	Albury Electorate Office of NSW	Community Sport advice for restrictions commencing 18 October 2021
18/10/2021	JJ's Waste & Recycling	Trading Terms
18/10/2021	Richard Boucher, AlburyCity	Acknowledgement of email and advice that query has been referred to insurer
20/10/2021	Claire Montgomery, TTV	COVID-19 Restrictions Update 21 October 2021
21/10/2021	NSW Office of Sport	Sport Shorts October 2021
21/10/2021	Bright Spark Power	Confirmation of invoice payment
22/10/2021	Claire Montgomery, TTV	Updated COVID-19 Directions as of 21 October 2021 and RevSport portal vaccination
25/10/2021	Rebecca Snow, Sport Albury Wodonga	Advice that Hall of Fame nomination for Steve Dainton not successful for 2021 Award
25/10/2021	Rebecca Snow, Sport Albury Wodonga	Seeking nominations for 2022 Joss Group Young Achiever Award
26/10/2021	Claire Montgomery, TTV	COVID 19 update - planned easing of restrictions - Friday 29 October 2021
27/10/2021	Kerry May, Property Officer, AlburyCity	Arrangements for onsite meeting re changerooms and toilets
27/10/2021	SmartyGrants	Advice that Community Energy Fund Acquittal Form added to submission
27/10/2021	Christine Raglus, NSW Fair Trading	Application granted for extension of time to hold AGM in February 2022
27/10/2021	Bright Spark Power	Invoice for period 22 September to 21 October 2021
29/10/2021	Claire Montgomery, TTV	Funding opportunities - VALO - Official LED Lighting Partner of VicSport
2/11/2021	JJ's Waste & Recycling	October invoice - 2 collections
3/11/2021	Ros Walls, Team Leader Events, AlburyCity	Acknowledgement of Acquittal Report - Event Partnership Program
3/11/2021	David Wilson, CEO, Deaf Children Australia	Invitation to join national project, Blueprint: Lead by Example
3/11/2021	SmartyGrants	Confirmation of submission - Community Energy Fund Acquittal 2020/21
3/11/2021	Taylah-Jean Hardisty, Activities Organiser, Bunnings	BBQ Allocation at Albury Warehouse on 9 January 2022
3/11/2021	Claire Montgomery, TTV	COVID Update 3 November 2021
5/11/2021	Egon Loh, TTA	2021 Quarter 3 TTA National Participation & Membership Census - Summary
8/11/2021	Claire Montgomery, TTV	2022 Affiliation Package
8/11/2021	Egon Loh, TTA (on behalf of Scott Houston, TTA CEO)	TTA 2022 National Events Calendar Locked In
9/11/2021	Bendigo Bank	Bank Statements to 31 October 2021
10/11/2021	Table Tennis Victoria	Receipt for Social Memberships x 8
12/11/2021	Telstra	Online Bill Notification
12/11/2021	Claire Montgomery, TTV	Updates to COVID FAQs - Community Sport Definition and Patron Caps
15/11/2021	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Graham Symons announces ITTF Executive Committee Candidacy



Date received	Received from	Details
16/11/2021	SmartyGrants	Confirmation of submission - Local Sports Grant Program 2021/22
18/11/2021	JJ's Waste & Recycling	Service Calendar - November 2021 to October 2022
18/11/2021	SmartyGrants	Confirmation of submission - Cross Border Sport Fund 2020/21
18/11/2021	J.J. Richards & Sons Pty Ltd	Service Agreement for waste services - renewal for 3 years
18/11/2021	Mikeala Pickering, Events Team, Albury City	Seeking nominations for Albury Awards 2022
18/11/2021	Telstra	Notification that Sapio will bill for Business Protect alarm monitoring service from 15/12/2021
21/11/2021	John Alder, TTV History Working Party	TTV 100 years Anniversary History Book - Regional Group Contributions
22/11/2021	Bright Spark Power	Confirmation of invoice payment
23/11/2021	Bright Spark Power	Invoice for period 22 October to 21 November 2021
23/11/2021	Troy Peiper, Elders Insurance	Response to solar panels insurance query
24/11/2021	Egon Loh, TTA	2021 TTA Membership and Participation Census (Quarter 4) due by 31/12/2021
26/11/2021	Claire Montgomery, TTV	2022 RevSport Payment Classes information request and rollover reminder
29/11/2021	Egon Loh, TTA	EOI - Head Coach Position at Townsville Table Tennis Association
1/12/2021	Table Tennis Victoria	Invoice for additional Social Memberships x 10
1/12/2021	Chris Stern, Electorate Officer - Justin Clancy MP	NSW Government Multi-Sport Community Facility Fund information - now open
2/12/2021	JJ's Waste & Recycling	November invoice - 2 collections
2/12/2021	Dianne Mitchell, Family Friend OSHC	Booking request for session on December 22
3/12/2021	Rebecca Snow, Sport Albury Wodonga	Confirmation of receipt of Young Achiever Nomination - Max Geering
6/12/2021	Table Tennis Victoria	Receipt for Social Memberships x 10
6/12/2021	Jenny Farrington, Ovens and Mitta Division Secretary	Request for booking on behalf of School Sport Victoria Ovens and Mitta Division
8/12/2021	Egon Loh, TTA (on behalf of Simon Gerada)	National Identification & State Hopes Camps
9/12/2021	Telstra	Online Bill Notification
10/12/2021	Jeffrey Duck, Commercial Club	Confirmation of \$3000 sponsorship for 2022
Date sent	Sent to	Details
17/10/2021	Registry and Accreditation, Fair Trading NSW	Application for extension of time for holding AGM
18/10/2021	AlburyCity (Richard Boucher & Amber Rodd)	Review of building insurance to include solar system
18/10/2021	AlburyCity (Kerry May & Davd Armstrong)	Request for meeting re changerooms and toilets
20/10/2021	AlburyCity	Acquittal Report for Event Partnership Program 2021
3/11/2021	SmartyGrants	Acquittal Report for Community Energy Fund 2021/22 - Solar System
3/11/2021	Taylah-Jean Hardisty, Activities Organiser, Bunnings	Confirmation of BBQ allocation and copy of current Public Liability certificate of currency



Date sent	Sent to	Details
7/11/2021	Paul and Susie Geering	Information request re nomination of Max for 2022 Joss Group Young Achiever Award
10/11/2021	Commercial Club Albury	Club Grants acquittal form 2021 (sponsorship)
10/11/2021	Jeff Duck, Commercial Club Albury	2022 Sponsorship request
15/11/2021	Richard Boucher, Albury City	Following up insurance of new solar system
16/11/2021	SmartyGrants	Application for Local Sports Grant Program 2021/22 (Square Register Kit and Laptop)
17/11/2021	Chris Stern, Electorate Office of Justin Clancy MP	Copy of AWTTA Local Sport Grant Program application
18/11/2021	SmartyGrants	Application for Cross Border Sport Fund - COVID-19 recovery 2020/21
22/11/2021	J.J. Richards & Sons Pty Ltd	Completed Service Agreement for waste services
23/11/2021	Richard Boucher, Albury City	Forwarded information received from Elders re: insurance of solar system
2/12/2021	Sport Albury Wodonga	Max Geering nomination for 2022 Joss Group Young Achiever Award
2/12/2021	Dianne Mitchell, Family Friend OSHC	Confirmation of booking for December 22 session
5/12/2021	Deaf Children Australia	Completed online survey as part of their national Blueprint project
5/12/2021	Steve Norris, NSW Office of Sport	Response to request for image of juniors being supported by grant
6/12/2021	Jenny Farrington, Ovens and Mitta Division Secretary	Confirmation of booking in September 2022 for Ovens and Mitta Division