

**AWTTA – Meeting Minutes****Date: 21 January 2022****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:** Nil**Absent:** Cody Luton, Ivan Church**Absent:** **Approval of Minutes from Meeting held on 10/12/2021.****Mover:** Rick Woods **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 still 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>	

Director Education course is now available online for Committee members to complete. Claire Montgomery will be sending out details of requirements for gaining a badge in the coming week.

- Item 03/21: Child Safe Policy** – Cody Luton still to progress.
- Item 07/21: Review of Dispute Resolution Process** – Feedback from Committee members noted. Brett Marsh to finalise and circulate updated By-Laws for review.
- Item 08/21: Forward Planning (Changerooms)** – Letter of support for funding applications has been sourced from TTV. Richard Boucher has indicated he is available to meet to progress this discussion – date to be finalised asap. Noted that AlburyCity Financial Assistance Grants expressions of interest close on January 28.
- Item 13/21: Sponsors activity** – Ian Radley has invited sponsors to the BBQ and social play activity planned for Australia Day. Completed
- Item 14/21: Schools Coaching** – Ian Radley advised that he has contacted TTV re possibility of coaches being available for late March.



- **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** – options for messages were considered and approval given to Ian Radley to purchase required letters/numbers.
- **Item 19/21: Asset Register** – Rick Woods to set up this record and present to the Committee for review.
- **Item 20/21: Insurance for Solar System** – AlburyCity have indicated that they will not be including the solar system in their insurance for the Club building. Ian Radley to progress with Elders. Copy of relevant AlburyCity insurance details has been requested to ensure that all necessary items are covered by either AWTTA or AlburyCity – Terry Caldwell to follow up.
- **Item 21/21: Grant payment for Solar System** – Received. Completed
- **Item 22/21: Bunnings Fundraiser BBQ** – refer Item 5 below. Completed
- **Item 23/21: Umpires Course with Sam Miller** – refer Item 6 below.
- **Item 24/21: Sensor/timer light at entry/exit area** – Terry Caldwell demonstrated the new timer which has been installed. Completed
- **Item 25/21: North-East Weekend Shields** – Terry Caldwell has contacted Yarrawonga seeking missing details for the Shields.

b. Grant items

- **Grants-11/20: Support promising junior players** – NSW Local Sport –funds received. Pending acquittal. Andy Nguyen accepted offer of support. Sam Palmer to provide receipts for coaching to assist with claims for reimbursement by players.
- **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 – payment received from AlburyCity. Completed
- **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-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 still to be advised.
- **Grants-08/21: Table Tennis table** – Budget Direct Sponsorship Fund – Brett Marsh to submit application for a table in the next round. Noted that table tennis has been included in current advertising campaign.

Agenda Item 3: Correspondence – Email/Mail

Refer Appendix A

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

Agenda Item 4: Treasurer's Report

Net surplus for month of December 2021	\$30,572.26 Cr
Net position as at 31 December 2021	\$104,602.22 Cr

Rick Woods reported that the \$24,000 grant from AlburyCity for the installed Solar Panels was received in late December. Commercial Club sponsorship of \$3,000 was also received this month.

Noted that pennant nightly fees, schools/groups receipts and canteen sales were all down on this time last year due to continued COVID lockdowns/restrictions. Keenager receipts were up on this time last year.

Mover: Ashley Wurtz **Seconder:** Brett Marsh *Accepted*



Agenda Item 5: Report from recent activities

- Family Friend OSHC – Wednesday 22 December
23 children participated in this session. Thanks were extended to the seven members who assisted.
- Bunnings Fundraiser BBQ – Sunday 9 January 2022
Thanks were extended to the 20 members who were involved in this BBQ. Profit of \$600 considered reasonable given the high number of COVID cases at the time and the quieter trading on the Sunday. Suggested that Saturday might be a better day for this activity.

Agenda Item 6: Upcoming activities

- Coaching with Sam Palmer – Saturday 22 January
Terry Caldwell indicated that currently there are eight members registered for the morning session and six members for the afternoon session.
- Australia Day BBQ and social play – Wednesday 26 January
All members have been invited to participate in free social play from 8.30am to 2.00pm and a free BBQ from 12.00pm to 1.00pm. Sponsors have also been invited. Some tables are to be set up outside, and reduced seating provided in the Clubroom, to ensure COVID requirements are adhered to.
- Sport Access HQ – Information/Demonstration Event – Thursday 27 January
Invited to join an online demonstration and information session about the Sport Access HQ App. TTA has partnered with Inclusive Sport Design to test this new app platform alongside selected table tennis clubs. Agreed that AWTTA would not seek to be involved in this project during its developmental phase.
- Umpires Course with Sam Miller – Saturday 29 January
Low numbers at this stage. No response received from other Clubs. Suggested that an Association Umpire course might be more relevant to members than a State Umpire course. Email has been sent to TTV Umpires Association seeking further information about the Association Umpire course. Terry Caldwell to contact Sam Miller to discuss options.
- NSW Office of Sport: Inclusive Facility Design and Innovation Forums
NSW Office of Sport will be conducting a series of four online forums to explore inclusive facility design and innovation issues. Forums will be held from 11.00am until 12.30pm on February 23, March 23, April 27 and May 11. Waiting on further information and registration details.
- Defence Welcome to Albury Wodonga Expo – Friday 18 March
Request for expressions of interest (due by 28 January) to participate as an exhibitor has been received. Considered worth being represented at this event - Ian Radley to seek further information.

Agenda Item 7: Matters from the President

- Keenagers interclub event 2022
Scheduled for March 25 and 26. Entry forms to be sent out soon.
- Update on membership payments
Terry Caldwell reported that 62 memberships have been paid to date for 2022. Reminder that AWTTA Membership forms are also to be completed by new members or if details have changed for existing members.



Agenda Item 8: Pennant Update

- Grading Night / Season start
Grading night will be held on Wednesday 2 February, with Pennant commencing the following week. Concerns expressed about numbers, especially for Division 4, as may still be impacted by COVID. Geoff Prior was interviewed on Prime TV last night which provided good promotion for the Club. Hopeful that additional coverage will happen next week.
- Possible “coaching” prior to Tuesday night competition
Ian Radley reported that requests had been received from some members for basic coaching. He has asked some Division 1 players to assist with a session to be scheduled from 5.30pm to 6.15pm on Tuesday nights. Planning to start once the season commences.
- Active Kids
Ian Radley sought clarification of who has applied for the Active Kids vouchers and how expenditure was recorded. Suggested that a Google Sheet be set up which can be accessed by all relevant parties to ensure accurate recording of these vouchers across pennant, coaching, etc.

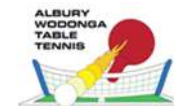
Agenda Item 9: Other General Business

- Renewal of Digital Pacific website hosting for an additional three years was approved.
- AGM – notice of meeting to be held on Friday 25 February and nomination forms for Committee positions to be sent by Secretary. Nominations to be submitted by 1.00pm on Friday 11 February.

Date of Next Meeting: Friday 11 February at 5.00pm

End of Meeting/Adjournment: 6.15pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
10/12/2021	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	Entry forms and Prospectus' released: 2022 TTA Tour - Canberra and Melbourne
13/12/2021	NSW Office of Sport	On the Ball Newsletter - Quarter 4 2021
13/12/2021	AlburyCity Community Development Team	AlburyCity Financial Assistance Grants Open - applications close 28/01/2022
14/12/2021	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	2021 National Volunteer Awards Program Recipients
14/12/2021	Telstra	Online Bill Notification
16/12/2021	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	CEO's Message: 2021 Review
16/12/2021	Aaron Tuckfield, TTA	2021 Active Kids Grants - Australian Sports Foundation
17/12/2021	Claire Montgomery, Events & Clubs Officer TTV	2022 Certificates of Currency links on Affiliates section of TTV website
20/12/2021	Claire Montgomery, Events & Clubs Officer TTV	COVID Updates and Merry Christmas
22/12/2021	NSW Office of Sport	Save the Date: Inclusive Facility Design & Innovation Forum
22/12/2021	Bright Spark Power	Invoice for period 22 November to 21 December 2021
1/01/2021	Claire Montgomery, Events & Clubs Officer TTV	TTV Account Rollover complete
1/01/2022	Kameron Chan & Gerard McCarthy, Ratings Central	Ratings Central: A 2022 Message from the Australian Coordinators
5/01/2022	Claire Montgomery, TTV	Letter from TTV in support of applications for Clubroom improvements
5/01/2022	Richard Boucher, AlburyCity	Response to Solar System insurance query
5/01/2022	JJ's Waste & Recycling	Invoice for December 2021 (2 collections)
8/01/2022	Colin Geraghty	Change of email and membership renewal
11/01/2022	AlburyCity	Invoice for Annual Lease Fee for 2022
11/01/2022	Kristy Bermingham, School Admin Officer	Request for updated Public Liability Certificate of Currency and COVID Safety Plan
11/01/2022	Richard Boucher, AlburyCity	Available to work with Changerooms Workgroup - seeking details of date
11/01/2022	Craig Bain, Managing Director, Accredited Distributors	Notice of possible delays due to COVID-19
12/01/2022	Telstra	Online Bill Notification
12/01/2022	Kara Retford, Table Tennis Australia	Sport Access HQ - Information and Demonstration Event on Thursday 27 January
14/01/2022	Digital Pacific	Tax Invoice - Standard Web Hosting (13/02/2022 - 12/02/2025)
14/01/2022	Claire Montgomery, TTV	AWTTA Affiliation Form update
14/01/2022	Susie Geering (fwd email from Sport Albury Wodonga)	Letter advising Max unsuccessful as a finalist in 2020 Young Achiever of the Year Award
18/01/2022	Ros Walls, AlburyCity	Apology for sponsors activity; suggestion for AWTTA involvement in ACC Australia Day event
18/01/2022	Claire Montgomery, TTV	Sport Australia free online course for Committee members and EPIC.TT accreditation
18/01/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	The Start Line - Sport Australia's new Director Education Course



Date received	Received from	Details
19/01/2022	JJ's Waste & Recycling	Change of scheduled collection day to Tuesdays
20/01/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	Entry Reminder: TTA Tour - Canberra
20/01/2022	Kim Ingleton, Family Liaison Officer	Expression of interest - Defence Member and Family Support - Welcome event
21/01/2022	Egon Loh, TTA	2021 TTA Membership and Participation Census - Summary (full year)
Date sent	Sent to	Details
13/12/2021	Richard Boucher, AlburyCity	Following up Solar System insurance, noting Elders Insurance response
13/12/2021	Richard Boucher, AlburyCity	Following up grant payment for Solar System (invoice attached)
13/12/2021	Richard Boucher, AlburyCity	Changerooms and general development at Table Tennis Centre (from Nov 4 meeting)
14/12/2021	Andy (and Lewis) Nguyen	Junior Development Grant details - \$1000
16/12/2021	Kerry May, AlburyCity	Copy of AWTTA Certificate of Currency for 2022
16/12/2021	Taylah-Jean Hardisty, Activities Organiser, Bunnings	Copy of AWTTA Certificate of Currency for 2022
17/12/2021	AWTTA Sponsors	Sponsors Newsletter - December
27/12/2021	Egon Loh, TTA	2021 National Membership and Participation Census for October - December Quarter
9/01/2022	Taylah-Jean Hardisty, Activities Organiser, Bunnings	Bunnings Sausage Sizzle Feedback Form
11/01/2022	Kristy Bermingham, School Admin Officer	Copy of current Public Liability Certificate of Currency and current COVID arrangements
11/01/2022	Richard Boucher, AlburyCity	Seeking clarity on assets at Table Tennis Centre covered by AlburyCity insurance policies
11/01/2022	Claire Montgomery, TTV	AWTTA Affiliation form to be submitted after AGM (postponed until 25/02/2022)
14/01/2022	AWTTA Sponsors	Invitation to attend Australia Day BBQ event at Club
20/01/2022	TTV Umpires League	Request for information about Association Umpire course