

**AWTTA – Meeting Minutes****Date: 11 February 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**Apologies:** Ashley Wurtz, Cody Luton**Absent:** Ivan Church**Absent:** **Approval of Minutes from Meeting held on 21/01/2022.****Mover:** Adrian Rix **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 May 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 07/21: Review of Dispute Resolution Process** – Brett Marsh circulated updated By-Laws to Committee members prior to the meeting for review.

MOTION: That the amendments to the By-Laws be accepted, and an updated version be made available via the AWTTA website and Club noticeboard.

Mover: Rick Woods **Seconder:** Ian Radley **Accepted**

- Item 08/21: Forward Planning (Changerooms)** – EOI submitted to AlburyCity to fund concept plan for facilities improvements. Completed
- Item 14/21: Schools Coaching** – Ian Radley advised that he contacted TTV re possibility of coaches being available for late March. Adam Pegg from Ballarat has expressed interest at cost of \$1000. Dates still to be confirmed (late March/early April). Visits to be arranged for two schools in Albury and two in Wodonga. Will also attend the regular school sessions at the stadium, with the possibility of an additional session being offered on the Wednesday afternoon/evening.



- **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 has ordered required letters/numbers. Completed
- **Item 19/21: Asset Register** – Draft spreadsheet circulated for review. Assets listed to be minimum of \$1000. Suggested that this register could also include a record of equipment held by the Club. Rick Woods to add relevant information and maintain as part of Treasurer's role.
- **Item 20/21: Insurance for Solar System** – Ian Radley followed up with Elders and insurance cover amended accordingly. Additional amount paid. Completed
Terry Caldwell requested a copy of relevant AlburyCity insurance details to ensure that all necessary items are covered by either AWTTA or AlburyCity – no response yet.
- **Item 23/21: Umpires Course with Sam Miller** – Course cancelled due to insufficient interest. Suggested Association Level course may be of more interest to members.
- **Item 25/21: North-East Weekend Shields** – Terry Caldwell pursuing.
- **Item 01/22: Defence Welcome Expo** – Friday 18 March. Refer Agenda Item 6 below.
- **Item 02/22: Keenagers InterClub Event** – refer Agenda Item 6 below.
- **Item 03/22: Website hosting renewed** – payment for next 3 years has been arranged by Ian Radley. Completed

b. Grant items

- **Grants-11/20: Support promising junior players** – NSW Local Sport – funds received. Pending acquittal end of June.
- **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 by Adam Pegg in late March/early April.
- **Grants-05/21: 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. Outcome still to be advised.
- **Grants-08/21: Table Tennis table** – Budget Direct Sponsorship Fund – application to be submitted by Brett Marsh in next round.
- **Grants-01/22: Tournament promotion** – ACC Event Partnership Program – application for \$1,200 submitted by Terry Caldwell on 22/01/2022. Outcome pending.
- **Grants-02/22: Concept Plan for new Clubhouse** – ACC Community Fund – EOI submitted by Brett Marsh 03/02/2022 for \$20,000 towards consultant costs. Outcome pending.

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 January 2022	\$6,304.84 Cr
Net position as at 31 January 2022	\$110,907.23 Cr

Rick Woods reported that as at 31 January we have received \$1,355.00 Pennant registrations and \$3,725.00 Keenager registrations. These funds are to be remitted to TTV upon receipt of their invoice.

General discussion occurred about oversight of income and expenditure as part of governance role of the Committee.

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



Agenda Item 5: Report from recent activities

- Coaching with Sam Palmer – Saturday 22 January
Another successful session with 9 participants in the morning session and 6 in the afternoon session.
- Australia Day BBQ and social play – Wednesday 26 January
Social play and BBQ was enjoyed by about 35 members.

Agenda Item 6: Upcoming activities

- AGM – Friday 25 February
Nominations closed at 1.00pm today and it was noted that voting would not be required to fill positions. One vacancy still exists for a general committee member and Terry Caldwell to follow up suggestions received. Sausage sizzle will be held prior to the AGM – Ivan Church and Brett Marsh have volunteered to assist. Social play will be available after the AGM.
- Coaching with Sam Palmer – Saturday 5 March
Next session is scheduled for March 5. Interest had already been shown by new players.
- Defence Welcome to Albury Wodonga Expo – Friday 18 March
AWTTA will be attending this expo from 4.30pm until 6.30pm. Table tennis table will be available at the venue. Selected juniors have been asked to assist. Any Committee members interested in assisting to advise Ian Radley. Club to take banner, bats and balls. Mentioned that a Defence Force grant may be available later in the year and suggested this could be worth pursuing.
- Keenagers InterClub Event – March 25 and 26
Entries are now open, and promotion being arranged. All matches are doubles, with events for Men, Ladies and Mixed. Cost per player is \$30 per day or \$50 for both days, and includes all play, lunch, morning tea, afternoon tea and dinner/social activities. Non-players cost is \$20 per day. Hoping for 80-100 participants from various clubs. Kerry Bell coordinating the catering team. Trophies ordered.
- Proposed Association Level Umpires Course with Sam Miller – Friday 27 May
Terry Caldwell reported that Sam Miller will be attending the AWTTA Open Junior and Senior Tournaments on March 28 and 29 and could be available on the Friday evening prior to conduct an Association Level Umpires course. Further details still to be arranged and expressions of interest will be sought closer to the time.

Agenda Item 7: Matters from the President

- Air conditioner controller replacement has been sourced and is working well.
- AWTTA information has been submitted for inclusion in the TTV 100 years Anniversary History Book.

Agenda Item 8: Pennant Update

- Pennant numbers / new members for Summer season
Ian Radley reported that there are 31 teams and 93 players in the Summer season. Noted that there are 20 new players this season, mainly playing in Division 4. Commented that lists of past players will be reviewed as part of strategy to recruit players for the upcoming seasons, with the aim of encouraging more players to return to competition play.



- Active Kids Vouchers
Google Sheet has been set up to record voucher details and access provided to relevant coordinators.
- Table sales through Table Tennis World
Ian Radley advised that Paul Pinkewich from Table Tennis World will provide a discount to members purchasing a table tennis table if ordered through our Club.

Agenda Item 9: Other General Business

- Director Education Course – all Committee members are encouraged to complete this online course. On completion, please send copy of course certificate to Janet so that Club and TTV records can be updated accordingly.

Date of Next Meeting: to be decided by the new Committee

End of Meeting/Adjournment: 6.30pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
23/01/2022	Bright Spark Power	Invoice for period 22 December 2021 - 21 January 2022
24/01/2022	Scott Walker, Managing Director, ROSS Planning	Invitation to workshop on February 1 with Sport and Recreation Strategy consultants
27/01/2022	Tracey Rowland, Elders Insurance	Endorsement Schedule/Tax invoice for contents increase to include Solar System
27/01/2022	Kim Ingleton, Family Liaison Officer	Link to Defence Member and Family Support community grant program information
28/01/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	My Sport Live to Broadcast all TTA National Events in 2022
1/02/2022	Table Tennis Victoria	Invoice for 2022 memberships - January
2/02/2022	Claire Montgomery, TTV	Notice of 2021 TTV AGM
2/02/2022	JJ's Waste & Recycling	Invoice for January - 2 collections / 3 bins
3/02/2022	NSW Office of Sport	Sport Shorts January 2022
4/02/2022	Albury City Council (via SmartyGrants)	AlburyCity Community and Cultural Grants 2021/2022 Round 2 - Now Open
4/02/2022	NSW Office of Sport	Registration link for Forum 1 - Inclusive Facility Design and Innovation Forum Series
4/02/2022	Service NSW	COVID-19 case alerts for 31/01 and 04/02
8/02/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	TTA Strategic Plan Implementation Update - 31 December 2021
8/02/2022	Table Tennis Victoria	Receipt for January membership payments
10/02/2022	Bendigo Bank	Bank Statements
Date sent	Sent to	Details
22/01/2022	All 2021 and 2022 members	Notice of AGM and Nomination for Committee form
22/01/2022	AlburyCity	Event Partnership Request 2022 for Table Tennis tournaments
22/01/2022	Claire Montgomery, TTV	Director Education Course Certificates for Janet Dennis and Terry Caldwell
23/01/2022	Kara Retford, Table Tennis Australia	RSVP to Sport Access HQ Information and Demonstration Event
24/01/2022	Participant EOIs	Umpiring Course - change type of course and date
27/01/2022	Kim Ingleton, Family Liaison Officer	AWTTA Expression of interest in Defence Member and Family Support Welcome event
30/01/2022	Gerard Lukassen, Border Sign Studio	Order for signs, letters and numbers for external noticeboards
3/02/2022	Claire Montgomery, TTV	Director Education Course Certificate for Rick Woods
3/02/2022	SmartyGrants (online portal)	EOI for AlburyCity's Financial Assistance Program 2022-2023
4/02/2022	John Alder, TTV History Working Party	AWTTA contribution and photos for TTV 100 years Anniversary History Book
7/02/2022	Richard Boucher, AlburyCity	Insurance of assets at Table Tennis Centre (following up original email sent 11/01/2022)