

**AWTTA – Meeting Minutes****Date: 11 March 2022****Location of Meeting:** AWTTA Clubhouse**Start of Meeting:** 5.30pm**Status:** **Approved****Present:** Terry Caldwell (President), Ian Radley (Vice-President), Rick Woods (Treasurer), Janet Dennis (Secretary), Jason Boyd, Adrian Rix, Ashley Wurtz**Apologies:** Nil**Absent:** Brett Marsh**Agenda Item 1: Approval of Minutes from Meeting held on 11/02/2022.****Mover:** Ian Radley **Seconder:** Rick Woods **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 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>	

First Aid checklist has been completed by Dr Russell Auwardt and replacement supplies have been purchased. List of first aiders for noticeboards to be updated.

- Item 03/21: Child Safe Policy** – Cody Luton still to progress.
- Item 14/21: Schools Coaching** – Ian Radley reported that arrangements were progressing and sought volunteers to assist with sessions. Wednesday 30 March – two groups in morning at Trinity College (Terry and Ash), Murray High at AWTTA stadium in afternoon (Cody and Ash). Thursday 31 March – St Francis Year 6 at AWTTA stadium in morning (Ian and Adrian), James Fallon at AWTTA stadium in afternoon (Cody and Ian). Wednesday night coaching session with Adam Pegg – open to all members (Ian and Brett).
- 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 25/21: North-East Weekend Shields** – Terry Caldwell pursuing.



- **Item 01/22: Defence Welcome Expo** – to be held on Friday 18 March from 4.30pm until 6.30pm. Janet, Ian, Levi and Max assisting with this activity. Table will be available at venue. Banner, bats, balls and flyers to be taken.
- **Item 02/22: Keenagers InterClub Event** – March 25 and 26. Around 40 visitors have entered to date and hoping for 35-40 AWTTA members. Trivia and music on Friday, group from Wangaratta will provide cabaret style entertainment on Saturday. Kerry Bell coordinating catering.
- **Item 04/22: Association Level Umpires Course** – proposed for Friday 27 May.
- **Item 05/22: Insurance details from AlburyCity** – still no response.
- **Item 06/22: Director Education Course** – Jason Boyd and Ashley Wurtz have now completed this course. Brett Marsh and Adrian Rix to complete by the end of March.

**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. Coaching activity to be conducted by Adam Pegg on March 30 and 31. Acquittal due by end of June.
- **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. Terry Caldwell to follow up as outcome was expected by the end of 2021.
- **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 on 22/01/2022. Outcome pending.
- **Grants-02/22: Concept Plan for new Clubhouse** – ACC Community Fund – EOI submitted on 03/02/2022 for \$20,000 towards consultant costs. Outcome pending.

**Agenda Item 4: Correspondence – Email/Mail**

Refer Appendix A

**Mover:** Ashley Wurtz    **Seconder:** Jason Boyd    *Accepted*

**Agenda Item 5: Treasurer’s Report**

Net surplus for month of February 2022	\$3,130.35 Cr
Net position as at 28 February 2022	\$114,037.75 Cr

Rick Woods reported that \$10,785 has been received to date for registration fees and these funds will be remitted to TTV upon receipt of their invoice.

Loan repayment of \$6,500 was paid to AlburyCity in March.

Financial report presented at AGM was lodged with Fair Trade NSW on March 4.

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

**Agenda Item 6: Report from recent activities**

- Coaching with Sam Palmer – Saturday 5 March  
Another successful session with 12 participants in the morning session and 9 in the afternoon session. Next session is planned for Saturday 9 April.



## Agenda Item 7: Upcoming activities

- TTV AGM – Saturday 9 April  
Terry Caldwell hoping to attend as the Club's delegate.

## Agenda Item 8: Matters from the President

- Use of Clubroom for Yacht Club monthly meetings  
The local Yacht Club is currently investigating options for a new venue to conduct their meetings. Agreed that AWTTA clubroom would be available on either a Monday or Wednesday evening if required. Suggested that external users be charged a key deposit.
- Border Trust 2022 Community Grant Program  
Noted but decided not to apply.
- Scouts  
Terry Caldwell suggested that the Club approach local Scouts groups about the possibility of using the stadium for social play sessions, either during the regular Scouts sessions or on a weekend. Terry Caldwell to pursue
- Mowing  
Terry Caldwell advised that the Club had been approached by Aspire to undertake mowing at the premises on a fortnightly basis, on Wednesdays between 10.00am and 12.00pm. Terry Caldwell proposed that a BBQ and drink be provided to encourage socialising with the Keenagers during these sessions.

Motion: That Aspire be engaged to undertake mowing at the Club on a fortnightly basis, and that AWTTA makes a \$30 contribution for each fortnight that services are provided.

**Mover:** Terry Caldwell    **Seconder:** Adrian Rix                    *Accepted*

## Agenda Item 9: Pennant Update

- Club Championships  
Ian Radley reported that entries received to date were 14 for Division 1, 15 for Division 2, 20 for Division 3 and 1 for Division 4. Additional entries are expected before the Club Championships are due to be held on Tuesday 15 and Thursday 17 March. Trophies will be awarded to Division winners and runners-up. Winners will have their name added to the honour board.
- Sponsor update  
V & P Brosolo Monumental & General Masons have been signed up as a new Club sponsor. Letter and certificate have been delivered by Ian Radley.

Jason Boyd raised the possibility of Hume Bank being a sponsor. Ian Radley to review their website for further information and liaise with Jason Boyd to progress.

- Possible group booking  
Ian Radley advised that Lavington Lions Club had made contact about the possibility of using the stadium on Wednesday 25 May for social play. The option of including a catered BBQ was suggested. Quoted \$25 per person for play and BBQ. Confirmation of booking still to be received.



## Agenda Item 10: Other General Business

- Meeting dates for 2022
  - Friday 11 March
  - Friday 29 April
  - Friday 3 June
  - Friday 22 July
  - Friday 19 August
  - Friday 30 September
  - Friday 11 November
  - Friday 2 December – AGM (time tbc)

All meetings will be held in the Clubroom commencing at 5.30pm.

- Roles and Responsible Person record updated

Updated version to be circulated to members for review at the next meeting.
- Other matters

- Public Officer

Discussion was held about the role of the Public Officer.

Motion: That Russell Hailey be replaced as Public Officer given his continued absence from the Club.

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

Motion: That Brett Marsh be appointed as replacement Public Officer.

**Mover:** Terry Caldwell **Seconded:** Jason Boyd *Accepted*

- Casual Committee vacancy – still to be filled.

**Date of Next Meeting:** Friday 29 April 2022

**End of Meeting:** 7.10pm

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



## APPENDIX A: Correspondence

<b>Date received</b>	<b>Received from</b>	<b>Details</b>
11/02/2022	Kim Ingleton, Family Liaison Officer	Exhibitor information for Defence Welcome to Albury Wodonga event
12/02/2022	Telstra	Online Bill Notification
15/02/2022	NSW Office of Sport	On the Ball Newsletter February 2022
16/02/2022	SAPIO	Invoice for Alarm Monitoring 15/02/2022 to 14/03/2022
17/02/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Entry Reminder: TTA Tour - Melbourne / National Hopes Week & Challenge
17/02/2022	Accredited Distributors Pty Ltd	Invoice for canteen supplies
22/02/2022	Helen Chant, St John Ambulance Albury	Invoice for first aid supplies
22/02/2022	Bright Spark Power	Invoice for period 22 January to 21 February 2022
25/02/2022	NSW Office of Sport Grant Team	Notice of change to grant reporting and acquittal process - Local Sports Grant
25/02/2022	NSW Office of Sport Grant Team	Notice of change to grant reporting and acquittal process - Cross Border Sport Fund
25/02/2022	Peter Cocks, PC Consultancy	Dysons Community Grants - new round opens March 1
28/02/2022	Anshul Thakran, TTA	Sporting Schools - Grant Applications for Term 2, 2022 - Now Open
28/02/2022	Accredited Distributors Pty Ltd	Statement as at 28 February 2022
28/02/2022	Tierre McCormack, Albury Netball Association	Advice of upcoming tournaments and competitions at JC King Park
28/02/2022	Roger Wheller	Table Tennis - free eBook and coaching resource
1/03/2022	Table Tennis Victoria	Invoice for additional memberships
1/03/2022	Craig Honey, Tough Group	Advertising information about synthetic turf and surfaces
1/03/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	2022 TTA Tour - Sydney: Entry Form and Prospectus Released
2/03/2022	JJ's Waste & Recycling	February - 2 collections x 1 bin
2/03/2022	Claire Montgomery, Events & Clubs Officer, TTV	Reminder: Notice of 2021 TTV AGM
2/03/2022	NSW Office of Sport	Invitation to register: Forum 2 - Inclusive Facility Design and Innovation Forum Series
3/03/2022	AlburyCity	Debtor Invoice - Community Loan instalment
4/03/2022	Table Tennis Australia Ltd	TTA e-Newsletter 4 March 2022
4/03/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Prospectus Released - 2022 National Championships
9/03/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	2021 Audited Financial Statements demonstrate fourth consecutive surplus
9/03/2022	Claire Montgomery, Events & Clubs Officer, TTV	Final Notice of 2021 TTV AGM and related paperwork
<b>Date sent</b>	<b>Sent to</b>	<b>Details</b>
1/03/2022	Tierre McCormack, Albury Netball Association	Acknowledgement of email and advice of upcoming AWTTA events
11/03/2022	V & P Brosolo Monumental & General Mason	Sponsorship letter and certificate