

**AWTTA – Meeting Minutes****Date: 29 April 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:** Brett Marsh**In attendance:** Levi Geering, Daryl Stone (*part only*)**Agenda Item 1: Approval of Minutes from Meeting held on 11/03/2022.****Mover:** Ashley Wurtz **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 confirmed</i>	
Club Health Checks (CHC)	<i>Not available at this stage</i>	

- **Item 03/21: Child Safe Policy** – Cody Luton still to progress.
- **Item 14/21: Schools Coaching** – Acquittal to be submitted. 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 still to be advised.
- **Item 25/21: North-East Weekend Shields** – Terry Caldwell pursuing.
- **Item 01/22: Defence Welcome Expo** – Completed.
- **Item 02/22: Keenagers InterClub Event** – Completed.
- **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** – All current Committee members have completed this course.
- **Item 07/22: COVID-19 Recovery Grant follow up** – assumed not successful.



- **Item 08/22: Budget Direct Sponsorship application for table** – Brett Marsh to progress.
- **Item 09/22: Contact Scouts groups re social play opportunities** – Terry Caldwell reported that he contacted local Scouts groups and received expressions of interest from some groups.
- **Item 10/22: Sponsorship opportunity – Hume Bank** – Jason Boyd and Ian Radley reviewed options. Decided not to proceed.

b. Grant items

- **Grants-11/20: Support promising junior players** – NSW Local Sport. Pending acquittal by end of June.
- **Grants-17/20: Schools Equipment and Coaching** – ACC Community & Cultural Grant Program. Pending acquittal 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 still to be advised - 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. No notification received therefore considered unsuccessful.
- **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. Terry Caldwell to follow up with ACC.
- **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.
- **Grants-03/22: COVID Recovery Package via TTNSW** – application for \$1,000 submitted 18/03/2022. Funds received. Completed.

2022 TTA Equipment and Facilities Grant – applications close May 23. \$4000 available for facilities and \$2000 for equipment. Up to 50% to be funded. Decided not to apply this year.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A

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

Agenda Item 5: Treasurer's Report

Net deficit for month of March 2022	\$4,044.28 Dr
Net position as at 31 March 2022	\$109,993.62 Cr

Rick Woods reported that as at 31 March we have received \$6,645.00 Player registrations and \$5,095.00 Keenager registrations. These funds are to be remitted to TTV upon receipt of their invoice.

Loan repayment of \$6,500 was paid to AlburyCity in March, leaving a balance of \$39,000.

Noted that there was a surplus from the recent Keenagers Inter-Club event.

Mover: Ian Radley **Seconder:** Jason Boyd *Accepted*

Agenda Item 6: Report from recent activities

- Defence Welcome Expo – Friday 18 March
Ian Radley suggested that it was not worth AWTTA participating in future expos.



- *Keenagers InterClub Event – March 25 and 26*
Terry Caldwell reported that 42 visiting players with 8 non-playing visitors, as well as 20 local players participated in this event. Thanks were extended to the following members who assisted with food preparation and kitchen duties during the event: Kerry Bell, Lynne Reid, Dianne Treacy, Peter Treacy, John Waters, Tony Harrington and Judy Crichton. Hayden Scott was also acknowledged for his assistance in umpiring matches. Success of local players noted. Mornington event to be held 7 and 8 October.
- *School Groups Coaching with Adam Pegg – March 30 and 31*
Ian Radley reported that he had received positive feedback from the schools involved and Adam Pegg appreciated the opportunity to visit Albury and work with the Club. Thanks were extended to all members who assisted with the sessions. Grant acquittal now able to be completed.
- *Coaching with Sam Palmer – Saturday 9 April*
Another successful session with 8 participants in the morning session and 6 in the afternoon session. Next session is planned for Saturday 21 May.

Agenda Item 7: Upcoming activities

- *Walbundrie Small Schools Group*
Ian Radley reported that students from the Walbundrie Small Schools group will be attending the Club for coaching and social play for four weeks from Friday 29 April. There will be two sessions each Friday, with all schools coming together for a gala day on Friday 20 May. Thanks were extended to the members who have volunteered to assist with these sessions.
- *Lions Club – Wednesday 25 May*
Ian Radley has contacted the Lions Club and will advise Kerry Bell of details for catering once confirmed.
- *Association Umpires Course with Sam Miller – Friday 27 May*
Terry Caldwell will liaise with Sam Miller about arrangements and seek expressions of interest from members.
- *EPIC.TT Workshop with Claire Montgomery – Monday 1 August*
Claire has indicated she would be available to conduct a workshop with the Committee on Monday 1 August, as she is planning to be in Albury for the Victorian Schools Challenge proposed for August 2. Further details to be advised.
- *Country Championships – June 11 to 13*
Adrian Rix will coordinate the AWTTA team entries and submit to TTV by due date of May 17. Members have been advised via the President's email newsletter.

Agenda Item 8: Matters from the President

- *Update on membership numbers*
229 members registered to date. 10 new players and 2 social players attended the Grading Night on Wednesday. Facebook, TV and Newspaper publicity have helped increase awareness.
- *Pest control*
Usually undertaken every two years. Terry Caldwell to arrange for November.



- Tournaments
Junior and Senior Open Tournaments are scheduled for May 28 and 29. Volunteers sought from Committee to attend these events, especially on Sunday as Terry Caldwell will only be available on the Saturday. TTV officials are responsible for conducting these events. AWTTA pays for accommodation. Kerry Bell has volunteered to coordinate catering on both days, with assistance from other members.

Agenda Item 9: Pennant Update

- New season
Ian Radley reported that there were 33 teams and 99 players registered for the upcoming Winter season. Encouraging to note that there were 10 new players and 2 social members who attended the recent Grading Night.

Commented that exhibitions at shopping centres may be possible again to assist with recruiting for future seasons.

- By-Laws Update – Club Championships
Discussion was held about the suggested amendments which were circulated to members prior to the meeting.

Motion: That section 5.3 *Club Championships* of the AWTTA By-Laws be amended to the following:

5.3.1 A player must be registered with AWTTA Inc as a competition (pennant) player.

5.3.2 A player must have played at least four (4) pennant matches in any one season in the current calendar year.

5.3.3 A player must play in the division level stipulated as their assessed division at the time of the Club Championships.

5.3.3.1 A player's assessed division will be the highest-level division they have played in, excluding as a fill-in only, during the current calendar year; or eligible season/s if they are postponed.

Mover: Ashley Wurtz **Seconder:** Adrian Rix *Accepted*

- Sam Palmer WWCC
Victorian WWCC application is in progress. NSW WWCC to be actioned asap. Janet Dennis to email Sam requesting NSW WWCC be finalised before the next scheduled coaching session. Terry Caldwell will also speak to Sam about this at the next coaching session.

- New tables
Ian Radley proposed that the Club purchase four new Stiga Expert Roller table tennis tables. This will ensure we maintain continuity of playing surfaces as tables are replaced. To be funded from sponsorships received. Quote received from Table Tennis World for \$5,918 for supply, delivery and installation of four tables and nets.

Motion: That Ian Radley arrange for four Stiga Expert Roller table tennis tables to be purchased from Table Tennis World.

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

Suggested that the Club offers for sale by tender four of the older tables. Starting price for tables to be above \$250 each. Further details will be provided in the President's email to all members once the new tables have been received.



- Social Night
Proposed for Thursday 16 June as no pennant matches have been scheduled during the week following the Victorian Country Championships. Ian Radley to coordinate this activity. Suggested format is a handicap event commencing at 6.30pm with prizes to be awarded. There will be no cost to play. Details to be finalised closer to date.

Motion: That a free Social Night for all members be held on Thursday 16 June commencing at 6.30pm.

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

Agenda Item 10: Other General Business

- Request for casual use of stadium
Levi Geering and Daryl Stone attended the meeting for discussion of this item.
Seeking access to stadium on a regular basis so that Max and Levi Geering can undertake training in preparation for the upcoming National Championships in July. Details of proposed session dates and times are to be submitted to Ian Radley by Friday to cover the upcoming week commencing on the Sunday. Dates to be checked to ensure no conflicts with existing bookings and then sessions will be added to the AWTTA Calendar available on the website. Limit lights to minimum usage. At least one person present at each session must have a current WWCC. Cost is \$3 per participant. A responsible person must be nominated for each session and will be responsible for collecting the playing fees, ensuring WWCC requirements are met and securing stadium at end of each session. Money collected is to be provided to the Pennant Coordinator with list of attendees as applicable.

Motion: That approval be granted for Max and Levi Geering to access the stadium outside the regular usage times, so they can undertake training with other interested members, subject to the guidelines specified by the Committee.

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

Suggested that this arrangement be reviewed by the Committee at the July meeting.

Noted that the defibrillator and first aid kit should be relocated so they are accessible to users when the Office is closed.

- Roles and Responsible Person record updated
Roles and Responsible Person record to be finalised and circulated to members. Discussion was also held about the need to ensure the Committee was aware of the voluntary work generously being undertaken by members. Janet Dennis and Terry Caldwell are currently collating this information and it will be circulated to Committee members prior to the next meeting.
- Sunday social play
Geoff Prior and Jason Boyd propose to implement a roster system to cover Sunday sessions. Copy of roster to be provided to the Secretary so that duty person can be included in the AWTTA Calendar on the website should contact be required.
- Office space / vision for area
Jason Boyd commented that it would assist the person on duty for Sunday sessions if relevant items were placed in a dedicated pigeon-hole in the Office. Suggested that Jason Boyd and Geoff Prior also prepare a running sheet with detailed instructions to assist the duty person.



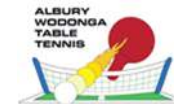
Archiving of existing records in the Office, and use of digital records going forward, was also discussed. Noted that copies of Minutes and Reports have been made available on the AWTTA website since the end of 2018. Janet Dennis to progress this.

- Review of Canteen prices
Prices for some items sold in the canteen will be increased to reflect rising purchase costs. Cash register and Square details to be updated accordingly.
- Other matters
Nil

Date of Next Meeting: Friday 3 June 2022

End of Meeting: 7.30pm

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

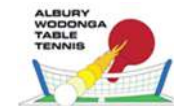


APPENDIX A: Correspondence

Date received	Received from	Details
11/03/2022	Jason Boyd	Director Education Course Certificate
11/03/2022	Ashley Wurtz	Director Education Course Certificate
11/03/2022	Kim Ingleton, Defence Member and Family Support	DMFS Welcome Event - Stallholder event information
11/03/2022	Bendigo Bank	Bank Statements
13/03/2022	Telstra	Online Telstra Bill notification
15/03/2022	Shane Walters, Club Manager, Albury PCYC	PCYC Albury Youth Mental Health fundraising - PCYC StarJump Challenge information
16/03/2022	SAPIO	Invoice for Monitoring Services 15/03/2022 - 14/04/2022
17/03/2022	Susie Geering	Missing keys
18/03/2022	Yvonne Holt, Lavington Lions Club	Lavington Lions Club social visit
18/03/2022	Stuart Howson, Vice Commodore, AWYC	Use of table tennis clubroom for meetings
18/03/2022	Table Tennis Australia	Table Tennis Australia: e-Newsletter
19/03/2022	NSW Office of Sport	Reminder: Forum 2 - Inclusive Facility Design and Innovations Forum Series
20/03/2022	Colin Thornton, Cubs Group Leader	Expression of interest in table tennis session for group
21/03/2022	Dianne Mitchell, Family Friend OSHC	Request for booking in April School holidays
21/03/2022	Wynns Locksmiths	Invoice for additional keys
21/03/2022	Chris Stern, Electorate Officer for Justin Clancy MP	Paul Toole Media Release: \$20 Million events boost to drive regional tourism
22/03/2022	Bright Spark Power	Notice of Variation - Market Retail Contract and Supporting Documents
22/03/2022	Bright Spark Power	Invoice for period 22 February to 21 March 2022
22/03/2022	Rutherglen Scout Group	Expression of interest in table tennis session for group
22/03/2022	Ken Smith, NSWCHSSA	Request for Public Liability information for NSWCHSSA Knockout Tournament on April 4
22/03/2022	Claire Montgomery, TTV	Updated report for Director Education Course completions
23/03/2022	NSW Office of Sport	Sport Shorts February-March 2022
23/03/2022	Claire Montgomery, TTV	Updated WWCC report
24/03/2022	Egon Loh, TTA	2022 TTA Membership and Participation Census (Quarter 1) - Victoria
24/03/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Prospectus Released - 2022 National Veterans Championships
27/03/2022	Brett Marsh	Director Education Course Certificate
28/03/2022	Adam Pegg	Copy of Working with Children Check
29/03/2022	Gen Dohrmann, CEO TTV	2021 Table Tennis Victorian Annual General Meeting - RSVP
29/03/2022	Border Sign Studio	Invoice for second set of signs



Date received	Received from	Details
29/03/2022	Claire Montgomery, TTV	Voting Numbers for 2021 TTV AGM
30/03/2022	Sam Palmer	Response to request for WWCC details - update pending
31/03/2022	Accredited Distributors Pty Ltd	Invoice and Monthly Statement
1/04/2022	Adrian Rix	Director Education Course Certificate
1/04/2022	Table Tennis Victoria	Invoice for additional memberships
1/04/2022	Table Tennis Australia Ltd	TTA e-Newsletter 1 April 2022
1/04/2022	Claire Montgomery, TTV	Updated Director Education accredited members
2/04/2022	JJ's Waste & Recycling	March invoice - 3 collections / 5 bins
3/04/2022	Greg Bristowe, Croydon TTA	Committee Roles
4/04/2022	Bright Spark Power Support	Change of rates on electricity agreement - rates increase
4/04/2022	Claire Montgomery, TTV	2021 TTV Annual Report and AGM Reminder
4/04/2022	Digital Pacific Pty Ltd	.au Direct Domain Names are now available
5/04/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Individual Entry Forms Available- 2022 National Championships
6/04/2022	NSW Office of Sport	Invitation to Forum 3 - Inclusive Facility Design and Innovation Forum Series
7/04/2022	NSW Office of Sport	On the Ball March/April 2022
11/04/2022	Claire Montgomery, TTV	2022 Country Championships
11/04/2022	Adam Pegg	Invoice for schools coaching sessions
12/04/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	TTA Welcomes the return of Commonwealth Games in 2026
12/04/2022	Zachary Moffat	Queries about registration process for Senior Open tournament
13/04/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	We're Hiring: National Program Manager (Able-Bodied)
13/04/2022	Julie Twitt, Principal, Gerogery Primary School	Walbundrie Small School Program booking enquiry
14/04/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Livestreaming National Events 15-16 April
15/04/2022	Sapio Pty Ltd	Invoice for Alarm Monitoring 15/04/2022 to 14/05/2022
15/04/2022	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
17/04/2022	Energy Locals Support	Confirmed receipt of request to change electricity supplier and support ticket created
20/04/2022	Gen Dohrmann, CEO TTV	Table Tennis Victoria - CEO Update April 20
21/04/2022	Rachel, Energy Locals Support	Details of proposed rates, membership fee and terms and conditions
21/04/2022	Sapio Pty Ltd	Invoice for alarm response patrol
22/04/2022	Aaron Tuckfield, Senior Manager, TTA	2022 TTA Equipment and Facilities Grant - Opens Monday
26/04/2022	Claire Montgomery, TTV	EPIC.TT Workshop proposed date
26/04/2022	Julie Twitt, Principal, Gerogery Primary School	Confirmation of schools and numbers; request for additional documents



Date received	Received from	Details
27/04/2022	Bright Spark Power	Final invoice (credit) - service transfer
28/04/2022	Accredited Distributors Pty Ltd	Invoice for canteen supplies
28/04/2022	Bright Spark Power	Invoice for period 22 March to 20 April 2022
28/04/2022	Gen Dohrmann, CEO TTV	Table Tennis Victoria - CEO Update April 28
29/04/2022	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
Date sent	Sent to	Details
11/03/2022	Claire Montgomery, TTV	Director Education Course Certificates for Jason Boyd and Ashley Wurtz
13/03/2022	NSW Fair Trading	Change of Public Officer form
15/03/2022	Sam Palmer	Request for Working with Children Check details
17/03/2022	Susie Geering	Arrangements for replacement keys and advise of deposit required
18/03/2022	Current Sponsors	AWTTA Sponsors Newsletter
18/03/2022	Yvonne Holt, Lavington Lions Club	Confirmation of booking for social visit on May 25
18/03/2022	TTNSW Online	Application for NSW COVID Recovery Package funding and invoice
20/03/2022	Scouts/Cubs/Girl Guide Leaders (various)	Invitation to consider table tennis as an activity for their group/s
21/03/2022	Diann Mitchell, Family Friend OSHC	Confirmation of booking for April School holidays
22/03/2022	Gerard Luckassen, Border Sign Studio	Request for AWTTA Honour Boards to be updated
22/03/2022	Ken Smith, NSWCHSSA	Copy of Public Liability Insurance details
28/03/2022	Claire Montgomery, TTV	Director Education Course Certificate for Brett Marsh
29/03/2022	Sam Palmer	Following up request for WWCC details
1/04/2022	Claire Montgomery, TTV	Director Education Course Certificate for Adrian Rix
2/04/2022	Max & Levi Geering, Luke Van Zanten, Andy Nguyen	Link to Local Sporting Champions Program application information
5/04/2022	Egon Loh, TTA	Online 2022 TTA Membership and Participation Census (Quarter 1) - Victoria
5/04/2022	Greg Bristowe, Croydon TTA	Response to Committee Roles information request
12/04/2022	Zachary Moffat	Follow up to query about tournament registration process
13/04/2022	Julie Twitt, Principal, Gerogery Primary School	Confirmation of booking for Walbundrie Small School Program April/Mau
17/04/2022	Energy Locals	Request to change electricity supplier from Bright Spark Power effective 22/4/22
21/04/2022	Rachel, Energy Locals Support	Acceptance of terms and conditions and details of AWTTA Authority Contacts
25/04/2022	Claire Montgomery, TTV	EOI in scheduling workshop as part of EPIC.TT Program
26/04/2022	Julie Twitt, Principal, Gerogery Primary School	Risk Assessment, Public Liability, Emergency Response, COVID safety and WWCC details