

**AWTTA – Meeting Minutes****Date: 22 July 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, Brett Marsh, Ashley Wurtz**Apologies:** Nil**Absent:** Adrian Rix**Agenda Item 1: Approval of Minutes from Meeting held on 03/06/2022.****Mover:** Jason Boyd **Seconder:** Brett Marsh *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
Child Safe Officer (CSO)	Brett Marsh to replace Cody Luton	TBC
Child Safe Policy (CSP)	<i>Under review</i>	
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 November 2022</i>	
Governance Training (GOV)	<i>Visit by TTV – date to be confirmed</i>	
Club Health Checks (CHC)	<i>Not available at this stage</i>	

- Item 03/21: Child Safe Policy** – Brett Marsh to progress revision of this policy for consideration by Committee. Online training still to be completed.
- Item 17/21: Square system capability explored** – Advised grant application was unsuccessful. Ian Radley reported that he had investigated options, including non-Square systems, and recommended that the Club purchase a Square system for \$1536 which includes register, cash drawer, receipt printer and paper rolls.

Motion: That Ian Radley be authorised to purchase the recommended Square system for the Club.

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

- Item 25/21: North-East Weekend Shields** – Terry Caldwell has arranged for the shields to be updated and they are now on display in the Clubroom. Ian Radley volunteered to liaise with John Wright in Yarrowonga about possible dates for 2022 event.
- Item 08/22: Budget Direct Sponsorship application for table** – decided not to progress this application.
- Item 11/22: Sale of used tables** – Ian Radley reported that the four replacement tables, as well as an older table in storage, have now been sold. Completed
- Item 15/22: Sunday social session roster and running sheet for duty person** – Ian Radley prepared a running sheet which is now in use. Secretary to be provided with roster so that the website calendar can be updated accordingly. Completed
- Item 17/22: Tournament letter of thanks:** Completed
- Item 18/22: TTV/SSV Primary School Cup** – proposed for August 2. Only one school has expressed interest to date so unlikely this event will proceed.
- Item 19/22: Working Bee** – volunteer still required to organise a working bee to clear the storm drain and guttering around the Clubroom.



- **Item 20/22: Supplier at Veterans Tournament in November** – Ian Radley confirmed that Table Tennis World will be providing a stand at this tournament in November. Affordable Table Tennis to be advised accordingly.
 - **Item 21/22: Purchase of stools for Office:** Completed
- b. Grant items**
- **Grants-11/20: Support promising junior players** – NSW Local Sport. Claim for Andy Nguyen still to be finalised and then acquittal submitted. Max Geering, Levi Geering, Luke Van Zanten, and their families, conveyed their thanks and appreciation to the Committee and members of the Club for supporting them to attend the National Championships in Queensland.
 - **Grants-05/21: Square Register Kit and Laptop** – NSW Local Sport (Sport Access). Advised on 8/6/2022 that our application was unsuccessful. Completed
 - **Grants-07/21: COVID-19 Recovery re fixed costs** – NSW Office of Sport COVID-19 Cross Border Sport Fund 2021/22. Advised successful – funds have been received.
 - **Grants-08/21: Table Tennis table** – Budget Direct Sponsorship Fund. Decided not to submit any further applications.
 - **Grants-01/22: Tournament promotion** – ACC Event Partnership Program – still waiting on advice of outcome. Terry Caldwell to follow up and submit request for car park maintenance work to be undertaken, especially prior to Veterans Tournament.
 - **Grants-02/22: Concept Plan for new Clubhouse** – ACC Community Fund – recommendation made at AlburyCity Council meeting but still waiting on confirmation of outcome. Brett Marsh to follow up with ACC.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A

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

Agenda Item 5: Treasurer's Report

Net deficit for month of June 2022	\$406.88 Dr
Net position as at 30 June 2022	\$109,003.40 Cr

General discussion was held about various items in the report. Noted that the Club is in a sound financial position as we move into the 2022-2023 financial year. Report for the financial year ended 30 June 2022 will now be submitted to the Auditor in preparation for review by members at the next AGM.

Mover: Brett Marsh **Seconder:** Jason Boyd *Accepted*

Agenda Item 6: Review of recent activities

- ***Victorian Country Championships – June 11-13***
AWTTA entered five teams this year, with the following results:
A1 - Runners Up (Sam Palmer, Max and Levi Geering)
C2 - Finished 3rd (Ashley Harding, Adrian Rix, Luke Van Zanten)
D3 - Runners Up (Terry Caldwell, Cody Luton, Ken Smith).
Ken Smith won leading player
E2 - Finished 3rd (Darcy, Paul and Toby Thorpe)
E3 - Winners (Michelle Bowd, Lyn Forke, Wolfgang Forke)
- ***Social Night and Raffle – June 16***
48 players participated in a handicap event, including novelty games. The raffle, in support of Max, Levi and Luke's State representation at the July National Championships in Queensland, raised over \$900. Thanks were extended to members for their generous support in purchasing tickets and making donations.



- North Albury Football Club activity – June 17
Under 16 AFL players attended for social play. May be interested in future session.
- Family Friend OSHC Group – July 7
27 children participated in the recent school holiday session. Thanks were extended to the assistants.
- Christmas in July – July 22
This event was cancelled due to COVID concerns.

Agenda Item 7: Upcoming activities

- TTV Workshop for Committee – August 1
Unlikely that this activity will proceed. Claire Montgomery hopes to reschedule for later in the year.
- 2022 TTV/SSV Primary School Cup – August 2
Unlikely that this activity will proceed as only one school team has expressed interest at this stage. TTV to confirm.
- Coaching with Sam Palmer – August 13
Next coaching session will be held on August 13. Sam Palmer to be asked to provide the Secretary with a list of participants for each session as part of data required for TTA quarterly statistics.

Agenda Item 8: Matters from the President

- Alarms and UPS
Terry Caldwell advised of recent incidents. Suggested that future incidents need to be checked as they occur to ensure the alarm power is operational.
- Membership numbers
257 registered members to date, consisting of 114 Pennant members and 143 Social members.
- School groups
Currently have Talgarno PS (27 students) attending four Monday sessions, and Lavington East PS attending nine sessions on Fridays (20 per group). Thanks were extended to the members who have volunteered to assist with these sessions.
- Tournament preparation spreadsheet
Terry Caldwell and Adrian Rix will commence planning for the Veterans Tournament to be held in November.

Agenda Item 9: Pennant Update

Ian Radley reported that there are 99 members playing in the current season, with Grand Finals to be played on Tuesday 16 August (Divisions 1 and 3) and Thursday 18 August (Divisions 2 and 4). Pizzas will be provided at the conclusion of matches on each night.

Discussion was held about the current COVID situation. Recommended that masks be worn when not playing. Terry Caldwell to include details in his next email to members.

- Sponsorship update
Ian Radley reported that all current sponsors have continued their support for the next financial year. Arnolds Fruit Market has also been confirmed as a new sponsor.



- Division Coordinators
Additional members are needed to share the roles of Coordinator for each of the four Divisions. Ian Radley advised that some members have expressed interest in assisting with tasks such as finding fill-in players and entering results for matches, and he will pursue options for the next season.
- Laptop update
Noted that the current laptop is due for replacement.
Motion: That Ian Radley be authorised to purchase a replacement laptop for the Club.
Mover: Terry Caldwell **Seconded:** Jason Boyd **Accepted**
- Drinks fridge replacement
Two new smaller drinks fridges have been provided via Government replacement program to replace the old drinks fridge located in the Office. These fridges are more energy efficient and can be moved more easily as required. The old fridge has been donated to another organisation.
- Next season / grading night
Grading Night for the Spring Season will be held on Wednesday 24 August. Interest has been received from players in Wagga and Wangaratta to join this season. The Spring Season commences on Tuesday 30 August and ends with finals early in December.

Agenda Item 10: Other General Business

- Christmas Lunch planning and Social Funds update
Brett Marsh queried arrangements for this activity. Lunch to be subsidised for members attending as part of social funds budget. Menu to be selected by November and then details will be provided to members. Terry Caldwell to include “save the date” in next email to members.

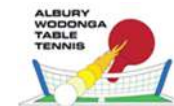
Suggested that guidelines be set to guide use of social funds. Janet Dennis to prepare draft for review at next meeting.
- Review of Training Program arrangements
Now that the National Championships for 2022 have finished, arrangements for the training program were reviewed. Considered that going forward there needed to be more structure to these sessions as well as regular times. Proposed that a Wednesday session be offered to all members which will be communicated via the President’s regular email. Ian Radley to oversee these sessions and ensure that at least one person present has a current Working with Children Check.

Motion: That a Wednesday training session from 4.30pm until 8.00pm be made available to all members at a cost of \$5.00 per person.
Mover: Ian Radley **Seconded:** Ashley Wurtz **Accepted**
- Other matters
Nil

Date of Next Meeting: Friday 19 August 2022

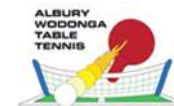
End of Meeting: 7.10pm

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

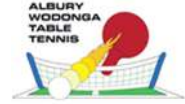


APPENDIX A: Correspondence

Date received	Received from	Details
4/06/2022	Sam Palmer	NSW Working with Children Check details
5/06/2022	Susie Geering	Receipts for grant claim on behalf of Max and Levi
6/06/2022	Table Tennis Victoria	Receipt for additional membership payments
7/06/2022	Google Search Console Team	May search performance for website
8/06/2022	NSW Office of Sport	Local Sport Grant Program 2021--22 Application outcome - unsuccessful
8/06/2022	Table Tennis Victoria	"PingBitz" TTV's June Newsletter
8/06/2022	NSW Office of Sport	Payment Advice Note - COVID Cost Recovery Grant
8/06/2022	Leonie Whiteford, TTNSW Secretary	Response to request for Child Safe Policy information
9/06/2022	Adrian Merrick, Energy Locals	What rising wholesale energy prices mean for you
9/06/2022	Blair Gowland, S-Trend	\$250 STR Club Apparel Voucher at Victorian Country Championships
9/06/2022	Leonie Duryea, Lavington East Public School	Coaching arrangements for Term 2 and Term 3
10/06/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	TTA Shines at Paralympics Australia Awards
10/06/2022	Table Tennis Australia	Table Tennis Australia: e-Newsletter
13/06/2022	Telstra Online Services Team	Telstra Bill - Arrival Notification
15/06/2022	Dianne Mitchell, Family Friend OSHC	Vacation Care booking for July school holidays
16/06/2022	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15 June to 14 July 2022
16/06/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	TTA Board - Elected Director Casual Vacancy
16/06/2022	Claire Montgomery, TTV	Membership upgrades on RevSport reminder
17/06/2022	Gen Dohrmann, CEO TTV	June TTV CEO Update to Affiliates
18/06/2022	Emma Frampton, Wodonga Venturers	Interest in group booking for June
20/06/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	Draws Released - 2022 National Championships
20/06/2022	Emma Frampton, Wodonga Venturers	Cancellation of group booking in June
21/06/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	Jens Lang Appointed National Program Manager (Able-Bodied)
23/06/2022	Vicki Nardella, Purchasing Officer, InvoCare	Payment set up - Lester and Son Funeral Home (InvoCare)
26/06/2022	Kerry Van Zanten	Receipts for grant claim on behalf of Luke
28/06/2022	Egon Loh, Table Tennis Australia Ltd	2022 TTA Membership and Participation Census (Quarter 2) - Victoria
28/06/2022	Syed Hussain, InvoCare Purchasing Team	Purchase Order for sponsorship renewal and update to procedures
29/06/2022	Claire Montgomery, TTV	Updated marketing resources available for use by Affiliates
29/06/2022	Sam Palmer	Receipts for coaching and date for next session



Date received	Received from	Details
30/06/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	Sponsors and Partners Announcement - 2022 National Championships
30/06/2022	Accredited Distributors, Albury	Invoice for canteen supplies
30/06/2022	Claire Montgomery, TTV	Half Year Fees updated in RevSport
30/06/2022	Delited Cleaning Service	Invoice for June cleaning
1/07/2022	Daryl Stone	NSW Working with Children Check details
1/07/2022	Table Tennis Australia	e-Newsletter July
1/07/2022	Table Tennis Victoria	"PingBitz" TTV's July Newsletter
1/07/2022	Anshul Thakran, TTA Sporting Schools Program	Request from Talgarno Public School for school coaching sessions
1/07/2022	JJ's Waste & Recycling	Invoice for June - 2 collections of 2 bins
4/07/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	2022 National Championships - It's Go Time!
4/07/2022	Anshul Thakran, TTA Sporting Schools Program	Arrangements for coaching sessions for Talgarno Public School
5/07/2022	Table Tennis Victoria	Receipt for additional membership payments
6/07/2022	NSW Fair Trading	Have your say: Incorporated Associations Law proposed changes consultation
12/07/2022	Telstra Online Services Team	Telstra Bill - Arrival Notification
12/07/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	2022 National Championships - Final Wrap
15/07/2022	Table Tennis Australia	e-Newsletter July update
16/07/2022	SAPIO Credit & Billing	Alarm monitoring for period 15/07/2022 to 14/08/2022
18/07/2022	Community Development, AlburyCity	Invitation to AlburyCity Grants Writing Workshop - Registrations Now Open
19/07/2022	Anshul Thakran, TTA Sporting Schools Program	Following up arrangements for Talgarno Public School
19/07/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	2022 National Squad (Able-Bodied) Mid-Year Review Announcement
21/07/2022	Aaron Tuckfield (on behalf Scott Houston, TTA CEO)	2022 TTA Tour - Brisbane: Accepted Entries Announcement
22/07/2022	Sport Access Foundation	SAF 2022 Grants are now open!
Date sent	Sent to	Details
4/06/2022	Leonie Whiteford, TTNSW Secretary	Request for copy of TTNSW Child Safe Policy
15/06/2022	Dianne Mitchell, Family Friend OSHC	Confirmation of Vacation Care booking for July 7
17/06/2022	Susie Geering	Following up information for grant claim
17/06/2022	Lewis and Andy Nguyen	Following up information for grant claim
18/06/2022	Emma Frampton, Wodonga Venturers	Confirmation of Venturers group booking
20/06/2022	Emma Frampton, Wodonga Venturers	Acknowledgement of cancellation of group booking in June
21/06/2022	Sam Palmer	Request for copy of receipts for coaching grant claim



Date sent	Sent to	Details
21/06/2022	Claire Montgomery, TTV	NSW WWC details for Sam Palmer for updating in RevSport
21/06/2022	Claire Montgomery, TTV	NSW WWC details for Julie McKenzie-McHarg for updating in RevSport
23/06/2022	Greg Bristowe	Letter of thanks re: AWTTA Junior and Senior Tournaments
23/06/2022	Claire Montgomery	Letter of thanks re: AWTTA Junior and Senior Tournaments
23/06/2022	Vicki Nardella, Purchasing Officer, InvoCare	Supplier form completed for payment of sponsorship
1/07/2022	Vincent Blanes	Acceptance of tender for second-hand table
1/07/2022	Doug Rose	Acceptance of tender for second-hand table
1/07/2022	Kristy King	Acceptance of tender for second-hand table
1/07/2022	Adam Whitwell	Acceptance of tender for second-hand table
1/07/2022	Jacinta O'Brien	Acceptance of tender for second-hand table
1/07/2022	Anshul Thakran, TTA Sporting Schools Program	Response to request from Talgarno Public School
7/07/2022	Egon Loh, Table Tennis Australia Ltd	2022 TTA Membership and Participation Census (Quarter 2) completed online
15/07/2022	Claire Montgomery, TTV	NSW WWC details for Daryl Stone for updating in RevSport