



## AWTTA – Meeting Minutes

Date: 20 January 2023

**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, Ashley Wurtz, Brett Marsh (from 6.00pm)

**Apologies:** Nil

**Absent:** Nil

**Agenda Item 1: Approval of Minutes from Meeting held on 11/11/2022.**

**Mover:** Rick Woods **Seconder:** Ian Radley **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 Policy (CSP)	<i>*Under review</i>	Badge*
Fair Play Code (FPC)	Completed	Badge
Tournament Directors Courses (TD)	<i>Not available at this stage</i>	
RC Pennant Submitter Course (RCPS)	Completed	Badge
Coaching Courses (CC)		
Umpire & Referee Courses (URC)	<i>Association course held Nov 2022</i>	
Governance Training (GOV)	<i>Visit by TTV – date to be confirmed</i>	
Club Health Checks (CHC)	Completed	Badge

- **Item 03/21: Child Safe Policy** – Brett Marsh still to progress.
- **Item 04/22: Association Level Umpires Course** – Completed
- **Item 16/22: Archiving and storage of Club records** – Janet Dennis to prepare past Minutes for scanning by Kwik Kopy.
- **Item 19/22: Clear storm drain and guttering** – Ian Radley to investigate options.
- **Item 27/22: Veterans Tournament in November** – Completed
- **Item 31/22: Online Child Safe Training for Committee** – pending recommendation of appropriate course by Brett Marsh.
- **Item 33/22: Fortnightly mowing** – Terry Caldwell to pursue written agreement with Aspire.
- **Item 35/22: Architect for Concept Plan for new Clubhouse** – Brett Marsh reported that he had contacted the architects suggested by ACC and is seeking responses by the end of January. Process for consultation with members was then discussed. Terry Caldwell to invite members to submit general feedback by end of January for consideration as part of information to be provided to the Architects. Brett Marsh to respond to ACC email from Catherine Trinnick. Noted that ACC must approve preferred Architect before they are engaged for this project.

**Annual requirements:**

- Honour Boards updated – requested 06/01/2023 by Secretary. Still to be undertaken by Border Sign Studios.
- Report to be submitted to Fair Trade NSW by Treasurer after AGM - Completed
- Asset Register review by Committee – Rick Woods working on updates to the asset register and will present to Committee meeting soon.
- First Aid Checklist – to be completed by the First Aid Officer.



b. **Grant items**

- **Grants-01/22: Tournament promotion** – ACC Event Partnership Program. No funding received in 2022. Terry Caldwell to pursue for 2023.
- **Grants-02/22: Concept Plan for new Clubhouse** – ACC Community Fund – next step is to engage an architect (see Action Item 35/22).

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

Refer Appendix A.

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

**Agenda Item 5: Treasurer's Report**

Net surplus for month of December 2022	\$6,490.88 Cr
Net cash position as at 31 December 2022	\$130,914.82 Cr

Noted that Pennant nightly fees, Keenager session fees, revenue from Schools/Groups and canteen takings are all up on this time last year now that activities are getting back to normal after the COVID-19 shut down.

Received a \$4,500.00 sponsorship from the Commercial Club for 2023.

Term Deposit of \$10,000 is due for review on 28 February. To be reinvested with an additional \$20,000 from the Savings Account to be added to the new term deposit.

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

**Agenda Item 6: Matters from the President**

- **AGM and Christmas Lunch dates**  
Proposed that the AGM be held on Friday 8 December 2023 and that the Christmas Lunch be held on Saturday 2 December 2023. \$500 deposit to be paid from social funds. Terry Caldwell to confirm booking.
- **Bunnings BBQ**  
The Committee decided not to seek a date in 2023.
- **AED maintenance**  
Pads expired in October and new ones have been purchased which expire on 27/02/2025. Replaced 9V. 15V expires on 31/12/2023.
- **Mowing equipment**  
Terry Caldwell suggested that the Club acquire a mower and snipper to be kept at the Club so that additional mowing and gardening can be undertaken as required. Ian Radley to pursue second-hand options for a mower and Terry Caldwell to investigate options for a snipper.
- **Youth Grant**  
Terry Caldwell alerted members to the availability of funding from the Australian Sports Commission through their Local Sporting Champions Program. The program provides financial assistance for coaches, officials and competitors aged 12-18 years participating in state, national or international championships. Terry Caldwell to investigate requirements and advise relevant members.



- Albury City and Wodonga Council Draft Sport and Recreation Strategy  
Draft strategy is now available for public comment via the AlburyCity website until 27 January 2023. Noted that the Committee was disappointed with the way that Table Tennis was represented in this draft report. Consultants were approached to discuss the information presented but there has been no response from them.

### Agenda Item 7: Pennant Update

- By-Laws update  
Ian Radley spoke to the proposed updates to be made in relation to item 7.3 *Eligibility for Finals* which were circulated to Committee members prior to the meeting. Considered that additional clarification was needed when determining teams qualifying for finals.

*Motion:* That the following amendments be made to the By-Laws:

7.3.2 to now read “Teams will qualify for finals based on the following order: Total Matches won, then Points, Match Percentage, Games Percentage, Points Percentage.”

7.3.3 to now read “In the event that one or more teams qualifying for finals are tied on the ladder, as per 7.3.2, ladder placings will be determined using the countback system of ITTF Rules of Table Tennis: 3.7.5.2 – 3.7.5.4.”

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

- Pennant advertising  
Advertisements have been placed on Facebook for two weeks.
- Grading Night and new Season  
The first Grading Night for this year will be held on Wednesday 1 February, with the new season commencing the following week.
- Domain renewal  
Ian Radley reported that the [awtta.org.au](http://awtta.org.au) domain is due for renewal. Payment to be finalised as soon as possible.
- Training program  
Training sessions have resumed. Arrangements have been made with Max Geering to maintain records required by the Club. Open training will resume on Wednesdays once pennant resumes.
- Sunday Roster  
Jason Boyd to set up roster for this year to ensure that the Club is opened as required.
- First Aid stretcher  
Approval was given to Ian Radley to purchase a first aid stretcher for the Club.

### Agenda Item 8: Other General Business

- Meeting dates for 2023  
The following dates were confirmed:
 

Friday 20 January	Friday 28 July
Friday 3 March	Friday 22 September
Friday 14 April	Friday 17 November
Friday 2 June	

All Meetings will be held at the Clubrooms commencing at 5.30pm.



- Committee vacancies  
Terry Caldwell to seek expressions of interest via the President's regular email to members.

Roles and Responsible Person record

To be updated for 2023.

- Border Mail "Join the Club" advertising  
Decided not to place an advertisement in this feature on this occasion. General discussion was then held about options for promoting table tennis. Suggested that a flyer be prepared which could be used to promote table tennis in workplaces and other local sporting or interest groups.
- Other matters  
Nil

**Date of Next Meeting:** Friday 3 March 2023

**End of Meeting:** 6.50pm

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



## APPENDIX A: Correspondence

Date received	Received from	Details
14/11/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Our Best Ever - 2022 World Para Championships Wrap
14/11/2022	Claire Montgomery, TTA/TTV	New modules to make sport safer and more inclusive
15/11/2022	Table Tennis Victoria	Free Vicsport Child Safe Club Webinar - 28 November
16/11/2022	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/11/2022 to 14/12/2022
17/11/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Russell Lavale Inducted into the TTA Hall of Fame (Player)
18/11/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Noel Shorter Inducted into the TTA Hall of Fame (Coach)
18/11/2022	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
18/11/2022	Table Tennis Victoria	Invoice for Veterans Tournament player admin fees
20/11/2022	Table Tennis Victoria	Invoice for additional Veterans Tournament player admin fees
21/11/2022	Gen Dohrmann, CEO	TTV CEO Update - National Integrity Framework, By-Laws and Awards
21/11/2022	Table Tennis Victoria	2023 Affiliation Form
21/11/2022	Energy Locals	Electricity Invoice for period 01/08/2022 to 20/11/2022
23/11/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	2023 National Squad (Able-Bodied) Announcement
23/11/2022	Claire Montgomery, TTA/TTV	Updated WWCC Report
24/11/2022	Commercial Club (Albury) Ltd	Sponsorship cheque for 2023, Partner Agreement and Funding Report form
24/11/2022	Claire Montgomery, TTA/TTV	2023 RevSport Rollover
25/11/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	2023 National Squad (Para) Announcement
25/11/2022	Gen Dohrmann, CEO	TTV CEO Update Follow Up - NIF, Award Nominations, Committee positions
28/11/2022	Gen Dohrmann, CEO	TTV Complimentary Online Club Development Workshops
29/11/2022	Table Tennis Australia Ltd	2022 Q4 Census
29/11/2022	Office of Sport NSW	Local Sport Defibrillator Grant Program   Applications now open!
30/11/2022	Delited Cleaning Services	Invoice for November Cleaning
1/12/2022	Chris Stern, Electorate Officer Justin Clancy MP	Funding Announcement: Defibrillators for Sports Clubs
1/12/2022	JJ's Waste and Recycling	Invoice for November - 2 collections x 1 bin
2/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Registrations Open - 2023 National Hopes Week Challenge
2/12/2022	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
5/12/2022	Meredith Hodson, Events Coordinator, Vicsport	Resources and Wrap-up  Child Safe Clubs Webinar
7/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Australia Wins Silver at World Youth Championships
7/12/2022	Table Tennis Victoria	'PingBitz' TTV's December Newsletter



<b>Date received</b>	<b>Received from</b>	<b>Details</b>
8/12/2022	Scott Walker, Managing Director, ROSS Planning	Acknowledgement of feedback regarding draft strategy
9/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	National Veterans Rankings - December 2022
9/12/2022	Gen Dohrmann, CEO	TTV Club Development Workshop - recording and resources
9/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	2022 National Volunteer and Coach Awards
9/12/2022	Claire Montgomery, TTA/TTV	Insurance Certificate of Currency update
12/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	National Rankings - December 2022
12/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Best Ever Results at World Youth Championships
12/12/2022	NSW Office of Sport	Active Kids vouchers now available for holiday program use
13/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	CEO's Message: 2022 Review
14/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Entries Open: 2023 TTA Tour - Canberra   2023 TTA Tour - Geelong
14/12/2022	Jenny Farrington, Ovens & Mitta Sport Division	Booking request for interschool sports carnival on 12 and 14 September 2023
14/12/2022	Telstra Online Services Team	Telstra Bill - Arrival Notification
15/12/2022	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	2019-2022 Strategic Plan Outcomes Summary
16/12/2022	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
17/11/2022	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/12/2022 to 14/01/2023
4/12/2022	Ian Radley	Copy of TTA Umpire Level 1 Association Course completion certificate
19/12/2022	The Good Guys Pty Ltd	Receipt/Tax Invoice for Laptop
19/12/2022	John Vogel, Manager, Lester and Son	Response to Sponsors Newsletter
19/12/2022	NSW Office of Sport	Local Sport Defibrillator Grant Program   Program now closed
19/12/2022	Gen Dohrmann, CEO	December TTV Affiliates Update
22/12/2022	Claire Montgomery, TTA/TTV	2023 Certificates of Currency
22/12/2022	NSW Office of Sport	Local Sport Defibrillator Grant Program   Expression of Interest
1/01/2023	Table Tennis Victoria	RevSport rollover complete
1/01/2023	Claire Montgomery, TTA	2023 Online Memberships
2/01/2023	Delited Cleaning Services	Invoice for December cleaning
4/01/2023	JJ's Waste and Recycling	Invoice for December - 2 collections / 3 bins
5/01/2023	Table Tennis Victoria	Invoice for 2023 Affiliation Fee - Tier 3
9/01/2023	SAPIO Credit & Billing	Invoice for alarm response on 05/01/2023
10/01/2023	Catherine Trinnick, Building Projects Officer, Albury City	Seeking update on progress with Concept Plan
12/01/2023	Albury City Parks and Recreation Team	Sport and Recreation Strategy - Public Exhibition
13/01/2023	SAPIO Credit & Billing	Invoice for alarm response on 12/01/2023



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13/01/2023	Telstra Online Services Team	Telstra Bill - Arrival Notification
16/01/2023	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/01/2023 to 14/02/2023
16/01/2023	Ingrid Mol, The Border Mail	Border Mail Join the Club page - seeking advertisers for 4 February issue
17/01/2023	Gen Dohrmann, CEO	TTV CEO Update - Welcome to 2023
19/01/2023	Chris Stern, Electorate Officer Justin Clancy MP	Media Release: NSW awards recognising outstanding local women in sport
<b>Date sent</b>	<b>Sent to</b>	<b>Details</b>
15/11/2022	Scott Walker, Managing Director, ROSS Planning	Response to Draft Albury Wodonga Sport and Recreation Strategy
25/11/2022	Table Tennis Victoria (online)	Nomination for Ian Radley - 15 Years' Service Award
25/11/2022	Commercial Club (Albury) Ltd	Signed Partner Agreement for 2023 Sponsorship
29/11/2022	Claire Montgomery, TTA/TTV	Updates to be made to AWTTA WWCC Report
13/12/2022	Claire Montgomery, TTA/TTV	Advice of 2023 fees for RevSport Rollover
14/12/2022	Table Tennis Australia (online)	2022 TTA Membership and Participation Census (Q4)
14/12/2022	Jenny Farrington, Ovens & Mitta Sport Division	Confirmed booking for 12 and 14 September 2023
16/12/2022	All AWTTA Sponsors	AWTTA Newsletter
6/01/2023	Gerard Lukassen, Border Sign Studio	Request for AWTTA Honour Boards to be updated
9/01/2023	Pennant players	Pennant Information for 2023