

**AWTTA – Meeting Minutes****Date: 2 June 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),**Apologies:** Ashley Wurtz, Nathan Jackson, Jason Boyd**Absent:** Nil**Agenda Item 1: Approval of Minutes from Meeting held on 03/03/2023.**

Noted that meeting scheduled for April 14 was cancelled.

**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*
Tournament Directors Courses (TD)	<i>Not available at this stage</i>	
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>	

- Item 03/21: Child Safe Policy** – need for a replacement Child Safe Officer to be reviewed pending NSW requirements. Policy still to be finalised.
- Item 16/22: Archiving and storage of Club records** – Minutes have been scanned. Tubs have been purchased for storage of financial records. Janet Dennis is currently sorting through records. Approval granted for confidential bin to be arranged for disposal of obsolete records once sorting has been completed.
- Item 31/22: Online Child Safe Training** – All current Committee members have now completed this training. Nathan Jackson to undertake training as soon as possible. Secretary to email all relevant Coordinators, and members on our WWCC register, asking that they complete Module 1 as recommended by the NSW Office of the Children’s Guardian.
- Item 33/22: Fortnightly mowing** – Written agreement is still to be finalised. Terry Caldwell is monitoring attendance.
- Item 35/22: Architect for Concept Plan for new Clubhouse** – agreed that Regional Design Service be appointed as the architect to undertake our Concept Plan – Stage 1.

**Annual requirements:**

- Honour Boards updated –completed by Border Sign Studios.
- Asset Register review by Committee – Rick Woods still to progress.

**b. Grant items**

- Grants-02/22: Concept Plan for new Clubhouse** – ACC Community Fund – refer Action Item 35/22.
- Grants-01/23: AlburyCity Event Partnership application** – received \$1,000 in March.
- Grants-02/23: AlburyCity Community and Cultural Grants Program** – applied for a grant to complete TOPS coaching course at AWTTA. Advised not successful.



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

Refer Appendix A.

**Mover:** Terry Caldwell **Seconder:** Ian Radley *Accepted*

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

Net deficit for month of March 2023	(\$7,995.66 Dr)
Net cash position as at 31 March 2023	\$128,713.55 Cr

AlburyCity Loan repayment instalment of \$6,500 was paid during March. \$1,000 grant received from AlburyCity for Events.

Net surplus for month of April 2023	\$2,851.29 Cr
Net cash position as at 30 April 2023	\$132,623.94 Cr

Noted that one of the term deposits is due to mature at the end of June.

*Motion:* That the term deposit due to mature at the end of June be reinvested, with an additional \$20,000 from the Savings Account to be added to the new term deposit. President and Treasurer to determine the appropriate term and rate at the applicable time.

*Mover:* Ian Radley *Seconder:* Terry Caldwell *Accepted*

Brett Marsh to be removed as a bank signatory.

**Mover:** Ian Radley **Seconder:** Terry Caldwell *Accepted*

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

- Replacement of pergola furniture  
Committee to keep eyes open for suitable options! Liaise with Terry Caldwell if find possible furniture so that this matter can be progressed.
- Kitchen requirements
  - Exhaust fan – suggested one needs to be installed in the kitchen. Proposed that the BBQ hotplate be moved closer to the oven so that an exhaust fan would be effective for both appliances. Pie warmer would need to be relocated. Ian Radley to seek a quote from an electrician to undertake this work.
  - Two sandwich makers have also been purchased.
  - Oven to be professionally cleaned – Ian Radley to arrange.
- AWTTA Tournament review  
75 players from various Clubs participated in the recent Junior and Senior Tournaments held in Albury. Noted that some players expressed concerns about delays between matches which occurred due to the decision to combine the junior and senior events on the same day. Timing of tournament to be reviewed by TTV as a possible strategy to increase entries. Members were thanked for their assistance. Claire Montgomery and Greg Bristowe once again managed the entries and running of the events for this tournament on behalf of AWTTA.
- Victorian Country Championships  
Seven teams have been entered from AWTTA for this event being held over the King's Birthday Weekend. Concerns about the low overall team entries for this event were noted, especially given the decision to move it to Traralgon this year.



- Current membership  
238 members in total comprising 115 Competition and 123 Social/Keenagers.  
Competition: 15 females and 100 males; Social/Keenagers: 61 females and 62 males.
- NE interclub event  
Ian Radley is liaising with Yarrawonga to progress this event. Location still to be confirmed.
- Social functions  
Lavington Lions – small group enjoyed some play followed by a sit-down meal.  
AlburyCity Social Club – 45 participants enjoyed an evening of play and finger-food.

Members were thanked for their assistance with these functions.

- Coaching  
Date for next session is still to be advised.
- External group bookings  
LEPS Support Unit – Tuesday 27 June, 12.00pm until 2.00pm. 20 students and 8 adults.  
Vacation Care group – Thursday 13 July, 10.30am – 12.00pm. 30-40 children in group.  
Terry Caldwell to seek volunteers to assist with these groups.
- MPIO  
Accreditation for our current Member Protection Information Officers has now expired. Stuart Davidson to be asked to undertake this training again and continue in this role.

#### **Agenda Item 7: Pennant Update**

Ian Radley reported that there are 90 players playing in the Winter Season which commenced in the first week of May. Concern was raised about the need for Division Coordinators as current coordinators have indicated they will not be available going forward. Ian Radley also advised that he intended stepping down from the position of Pennant Coordinator as from 2024. Ian Radley to send an email to all pennant players seeking expressions of interest.

Wednesday afternoon training sessions – Daryl Stone has also indicated he will not be available to coordinate these sessions once he moves. Julie McKenzie-McHarg and Robert Oliver to be approached to fill this role.

#### **Agenda Item 8: Other General Business**

- Future of Committee/Succession Plan  
Ian Radley raised concerns about filling Committee vacancies and the need to ensure that all positions can be filled at the next AGM, especially given that some members of the current Committee will not be seeking re-election. Suggested that information be sent to members via the regular President's email alerting them to the need for volunteers. Committee to discuss further at future meetings.
- Other matters  
Weed control – Ian Radley offered to purchase poison and sprayer and then spray drains.

**Date of Next Meeting:** Friday 28 July 2023

**End of Meeting:** 6.25pm

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

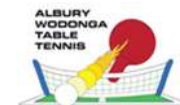


## APPENDIX A: Correspondence

Date received	Received from	Details
3/03/2023	Aaron Tuckfield, Table Tennis Australia Ltd	Spinneroos - Greater financial return for clubs/providers
6/03/2023	AlburyCity	Invoice for Community Loan instalment
6/03/2023	John Williams, Team Leader Compliance, OCG	Following up WWCC Employer account query and verification of records
6/03/2023	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	TTA Releases 2022 Audited Financial Statements
7/03/2023	Katie Trebley, Team Leader Events, Albury City	Advised Event Partnership Request successful
8/03/2023	Margot Austerberry, Australian Masters Games	Australian Masters Games - registrations now open
9/03/2023	Accredited Distributors Pty Ltd	Invoice for canteen supplies
9/03/2023	Jacqueline Kelly, Commercial Club Albury	Release of new brand logo on March 13
10/03/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
10/03/2023	Aaron Nicholls, Regional Design Service	RDS Fee Proposal re: AWTTA Clubrooms project
14/03/2023	Table Tennis Victoria	TTV Members Update - March
14/03/2023	Returning Officer, Table Tennis Victoria	Confirmation of receipt of TTV AGM completed ballot paper
15/03/2023	Claire Montgomery, Table Tennis Australia Ltd	Reminder - National Membership Model Review Surveys
16/03/2023	Telstra Online Services Team	Telstra Bill - Arrival Notification
20/03/2023	Gen Dohrmann, TTV CEO	TTV CEO Update: AGM, Awards, Membership Reviews & New Strategic Plan
20/03/2023	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/03/2023 to 14/04/2023
21/03/2023	Catherine Trinnick, Building Projects Officer, AlburyCity	Response to Concept Plan update
23/03/2023	Digital Pacific	Domain (awtta.au) renewal for 2 years until 22 April 2025
24/03/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
27/03/2023	Claire Montgomery, Table Tennis Australia Ltd	Request from TTA to update individual names in database to remove dates
29/03/2023	SAPIO Pty Ltd	Upgrade of alarm monitoring system to 4G
29/03/2023	Aaron Tuckfield, Table Tennis Australia Ltd	2023 TTA Equipment and Facilities Grant - Now Open
30/03/2023	AlburyCity	Remittance Advice for Event Partnership Sponsorship
31/03/2023	Anshul Thakran, Table Tennis Australia Ltd	Copy of Marketing and Promotion Webinar presentation
3/04/2023	Table Tennis Victoria	Invoice for additional memberships paid during March
3/04/2023	Claire Montgomery, Table Tennis Australia Ltd	2023 TTA Participation Census - Q1 Now Open
3/04/2023	Delited Cleaning Services	Invoice for March cleaning
4/04/2023	JJ's Waste and Recycling	Invoice for March - 2 collections x 1 bin
5/04/2023	Table Tennis Victoria	'PingBitz' TTV's April Newsletter
5/04/2023	Table Tennis Victoria	Victorian Country Championships 2023
6/04/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
7/04/2023	TTA, sent on behalf of Scott Houston, TTA CEO	Vale Angelo Tabone



<b>Date received</b>	<b>Received from</b>	<b>Details</b>
11/04/2023	Gen Dohrmann, TTV CEO	CEO Update
12/04/2023	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Australian Veterans Collect Massive Medal Haul in New Zealand
12/04/2023	Jeanette Tran, Credit Officer, Wormald	Invoice for Routine Services for Period: 02 February 23 to 01 August 23
13/04/2023	Telstra Online Services Team	Telstra Bill - Arrival Notification
13/04/2023	Claire Montgomery, Table Tennis Australia Ltd	Link to 2023 TTA Participation Census on TTA Website
14/04/2023	NSW Office of Sport	Project Completion & Financial Acquittal Form due for Assisting Juniors grant
17/04/2023	SAPIO Credit & Billing	Alarm Monitoring 15/04/2023 to 14/05/2023
19/04/2023	Claire Montgomery, Table Tennis Australia Ltd	Reminders from TTA - Census, Usage Survey & Webinars
20/04/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
20/04/2023	Gen Dohrmann, TTV CEO	Table Tennis Victoria Marketing Campaign - Take it to the Table
28/04/2023	Claire Montgomery, Table Tennis Australia Ltd	Webinar Recordings Available - Para Classification by Kara Retford
28/04/2023	Accredited Distributors Pty Ltd	Invoice for canteen supplies
30/04/2023	Delited Cleaning Services	Invoice for April cleaning
1/05/2023	President, Sport Albury Wodonga	Hall of Fame and Joss Young Achiever Book Launch Invitation
1/05/2023	Accounts Table Tennis Victoria	Invoice for additional memberships paid during April
1/05/2023	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	TTA Board Update: Thanks to Past and Welcome to New members
1/05/2023	Table Tennis Australia Ltd	Scott Houston announces resignation as TTA CEO
2/05/2023	JJ's Waste and Recycling	Invoice for April - 2 collections x 1 bin
3/05/2023	Gen Dohrmann, TTV CEO	CEO Update
4/05/2023	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	TTA President and Deputy President Announcement
4/05/2023	Table Tennis Victoria	Take it to the Table' TTV's May Newsletter
5/05/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
8/05/2023	Catherine Trinnick, Building Projects Officer, AlburyCity	Update on Concept Plan and RDS proposal
9/05/2023	Community Development Officer, AlburyCity	Outcome of Community and Cultural Grants application - unsuccessful
10/05/2023	Grace Sanders, AlburyCity Trinity OOSH	Request for booking for July OOSH Vacation Care program
12/05/2023	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Watch 2023 ITTF World Championships Live and Free on SBS
12/05/2023	Telstra Online Services Team	Telstra Bill - Arrival Notification
13/05/2023	Sports Grants Unit, Office of Sport	Confirmation of receipt of Project Completion and Acquittal form
15/05/2023	Events & Membership Coordinator, VicSport	Webinar Recording Available   VicSport Child Safe Clubs
15/05/2023	Table Tennis Victoria	Grading Meeting - Victorian Country Championships 2023
15/05/2023	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/05/2023 to 14/06/2023
17/05/2023	Aaron Tuckfield	Have your say: sport participation survey now open
18/05/2023	Table Tennis Victoria	Invoice for Junior and Senior Tournament administration fees



<b>Date received</b>	<b>Received from</b>	<b>Details</b>
19/05/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
20/05/2023	Australian Sports Foundation	Clubs Under Pressure - Your Sport Your Say Research Findings
22/05/2023	NSW Office of Sport	Child Safeguarding and the Law - Reporting to Police Webinar
23/05/2023	Table Tennis Victoria	2023 Country Week Teams Draft
24/05/2023	Claire Montgomery, Table Tennis Australia Ltd	2023 Q1 Participation Census Summary
24/05/2023	Gen Dohrmann, TTV CEO	TTV CEO Update
25/05/2023	Aaron Tuckfield (on behalf of Scott Houston, TTA CEO)	Thank You and Farewell - Scott Houston departs as TTA CEO
30/05/2023	NSW Office of the Children's Guardian	Child Safe Self-Assessment - how child safe are you?
30/05/2023	David Armstrong, AlburyCity	Response to email and request for site meeting to discuss future plans
31/05/2023	Aaron Tuckfield, Table Tennis Australia Ltd	Spinneroos Term 3 Expressions of Interest
31/05/2023	Office of the Children's Guardian	Results and action report from your Child-Safe Self-Assessment
31/05/2023	Delited Cleaning Services	Invoice for May cleaning
1/06/2023	Accounts Table Tennis Victoria	Invoice for TTV memberships paid in May
1/06/2023	Vicki Clayton, James Fallon High School	JFHS School Sport Activities - request for information
1/06/2023	Accounts Table Tennis Victoria	Invoice for Country Championships team entries
2/06/2023	JJ's Waste and Recycling	Invoice for May - 2 collections (3 bins)
<b>Date sent</b>	<b>Sent to</b>	<b>Details</b>
6/03/2023	Compliance, Office of Children's Guardian	WWCC Employer account update
7/03/2023	Katie Trebley, Team Leader Events, Albury City	Following up outcome of Event Partnership Request 2023
9/03/2023	Jacqueline Kelly, Commercial Club Albury	Use of Commercial Club logo by AWTTA
14/03/2023	Table Tennis Victoria	Completed electronic ballot paper for the TTV AGM
21/03/2023	Catherine Trinnick, Building Projects Officer, AlburyCity	Concept Plan update and copy of proposal from RDS
7/04/2023	Pennant members	Pennant Information: Summer season winners, upcoming activities
10/04/2023	All Club Sponsors	Albury Wodonga Table Tennis Newsletter
10/04/2023	Wormald Security	Copy of receipt confirming payment of February invoice
27/04/2023	Table Tennis Australia (online)	2023 TTA National Participation Census - Quarter 1 January to March
2/05/2023	Pennant members	Pennant Information for Winter season
10/05/2023	Grace Sanders, AlburyCity Trinity OOSH	Confirmation of OOSH Vacation Care booking - July 13
13/05/2023	Office of Sport (SmartyGrants online)	Project Completion and Financial Acquittal form - Local Sport Grant Program
18/05/2023	President, Sport Albury Wodonga	Apology for invitation to attend Book Launch
24/05/2023	David Armstrong, AlburyCity	Greenfield Park locked gates and access to table tennis
24/05/2023	Club Sponsors	Albury Wodonga Table Tennis Newsletter
1/06/2023	Vicki Clayton, James Fallon High School	Child Protection related documents as requested