



AWTTA – Meeting Minutes

Date: 26 July 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), Ashley Wurtz

Apologies: Jason Boyd

Absent: Nathan Jackson

Agenda Item 1: Approval of Minutes from Meeting held on 02/06/2023.

Mover: Rick Woods **Seconder:** Ashley Wurtz *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 03/21: Child Safe Policy** – need for a replacement Child Safe Officer to be reviewed pending further investigation of NSW requirements. Policy still to be finalised.
- **Item 16/22: Archiving and storage of Club records** – Confidential bin will be arranged for disposal of obsolete records once sorting has been completed.
- **Item 31/22: Online Child Safe Training** – Nathan Jackson to complete Committee training as soon as possible. Email sent to members with WWCC asking them to complete Module 1 of the OCG training. Janet Dennis to send follow-up email to members who have not yet completed this module.
- **Item 33/22: Fortnightly mowing** – No written agreement in place. Terry Caldwell is monitoring attendance.
- **Item 35/22: Architect for Concept Plan for new Clubhouse** – Regional Design Service have been engaged to undertake our Concept Plan – Stage 1. Completed
- **05/23 Term Deposit and bank signatory** – Funds approved at last meeting have been invested for period of 4 months. Brett Marsh has now been removed as a bank signatory. Completed
- **06/23 Pergola furniture to be replaced** – two settings purchased from Bunnings and old furniture disposed of. Completed
- **07/23 Kitchen exhaust fan** – Suggested that this item be placed on hold pending completion of the Concept Plan.
- **08/23 Kitchen oven professionally cleaned** – Delited Cleaning Services have cleaned the oven, hotplates, exhaust fan and kitchen BBQ plate. Completed
- **09/23 North East InterClub event** – discussions progressing with John Wright from Yarrawonga.
- **10/23 MPIO accreditation** – Ian Radley to contact Stuart Davidson about the possibility of him continuing in this role.
- **11/23 Division Coordinators for Spring Season** – Still being finalised at this stage.
- **12/23 Coordinator for Wednesday afternoon training sessions** – these sessions have been cancelled until further notice.
- **13/23 Filling Committee vacancies and succession planning** – concerns expressed about the future of the Club given the difficulty in finding volunteers to undertake roles.
- **14/23 Weed control** – Ian Radley purchased sprayer and completed spraying of weeds in drains. Completed

Annual requirements:

- **Asset Register** – Rick Woods to update, including recent purchase of outdoor furniture.



b. **Grant items**

- **Grants-02/22: Concept Plan for new Clubhouse** – ACC Community Fund – Paid RDS 50% of engagement fee and claimed reimbursement from AlburyCity. Site visit undertaken on July 18. Waiting for RDC to get back to us.
- **Grants-01/23: AlburyCity Event Partnership application** – funding received. Pending acquittal at end of the year.

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 May 2023	\$5,757.05 Cr
Net cash position as at 31 May 2023	\$132,734.41 Cr

Net deficit for month of June 2023	(\$18,227.67 Dr)
Net cash position as at 30 June 2023	\$139,836.04 Cr

Noted that \$20,000 was transferred to term deposits during June which contributed to the deficit for that month. Agreed that the next term deposit, which is due to mature on 28 July, be reinvested for a further period as determined by the President and Treasurer.

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

Agenda Item 6: Matters from the President

• **Lease renewal**

Advised AlburyCity that we wish to extend our current lease until 31 December 2028 as per the current arrangement. Indicated that the AWTTA Committee is also seeking to negotiate a longer lease for these premises extending beyond December 2028. Response received from Kerry May, Property Officer, AlburyCity.

• **School Group update**

Murray High School have advised they will not be having sessions this term.

• **Absence**

Terry Caldwell advised that he will be away from July 30 until October 2.

• **Equipment order**

Ian Radley to order bats and balls. Will also repair score boards as required.

• **External group bookings**

LEPS Support Unit – Tuesday 27 June. 20 students and 8 adults.

Vacation Care group – Thursday 13 July. 11 members helped with this group of 39 children.

Members were thanked for their assistance with these groups.

• **Donation**

Albury Wodonga Yacht Club donated \$100 for use of the Clubroom for their meetings.

• **Side gate lock and key**

Ian Radley has repaired the lock to the side gate. Key available in office if access required.



Agenda Item 7: Pennant Coordinator Update

- End of Winter Season
Concerns were expressed about the high number of players missing each week, and the late notification being given to the Coordinators when not available to play on the night. Finals commence next week, with the Grand Finals being held on Tuesday 15 and Thursday 17 August.
- Grading Night
Scheduled for Wednesday 23 August. To be promoted on Facebook. Options for radio coverage also being pursued.
- Sponsor renewal update
Ian Radley reported that current sponsors have been invited to renew their sponsorship for the next financial year, with most indicating they will continue their support of the Club. Additional sponsors are also being pursued.

Agenda Item 8: Other General Business

- Cleaning of tables
Discussion was held about the condition of table surfaces. Decided that cleaning after every session was no longer necessary. Red cups to be removed from tables, and cleaning will be undertaken only once per week after the Wednesday Keenagers session. Cody Luton to be advised that cleaning of tables is no longer required after each school session.

Date of Next Meeting: Friday 13 October, 2023 (*instead of Friday 22 September*)

End of Meeting: 6.30pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
2/06/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
5/06/2023	Customer Service Team, AlburyCity	Confirmation of receipt of request for maintenance work in Carpark
5/06/2023	Gen Dohrmann, CEO TTV	TTV CEO Update - 5 June
5/06/2023	Catherine Trinnick, Building Projects Officer, AlburyCity	Consent for RDS to provide the Concept Plan for AWTTA
5/06/2023	Bunnings Online - Albury Warehouse	Invoice for Outdoor Settings x 2
5/06/2023	Aaron Nicholls, Regional Design Service	Acknowledgement of appointment of RDS to undertake Concept work
8/06/2023	Table Tennis Victoria	"Take it to the Table" TTV's June Newsletter
9/06/2023	Aaron Nicholls, Regional Design Service	Invoice for Concept Design fee (50%) and advice of commencement date
15/06/2023	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/06/2023 to 14/07/2023
16/06/2023	Telstra Online Services Team	Telstra Bill - Arrival Notification
16/06/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
19/06/2023	Gen Dohrmann, CEO TTV	TTV CEO Update - 19 June
29/06/2023	AlburyCity	EFT Remittance Advice - reimbursement of RDS engagement fee
29/06/2023	Ged Dacey, Account Manager, SCA	Proposed schedule and quote for radio promotion
30/06/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
2/07/2023	Delited Cleaning Services	Invoice for June cleaning and oven/rangehood/kitchen BBQ plate cleaning
3/07/2023	Accounts Table Tennis Victoria	Invoice for TTV membership paid in June
3/07/2023	Aaron Nicholls, Regional Design Service	Arrangements for site visit for measure-up and photographs
4/07/2023	JJ's Waste & Recycling	Invoice for June - 2 collections x 1 bin
4/07/2023	NSW Office of Sport	Invitation: Child Safeguarding and the Law Webinar
5/07/2023	NSW Office of Sport	Sport Shorts July 2023
5/07/2023	Table Tennis Victoria	Half Year Fee now available
10/07/2023	Claire Montgomery, Table Tennis Australia	2023 TTA Participation Census - Q2 Now Open
14/07/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
14/07/2023	Table Tennis Victoria	"Take it to the Table" TTV's July Newsletter
14/07/2023	Gen Dohrmann, CEO TTV	CEO Update - 14 July
14/07/2023	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/07/2023 to 14/08/2023
18/07/2023	Recreation Officer, AlburyCity	Albury Skate Park - Public Toilet Construction works
19/07/2023	Telstra Online Services Team	Telstra Bill - Arrival Notification
24/07/2023	NSW Office of Sport	On the Ball July 2023
26/07/2023	Aaron Tuckfield (on behalf of TTA President)	Nicole Adamson appointed as CEO Table Tennis Australia
26/07/2023	Kerry May, Property Officer, AlburyCity	Response to email in relation to renewal of lease by AWTTA



Date sent	Sent to	Details
2/06/2023	AlburyCity	Request for maintenance work at Greenfield Park Carpark
3/06/2023	All Pennant players	Coordinator Vacancies need to be filled for upcoming Spring season
5/06/2023	All members who have provided WWCC details	Free online training to be completed by members working with children
5/06/2023	Nathan Jackson	Free online training to be completed by Committee members
5/06/2023	Catherine Trinnick, Building Projects Officer, AlburyCity	Seeking approval for RDS to be engaged for AWTTA Concept Plan
5/06/2023	Aaron Nicholls, Regional Design Service	Engaging services of Regional Design Service for Concept Plan
15/06/2023	Catherine Trinnick, Building Projects Officer, AlburyCity	Invoice for reimbursement of RDS engagement fee as per AlburyCity grant
16/06/2023	Current Sponsors	Invitation to continue sponsorship for next financial year
3/07/2023	Aaron Nicholls, Regional Design Service	Confirmation of arrangements for site visit on 18 July
24/07/2023	Table Tennis Australia Ltd	2023 TTA National Participation Census - Quarter 2 April to June
<u>24/07/2023</u>	AlburyCity	Renewal of lease by AWTTA until 31 December 2028