

**AWTTA – Meeting Minutes****Date: 3 September 2021****Location of Meeting:** via Zoom (due to COVID lockdowns)**Start of Meeting:** 5.00pm**Status:** **Approved****Present:** Terry Caldwell (President), Ian Radley (Vice-President), Janet Dennis (Secretary), Brett Marsh, Adrian Rix, Ashley Wurtz

Claire Montgomery (TTV) attended for discussion about tournaments

Apologies: Rick Woods (Treasurer)**Absent:** Cody Luton, Ivan Church**Agenda Item 1: Approval of Minutes from Meeting held on 25/06/2021.****Mover:** Ashley Wurtz **Seconder:** Adrian Rix *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**
Following components to be completed and TTV notified with evidence so can acquire a “badge”.

Components	Details	Status
Working with Children Check (WWCC)	Completed - Cody Luton to coordinate	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 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)		
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)		
Governance Training (GOV)	<i>Visit by TTV still to be arranged</i>	
Club Health Checks (CHC)	<i>Not available at this stage</i>	

- **Annual-01: Honour Boards updated.** Completed
- **Annual-04: WWC – Committee** –Completed
- **Annual-06: Review of Energy Providers** – On hold pending solar installation. See Agenda Item 6 below.
- **Item 03/21: Child Safe Policy** – Cody Luton to progress.
- **Item 05/21: Role statements for Committee positions** – in progress. Drafts to be circulated to Committee members once finalised.
- **Item 06/21: Volunteers for Bunnings Albury BBQ** – Completed.
- **Item 07/21: Review of Dispute Resolution Process** – Discussion points provided for consideration by Committee. *See Agenda Item 14 below.*



- **Item 08/21: Forward Planning** – Ian Radley has contacted Tony Pringle for feedback on suggestion about relocating office to the storage room, then modifying existing toilets and office area into changeroom and toilet facilities, to avoid using any of the playing area. Priority is for changerooms at this stage rather than additional playing courts. Suggested that Albury City be included in discussions when considering options and plans. Need to consider further and have information prepared so will be ready to apply for relevant grants when they become available.
- b. **Grant items**
 - **Grants-01/20: Tournaments** – ACC Event Partnership Program - funds received for 2021. Waiting to see if Veteran’s tournament planned for November proceeds.
 - **Grants-11/20: Support promising junior players** – NSW Local Sport –funds received. Pending acquittal. NSW Office of Sport has asked for photos of projects for their promotional material.
 - **Grants-17/20: Schools Equipment and Coaching** – ACC Community & Cultural Grant Program – funds received. Bats purchased. Request for extension of the completion date has been approved until 30 June 2022 as unable to provide coaching due to COVID restrictions. Sam Palmer is not available, but Claire Montgomery TTV has indicated she may be able to assist with arrangements. Suggested that NSW coaches may also be an option. Ian Radley to pursue availability of Wagga coach.
 - **Grants-19/20: Installation of Solar Panels and Inverter** - Albury City Community Energy Fund – advised successful. Revised quotes sought from 3 potential suppliers. Preferred supplier to be selected (*refer Agenda Item 6 below*).
 - **Grants-04/21: Ball Machine** – Budget Direct Sponsorship Fund. Not successful this round. Brett Marsh to re-submit application for consideration in next round.
 - **Grants 05/21: COVID Support** – NSW Government Business Grant. Applications close 13/09/2021. Did not progress as determined not eligible.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A

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

Agenda Item 5: Treasurer’s Reports

Net deficit for month of June 2021	\$523.06 Dr
Net position as at 30 June 2021	\$86,511.34 Cr
Net surplus for month of July 2021	\$4,492.61 Cr
Net position as at 31 July 2021	\$91,004.12 Cr
Net deficit for month of August 2021	\$1,261.45 Dr
Net position as at 31 August 2021	\$89,742.84 Cr

Noted that COVID restrictions and lockdowns in both NSW and Victoria continue to impact on activities. Proceeds and outlays for Bunnings BBQ held on 14 August have not been included in August figures due to lockdown.

Mover: Brett Marsh **Seconder:** Adrian Rix *Accepted*



Agenda Item 6: Solar System

- Comparison of electricity solar prices and selection of supplier

Ian Radley spoke to the electricity solar prices information that he had researched, a copy of which had been circulated to members prior to the meeting. As prices for electricity changed when solar was installed, it was considered preferable to select a preferred supplier prior to installing the new system. The daily supply charge proposed by our current provider, Red Energy, was considered excessive when compared to other retailers. Smart meter will need to be installed but there should not be any cost for this. The various rates were discussed with Bright Spark Power being considered the preferred option.

Motion: That AWTTA change their electricity account to Bright Spark Power prior to installing the new solar system.

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

Terry Caldwell to advise Red Energy and Ian Radley to arrange transfer to Bright Spark Power.

- Comparison of quotes and selection of supplier

The comparison of quotes information previously circulated by Terry Caldwell was reviewed. Kobi Energy quote for 35.2 kW solar system with REC Solar Alpha panels and Fronius inverter was considered the best option.

Motion: That Kobi Energy be engaged to install a 35.2 kW solar system at the AWTTA Clubrooms.

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

Ian Radley to advise Luke Flegeltaub that Kobi Energy has been selected as the preferred supplier and confirm final costs of the solar system. Terry Caldwell to arrange for Albury City staff to meet with contractor at the Clubrooms pre and post installation as per funding agreement requirements.

Agenda Item 7: Upcoming activities

- Report from Bunnings Albury BBQ held on Saturday 14 August

Terry Caldwell reported that 21 volunteers assisted with the BBQ on the day and that a profit of \$1,185 was made from this activity. Commented that 10 eskies were required, therefore organisers will need to ensure there are sufficient eskies for future BBQs. 5 aprons were purchased to add to existing stock. Members present thanked Terry for his efforts in coordinating this activity.

- TTV Club Forum on Saturday 18 September

Advised by TTV that this forum has now been postponed. New date to be advised.

- School vacation booking by Family Friend on 23 September

Terry Caldwell indicated he will monitor COVID restrictions in coming weeks and will coordinate volunteers to assist with this activity if it proceeds. Light lunch to be provided for helpers on day.

- Sport Albury Wodonga Hall of Fame

Nominations close 30 September 2021. Steve Dainton suggested as worthy recipient. Janet Dennis to submit nomination form.



Agenda Item 8: Pennant Update

Ian Radley reported that COVID restrictions were severely impacting planning for the next pennant season. Suggested running a short season, including the Club Championships, if NSW and Victoria come out of lockdown in time. Commented that “open nights” with planned activities, such as round-robin or top of table, could be held as an alternative if a pennant season could not be arranged before the end of this year. These sessions could possibly extend into January to try to keep players engaged with the Club. At this stage, NSW lockdown restrictions are in place until 10 September and Victoria is anticipating possible changes to be made to regional restrictions by late next week – situation to be monitored.

Agenda Item 9: AWTTA-hosted tournaments

Claire Montgomery from TTV joined the meeting for this discussion.

Juniors on October 2 and Seniors on October 3

Claire Montgomery asked whether the Club wanted to postpone or cancel the Juniors and Seniors tournaments scheduled for early October given the current situation. Agreed that these events should be cancelled.

Veterans on November 27-28

Arrangements for the Veterans tournament scheduled for the end of November are on hold pending further discussion at the end of October.

Agenda Item 10: Wednesday after school session review

The viability of these sessions was queried given the low numbers attending. Suggested that potential participants be encouraged to attend Sunday afternoon sessions instead with coaching to be available as required. Review again when schools coaching sessions are conducted as hopefully these will generate increased interest.

Agenda Item 11: Sponsors “day” or get together ideas

Ian Radley sought suggestions for an activity to be held for Club sponsors, including their staff and families, as a way of thanking them for their support. Perhaps combine with a Sunday session commencing with a BBQ? Pro-Am day? Hoping to arrange for some time next year.

Agenda Item 12: SS&A Vouchers

SS&A Club have provided 100 food and beverage vouchers to value of \$10 each to be used by the Club. Suggested these be allocated equally between Keenagers and Pennant competitions to be distributed as considered appropriate. Letter of thanks has been sent to SS&A on behalf of the Club.

Agenda Item 13: Child Safe Policy

Not dealt with in absence of Cody Luton – still to be progressed.

Agenda Item 14: Dispute Process update

Discussion points document submitted by MPIOs, Stuart Davidson and Ashley Wurtz, was discussed. Suggestions made were generally considered appropriate. Brett Marsh volunteered to work with Stuart Davidson and Ashley Wurtz to prepare draft changes to the AWTTA By-Laws. Stuart to be advised that the Committee accepts the recommendations made and that Brett will contact him soon to progress. Draft of revised By-Laws to be reviewed at the next Committee Meeting.



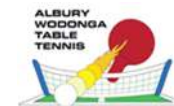
Agenda Item 15: Other General Business

AGM – preparations to commence. Position descriptions to be made available for members interested in nominating for Committee positions. Suggested that the Committee structure be reviewed – Janet Dennis to circulate sample models proposed by Clubmap as part of webinar series recently attended. Nominations and format of AGM to be discussed further at the next meeting.

Agenda Item 16: Date of Next Meeting: Friday 15 October 2021

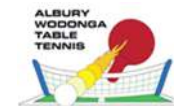
End of Meeting/Adjournment: 6.20pm

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

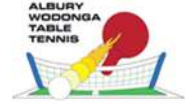


APPENDIX A: Correspondence

Date received	Received from	Details
28/06/2021	Karen Webb - Delited Cleaning Services	Cleaning invoices for January to May
28/06/2021	Claire Montgomery - TTV	2021 Country Championships update
29/06/2021	Delited Cleaning Services	Cleaning invoice for June
1/07/2021	Table Tennis Victoria	Invoice - additional memberships
1/07/2021	Egon Loh, TTA	2021 National Membership and Participation Census for Q2 (April - June) for completion
1/07/2021	Susie Geering	Thanks for grant support
2/07/2021	Travis Hay, Shed Boss	Quotation for construction of extension to Clubrooms
3/07/2021	Table Tennis World	Invoice for bats and balls as per grant
6/07/2021	JJ's Waste & Recycling	June Invoice - 2 collections
11/07/2021	Kerry Van Zanten	Thanks for grant support and Country Week entry query
12/07/2021	Claire Montgomery - TTV	Response to query from Kerry Van Zanten re Country Week individual events entry
13/07/2021	NSW Office of Sport	Sports Shorts June - July 2021
15/07/2021	Claire Montgomery - TTV	Sport Access Foundation Grants information
19/07/2021	NSW Office of Sport	On the Ball June/July 2021
19/07/2021	Telstra	Online bill notification
21/07/2021	Table Tennis Victoria	2021 Victorian Country Championships update - Postponed
22/07/2021	Claire Montgomery - TTV	New Victorian Child Safe Standards from 1 July 2022
27/07/2021	Claire Montgomery - TTV	Easing of Victorian COVID restrictions
28/07/2021	Claire Montgomery - TTV	Easing of Victorian COVID restrictions - update
29/07/2021	Aaron Tuckfield - TTA	Table Tennis Corporate Cup July Update
2/08/2021	Claire Montgomery - TTV	Not-for-Profit Finance Week Program
3/08/2021	JJ's Waste & Recycling	July invoice - 2 collections
3/08/2021	Egon Loh, TTA	2021 Quarter 2 TTA National Participation & Membership Census - Summary
9/08/2021	Claire Montgomery - TTV	COVID - Regional Lock Down lifted and updated restrictions details
9/08/2021	Red Energy Billing	Electricity account for period 4 May to 5 August 2021
10/08/2021	Claire Montgomery - TTV	Finance Week webinar links to recording and slides
10/08/2021	Claire Montgomery - TTV	Notice of TTV Club Forum to be held on Saturday 18 September 2021
12/08/2021	Accredited Distributors Pty Ltd	Invoice for Canteen purchases
13/08/2021	NSW Government	Notice to update COVID Safety Plan and related information



Date received	Received from	Details
16/08/2021	Claire Montgomery - TTV	Extended lockdown update - Metro Melbourne
16/08/2021	NSW Office of Sport	Sports Shorts August 2021
16/08/2021	Egon Loh, TTA	TTA History Project - Top 10 National Rankings 2948 - present
17/08/2021	Amber Rodd, Albury City	Community Energy Fund - advised application successful
17/08/2021	Dianne Mitchell, Family Friend OSHC	Request to book September school holidays session on 23 September
18/08/2021	Claire Montgomery - TTV	WWCC report and submission template
19/08/2021	Egon Loh, TTA	Every Australian Representative Recognised (Para) with link to TTA website
20/08/2021	Cameron Walker, KDEC Electrical & Solar	Revised quotations for 28.22kW and 33.2kW Solar Power systems
21/08/2021	Claire Montgomery - TTV	COVID Update to include Regional lockdown
23/08/2021	Rebecca Snow, Sport Albury Wodonga	Joss Group Hall of Fame - Nomination 2021 details
24/08/2021	Luke Flegeltaub, Kobi Energy Solutions	Revised quotes for 35.1kW and 35.2kW Solar System
26/08/2021	Troy Coburn, Watters Electrical & Solar	Revised quote for 39.84kW Solar System
27/08/2021	Red Energy	Response to Smart Meter and Solar rates query
27/08/2021	Aaron Tuckfield - TTA (on behalf of Scott Houston, CEO)	Celebrating Centurion Cec Shaw
30/08/2021	Egon Loh, TTA (on behalf of Scott Houston, CEO)	Postponement Notice - 2021 National Veterans Championships
31/08/2021	Keaton Johnson, Albury City	Approval to extend completion date to 30 June 2022 for Community and Cultural Grant
31/08/2021	NSW Office of Sport	On the Ball August 2021
1/09/2021	Peter Cocks, PC Consultancy	Dysons Community Grants - next round opens 13 September
1/09/2021	Claire Montgomery - TTV	Postponement Notice - Club (Presidents) Forum scheduled for 18 September
2/09/2021	JJ's Waste & Recycling	August invoice - 2 collections
3/09/2021	NSW Office of Sport	Request for images relating to projects funded by grants for promotional material
Date sent	Sent to	Details
27/06/2021	BudgetDirect	Sponsorship application for \$1000 towards new ball machine
29/06/2021	Max and Levi Geering	Junior Development Grant details - \$1500 each
29/06/2021	Sofia Oliver	Junior Development Grant details - \$1000
29/06/2021	Luke Van Zanten	Junior Development Grant details - \$1000
6/07/2021	Claire Montgomery - TTV	EPIC update re Member Protection Policy
6/07/2021	Egon Loh, TTA	2021 National Membership and Participation Census for Q2 (April - June)
11/07/2021	Geoff Prior	Media and Promotion contacts and role statements for Media and Facebook positions
12/07/2021	Kerry Van Zanten	Response from TTV re Country Week individual events entry



Date sent	Sent to	Details
11/08/2021	All Club Sponsors	AWTTA Winter Newsletter
16/08/2021	Bob Harris, SS&A Club Albury	Thanks for donations of 100 x \$10 food and beverage vouchers
17/08/2021	Keaton Johnson, Albury City	Request for extension to project completion to 2022 - Community and Cultural Grant
17/08/2021	Dianne Mitchell, Family Friend OSHC	Confirmation of booking request for 23 September
18/08/2021	Claire Montgomery - TTV	Updated WWCC submissions spreadsheet
18/08/2021	Kobi Energy Solutions	Request for updated quote for Solar system
18/08/2021	KDEC Electrical & Solar	Request for updated quote for Solar system
18/08/2021	Watters Electrical & Solar	Request for updated quote for Solar system
18/08/2021	Electricity companies - various	Request for quotes and solar plan information
24/08/2021	Rebecca Snow, Sport Albury Wodonga	Updated contact details for AWTTA
31/08/2021	Keaton Johnson, Albury City	Acknowledgement of approval to extend grant completion date
