**AWTTA – Meeting Minutes****Date: 5 July 2024****Location of Meeting:** AWTTA Clubhouse**Start of Meeting:** 5.30pm**Status:** **Approved****Present:** Terry Caldwell (President), Ian Radley (Vice-President), Janet Freer (Secretary), Rick Woods (Treasurer), Chris Grealy, Ashley Harding, Joe Muller, Andrew Welsh, Ashley Wurtz**Apologies:** Nil**Absent:** Nil**In attendance:** Andrew Kaye (for discussion of Action Item 02/24 only)**Agenda Item 1: Approval of Minutes from Meeting held on 03/05/2024.****Mover:** Ashley Wurtz **Seconder:** Joe Muller *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**

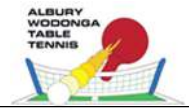
- **Annual-17 Online Child Safe Sport Training** – Chris Grealy currently completing.
- **02/24 Club facilities improvements** – Andrew Kaye (Director of AKPS, Albury) provided an update for Committee members on his meeting with Catherine Trinnick (AlburyCity) as well as next steps required to progress this project. Andrew Kaye offered to consult with a builder to get a preliminary cost estimate. Noted that whilst the Club already had some documentation available, further work was required to ensure that any submissions for funding and approval would include documentation at a “shovel ready” stage. Andrew Kaye also highlighted that the AlburyCity Community Infrastructure Fund may be a funding opportunity for the detailed documentation component of the project – expected that this funding would open again in October/November this year.

Andrew Kaye offered to collaborate with other members as part of a Working Group. The following Committee members volunteered: Andrew Welsh, Ashley Harding, Ashley Wurtz and Terry Caldwell. Club information and data to now be gathered.

Andrew Kaye was thanked for his contribution and departed the meeting at 6.03pm.

Copy of Asbestos Audit report received from AlburyCity was circulated to Committee members prior to the meeting. Secretary to follow-up with AlburyCity about placement of warning labels in relevant areas of the building.

- **03/24 Insulation of playing area** – pending availability of a grant.
- **09/24 Vision & Mission Statements** – feedback received from members was reviewed and document to now be finalised.
- **10/24 First Aid Officers** – session coordinators encouraged to undertake a relevant course, with the cost to be reimbursed by the Club.
- **11/24 Playing tables** – Terry Caldwell reported that payment and collection was now being finalised for the four surplus tables recently sold to members.



b. Grant items

- **02/24 TTA Equipment & Facilities Grant** (maximum of \$2000 available) – contribution towards purchase of new tables. Acquittal sent by Terry Caldwell and final payment to be received. Banner provided by TTA which is now on display.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A.

Mover: Ian Radley **Seconder:** Chris Grealy *Accepted*

Agenda Item 5: Treasurer's Report

Report provided for the period ending 30 June 2024.

Net cash position as at 30 June 2024 is \$161,494.07 Cr

Noted that revenue from Pennant and Keenagers session fees, schools/groups and canteen takings were all down on this time last year.

Electricity costs were up by \$1767.31 on this time last year.

Mover: Ashley Harding **Seconder:** Ashley Wurtz *Accepted*

Agenda Item 6: Matters from the President

- Review AW tournaments

The AWTTA Senior and Junior Tournaments were held on 18 and 19 May; with 49 registrations for the Seniors and 70 registrations for the Juniors. Noted that the Club made a profit of \$1,400 for this event. Discussion was then held about the prices charged for food. Agreed that prices should be increased for future events, while still trying to cater for families and visitors at a reasonable cost. Availability of free tea and coffee during tournaments was considered good PR for the Club. Terry Caldwell reported that there was a possibility of combining this tournament into one day, but it was considered preferable to keep the Juniors and Seniors events on separate days.

Noted that the Veterans Tournament may be held earlier in November next year, but this is still to be confirmed by TTV. Scheduled for Saturday 23 and Sunday 24 November this year.

Terry Caldwell reported that the Keenagers Inter-Club event held in March also made a small profit.

- Success at other tournaments

Congratulations were extended to Sammy Singh who won the Under 11 Boys' singles, and was runner-up in the Under 13 Boys' singles, at the Ballarat Junior Open Tournament held on 29 June.

- School sessions fee and assistants

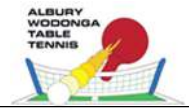
School sessions are still to be finalised for Term 4. Thanks were extended to the Keenagers who volunteered to assist with the Albury High sessions on Wednesdays, and to Bruce Cowan who regularly assisted on Thursdays with the James Fallon High School sessions. Expected that similar arrangements will continue for the next term.

- TOPS accreditation

Agreed that the Club would pay the TOPS accreditation fee for relevant members. Terry Caldwell to check with Cody Luton about his status going forward.

- Robot controller

Given that there are still three operational robot controllers, it was decided that the fourth one would not be replaced at this stage.



- **Scheduling air conditioner service**
Completed in February this year. Suggested that a service for the air conditioning be scheduled for early October each year as from 2025. Terry Caldwell to add reminder to calendar.
- **Service of mowers, blowers and trimmers**
Proposed that the petrol mowers be scheduled for a service every second (odd) year around the end of August. Terry Caldwell to add reminder to calendar. Battery operated equipment to be monitored and serviced if required.
- **Possible release of 2018 Sport Grant program information**
Terry Caldwell advised that he had received a request from the Australian Government Department of Health and Aged Care for permission, should it be decided to release information to a FOI applicant, about a grant we received in 2018 for the extension of the playing area. It was agreed that Terry Caldwell would respond indicating our agreement to the release of this information.

Agenda Item 7: Matters from the Pennant Coordinator

- **Sponsors renewal**
Ian Radley reported that he had sent sponsorship renewals out for the 2024-25 financial year. Most sponsors have already paid and the remaining few will be followed up.
- **Overall Pennant Coordinator**
No volunteers have come forward to date – Ian Radley will cease in this role at the commencement of next season. Ian Radley advised that he was in the process of finalising documentation to assist Coordinators in using the scoring system.
- **Match balls**
Ian Radley expressed his concerns about the current balls being used and the excessive number of breakages each session. Currently sourcing a different brand of balls for use by the Club.

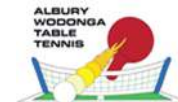
Agenda Item 8: General Business

- **Other Matters**
 - Decided to delay replacing one of the table tops. Terry Caldwell to arrange for the spare table top to be put in storage for the moment.
 - Green room key to be put in cash box for use by Coordinators at Sunday sessions as required.
 - Christmas in July activity will be held on Friday 26 July, following Keenagers session. All members welcome – further information will be provided in President's email.
 - Christmas Lunch has been booked for Saturday 7 December 2024 and deposit paid. Menu choices and Club contribution (from members' social funds) to be finalised at the next meeting.

Date of Next Meeting: Friday 6 September 2024 at 5.30pm.

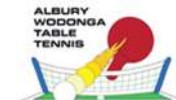
End of Meeting: 7.00pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
5/05/2024	Bill Farrell	Feedback on Purpose and Values Statement
6/05/2024	SpinTel Customer Service	Monthly invoice for internet
8/05/2024	Kerry May, Property Officer, AlburyCity	Copy of registered Lease Agreement 01/01/2024 to 31/12/2028
9/05/2024	Aaron Tuckfield, Table Tennis Australia	2024 TTA Equipment and Facilities Grant outcome - successful
11/05/2024	Table Tennis Victoria	Invoice for Junior/Senior Tournament player administration fees
15/05/2024	Table Tennis Australia	TTA e-Newsletter - May
16/05/2024	NSW Office of Sport	Sport Shorts April-May 2024
16/05/2024	Table Tennis World	Invoice for bats and tops for 2 tables
16/05/2024	Table Tennis World	Invoice for 4 Stiga tables and net post sets
19/05/2024	Sandra Eldridge	Feedback on Purpose and Values Statement
20/05/2024	Table Tennis Victoria	Proposed teams for Victorian Country Championships
20/05/2024	Greg Bristowe, Tournament Director	2024 Albury Wodonga Tournament - Results and Finalists
20/05/2024	Claire Montgomery	2024 Albury Wodonga Tournament - prize money payout details
21/05/2024	Brian Webb, Delited Cleaning Service	Response to concerns about cleaning at Club
22/05/2024	NSW Office of Sport	Office of Sport alert: Accounts payable process change
27/05/2024	Tanya Aggarwal, Community Programs Officer, TTA	Sporting School Grant Application - Term 3, 2024 - Apply Now!
27/05/2024	NSW Office of Sport	On the Ball May 2024
28/05/2024	Andrew Kaye, AKPS	Notes from discussion with Catherine Trinnick, AlburyCity
28/05/2024	Table Tennis Victoria	State Pathways Sessions EOI (July - December 2024)
28/05/2024	TTV Participation & Marketing Officer	Regional Racquet Sport Road Show in Shepparton - June 15-16
29/05/2024	Claire Montgomery, TTA	Webinar invitation: Determining Sanctions for Breaches of Integrity Policy
3/06/2024	Delited Cleaning Services	Invoice for May cleaning
3/06/2024	Accounts Table Tennis Victoria	Invoice for Membership fees paid in May
3/06/2024	JJ's Waste & Recycling	Invoice for May - 2 collections x 1 bin & 2 bins
4/06/2024	Accounts Table Tennis Victoria	Invoice for Victorian Country Championships teams entry fees
4/06/2024	Tanya Aggarwal, Community Programs Officer, TTA	Spinneroos Term 3 Expression of Interest
6/06/2024	Table Tennis Victoria	"Take it to the Table" TTV's June Newsletter
6/06/2024	SpinTel Customer Service	Monthly invoice for internet
11/06/2024	Cassidy Kotzur, Project Support Assistant, ADF	Congratulations on reaching Gold Good Sports Accreditation
18/06/2024	Table Tennis Victoria	Invoice for additional tournament administration fee
23/06/2024	Chris Grealy	Module 1: Child Safe Sport Completed
25/06/2024	Table Tennis Australia	TTA e-Newsletter - June
27/06/2024	Andrew Weiss, CEO TTV	TTV CEO Update - 27 June



Date received	Received from	Details
27/06/2024	Australian Government Dept Health & Aged Care	Notice of possible release of information about 2018 Sport Grant program
28/06/2024	Kerry May, Property Officer, AlburyCity	Copy of Asbestos audit report
28/06/2024	Table Tennis Australia	2024 TTA Participation Census
30/06/2024	Terry Caldwell	First Aid and CPR Certificates
1/07/2024	Delited Cleaning Services	Invoice for June cleaning
1/07/2024	Aaron Tuckfield, Table Tennis Australia	Acknowledgement of Acquittal for Equipment Grant and invoice reminder
1/07/2024	Accounts Table Tennis Victoria	Invoice for Membership fees paid in June
1/07/2024	JJ's Waste & Recycling	Invoice for June - 2 collections x 1 bin
1/07/2024	Table Tennis Victoria	2024 Half Year fee now available
2/07/2024	Judy Gogoll	First Aid and CPR Certificates
3/07/2024	Tony Harrington	First Aid and CPR Certificates
4/07/2024	Table Tennis Victoria	"Take it to the Table" TTV's July Newsletter
Date sent	Sent to	Details
6/05/2024	Matthew Sheridan, The Reinforced Earth Company	Acknowledgement of donation
18/05/2024	Andrew Kaye, AKPS	Request for update on meeting with AlburyCity
18/05/2024	Brian Webb, Delited Cleaning Service	Concerns about cleaning at Club
24/05/2024	Various	Allocation of four tables for sale
16/06/2024	Current Sponsors	Invitation and invoice to renew sponsorship for next 12 months
28/06/2024	Kerry May, AlburyCity	Following up report from Asbestos audit undertaken April 16
28/06/2024	Aaron Tuckfield, Table Tennis Australia	Acquittal for 2024 Equipment Grant and supporting documents
30/06/2024	Session Coordinators and Sunday roster members	First Aid course options and offer to be reimbursed for course cost
1/07/2024	Table Tennis Australia (online)	2024 TTA Participation Census for Quarters 1 and 2