

**AWTTA – Meeting Minutes****Date: 19 January 2024****Location of Meeting:** AWTTA Clubhouse**Start of Meeting:** 5.30pm**Status:** **Approved****Present:** Terry Caldwell (President), Ian Radley (Vice-President), Janet Freer (Secretary), Stuart Davidson, Chris Greal, Ashley Harding, Joe Muller**Apologies:** Rick Woods, Ashley Wurtz**Absent:** Nil**Agenda Item 1: Approval of Minutes from Meeting held on 17/11/2023.****Mover:** Ian Radley **Seconder:** Terry Caldwell *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**

- **31/22: Online Child Safe Training** – Janet Freer following up members with WWCC who have not yet completed Module 1 of the OCG training. Committee members required to complete all five modules of this course.
- **09/23 North East InterClub event** – Ian Radley reported that he is still waiting on a response from John Wright at the Yarrawonga Club.
- **16/23 Survey of members** – Ian Radley spoke to the summary of survey responses which was circulated to members prior to the meeting.
- **17/23 Social Night** – Ian Radley proposed that this be held on Friday 15 March. Maximum of 48 players – suggested initially aim for 10 players each from Divisions 1, 2, 3 and Keenagers and 8 players from Division 4, with extras as needed. Ian Radley to progress arrangements for this event.
- **18/23 AWTTA Keenagers Inter-Club Event** – scheduled for 22-23 March. Terry Caldwell reported that planning was underway. Suggested that information be provided to Geoff Prior for promotion of this event closer to the date.

b. Grant items

- **01/23 AlburyCity Event Partnership Program** (Tournaments and Keenagers Inter-Club Event) – Terry Caldwell has completed the acquittal for this funding.
- **03/23 Facility and Equipment Improvements and Tournament Hosting** – ClubGRANTS (Commercial Club Albury) – advised that our application for \$4,000 was successful and funds were received on 23/11/2023.
- **01/24 AlburyCity Event Partnership Program** (support for tournaments hosted by AWTTA) – Terry Caldwell submitted an application for \$1,500 on 17/01/2024. Outcome pending.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A.

Email received today from Table Tennis Victoria (TTV) seeking expressions of interest from Clubs to host a State Pathways Session with coach, David Powell. Suggested that there may be an opportunity to combine this with a visit to schools on the Thursday or Friday prior to the session depending on availability of the coach. Further discussion to be held with the Club coach, Sam Palmer, and potential junior players. It was decided that we respond to TTV indicating we are interested in hosting a session but need more information before committing to dates/times.

Mover: Ian Radley **Seconder:** Stuart Davidson *Accepted*



Agenda Item 5: Treasurer's Report

Report provided for the period 1 July 2023 to 31 December 2023.

Noted that revenue from Schools/Groups and Canteen takings were down on this time last year as school groups had cancelled bookings during Terms 3 and 4. \$4,000 was received from the Commercial Club for 2024 sponsorship.

Mover: Joe Muller **Seconder:** Chris Grealy *Accepted*

Agenda Item 6: Matters from the President

- Lease renewed
The lease with AlburyCity has been renewed for five years. Final document is still to be provided by Kerry May of AlburyCity.
 - Club facilities improvements: next steps from Concept Plan
Now that we have the completed Concept Plan, we need to engage a Quantity Surveyor to progress the proposed improvements to our facilities. Potential contacts to be pursued by Ian Radley and Stuart Davidson.
 - Insulation of courts
Ian Radley spoke to possible options for insulation of the playing area. Waiting on quotes, which are expected to range from \$30,000 to \$40,000. Once quotes have been received the Club would then need to investigate funding options before any work could be undertaken.
 - Air conditioner servicing
Terry Caldwell to arrange for the air conditioner to be serviced.
 - Mowing arrangements
Terry Caldwell reported that the arrangements made previously with Aspire are no longer suitable and suggested that members be rostered to undertake mowing at the Club going forward. Joe Muller agreed to coordinate this roster. Terry Caldwell also spoke to the need for an additional mower with catcher, blower, whipper snipper and hedge trimmer to be available for members undertaking this work. Suggested that members be asked if they have any equipment they can donate as a first step.
 - TTNSW members and AWTTA membership
Terry Caldwell advised that he had received queries from Howlong (TTNSW) members interested in also joining AWTTA. These members will only need to pay the TTV component as they have already paid the TTA component as part of their TTNSW membership. Amount would depend on class: Social \$21.50, Competition (Concession) \$40.50 and Competition (Adult) \$60.50.
 - AWTTA dual affiliation with TTNSW & TTV in 2024
AWTTA is affiliated with both TTNSW and TTV. TTNSW affiliation cost is \$175. TTV affiliation cost is \$325 (151+ members). The social TTNSW membership cost is \$25.
- Considered beneficial to receive funding alerts through TTNSW given we are in Albury. Noted that AWTTA members may only need to pay the TTNSW fee to enter NSW closed tournaments.



- *Internet Banking update*
Terry Caldwell reported that he and Rick Woods met at the Bendigo Bank on 15/01/2024 and set up internet banking to reduce number of cheques. Suggested that additional signatories be added – Janet Freer and Ashley Harding agreed to undertake this responsibility.
- *Equipment ordering arrangements*
Bas Smeulders has advised he is no longer available to process equipment orders on behalf of members. Agreed that members should now place their own orders as required. Terry Caldwell to advise members and provide contact details for Just Table Tennis, Affordable Table Tennis and Table Tennis World in the next email/newsletter to members.
- *Fundraiser possibility*
Albury Show Society requires gatekeepers from Friday 1 November to Sunday 3 November. Terry Caldwell to seek further information for consideration by Committee at a future meeting.

Agenda Item 7: Matters from the Pennant Coordinator

- *Facebook advertisement*
Ian Radley advised that he has spoken with Geoff Prior about trying to increase promotion of the Club. A paid advertisement was placed on Facebook. Ian Radley has also placed the Sunday social sessions and the Grading Night into Facebook Events.

Ian Radley has also emailed various clubs and organisations with details of the Grading Night.
- *Summer Season*
Grading Night for the Summer Season will be held on Wednesday 31 January. Pennant matches will commence the following week.
- *Player payments per session*
Agreed that the player payments per session remain the same for 2024, i.e. Pennant - \$5 concession and \$10 adult; Keenagers pay \$5 each; and Social Sunday sessions pay \$5 per person or \$12.50 per family.
- *Other matters*
 - Tonkin Group (plumbing, electrical, etc) have expressed interest in a potential sponsorship arrangement following the involvement of AWTTA members in their Movember fundraising activity.
 - Proposed Canteen price increases were accepted. Ian Radley to update the Square system accordingly.

Agenda Item 8: General Business

- *Access to Clubrooms after hours*
Ashley Harding queried arrangements for casual use of the Clubrooms outside of regular hours. Discussion was held about previous arrangements and alternatives. Suggested that a more structured session at a regular time may be more suitable. Ashley Harding to consider options and liaise with Ian Radley.
- *MPIO role*
A copy of the draft role statement for the Member Protection Information Officer (MPIO) position was circulated to members prior to the meeting.



Stuart Davidson outlined the role of the Member Protection Information Officer and emphasised the importance of such a role for the Club. Training is required every two years for accreditation to remain current. Recommended that this role should not be undertaken by a member of the Committee to ensure it remains impartial.

The MPIO role had previously been undertaken by Stuart Davidson and Ashley Wurtz but the position has been vacant for the past few months. Stuart Davidson offered his resignation as a Committee member so that he can again complete the training and undertake the MPIO role. Terry Caldwell thanked Stuart Davidson for his willingness to undertake the MPIO role for the Club.

It was noted that Andrew Welsh had expressed an interest in joining the Committee. Ian Radley to liaise with him about filling the vacancy created by Stuart Davidson's resignation.

- *Vision and Mission Statements / Strategic or longer term plan for the Club*
Stuart Davidson spoke to the need for the Club to have Vision and Mission Statements, and ultimately a Strategic Plan, to inform the future direction of the Club. Noted that funding submissions usually require evidence of a Strategic Plan. Chris Grealy and Ashley Harding volunteered to be part of a working group to progress this. Other volunteers are to be sought.
- *Recognition of Volunteers*
Stuart Davidson stated that the Committee should consider how it recognises volunteers within the Club. Suggested that an email could be sent from the Committee in acknowledgement of the contribution made by the individuals at the end of each year, or as appropriate. Other ways of recognising volunteers were also suggested and noted for further consideration.
- *First Aid Officers on Sundays*
Stuart Davidson raised the need for first aid qualified members to be present during the Sunday sessions. Coordinators for all Divisions and Keenager sessions are also encouraged to have current first aid qualifications. Relevant members to be asked to undertake appropriate first aid training. Terry Caldwell raised the possibility of members joining an upcoming group program – further details to be provided when available. Alternative training options were also discussed.
- *Roles and responsibilities record for 2024*
A copy of the roles and responsibilities information for 2024 was circulated to members prior to the meeting. Volunteers are sought to undertake the various roles listed. Committee members were asked to email Janet Freer with details of roles they would like to volunteer for. Some roles will be undertaken by other members. Finalised list to be presented at the next meeting.

Date of Next Meeting: Friday 1 March at 5.30pm

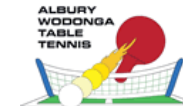
End of Meeting: 7.50pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
17/11/2023	NSW Office of Sport	On the Ball November 2023
17/11/2023	Gen Dohrmann, CEO TTV	TTV CEO Update - 17 November
17/11/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
19/11/2023	Table Tennis Victoria	Invoice for additional Veterans Tournament player admin fees
23/11/2023	SpinTel Customer Service	Phone transfer completed
23/11/2023	Commercial Club (Albury)	Remittance advice for 2024 Sponsorship
23/11/2023	Catherine Trinnick, AlburyCity	Finalisation of Concept Plan and next steps
24/11/2023	Claire Montgomery, Participation Coordinator, TTA	2023 TTA Participation Census (Q3) - Summary
24/11/2023	Oscar Yam, Events & Clubs Officer, TTV	Updated WWCC report
24/11/2023	Claire Montgomery, Participation Coordinator, TTA	Updating Affiliate Contacts in RevSport
27/11/2023	Gen Dohrmann, CEO TTV	TTV CEO Update - 27 November
27/11/2023	Phillip Nielsen, Regional Design Service	Final version of Concept Plan and invoice to close out the stage.
28/11/2023	Claire Montgomery, Participation Coordinator, TTA	2024 National Rollover Preparation
1/12/2023	Accounts Table Tennis Victoria	Invoice for membership paid in November
1/12/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
2/12/2023	JJ's Waste & Recycling	Invoice for November - 2 collections x 2 bins
4/12/2023	Grace Records Management Pty Ltd	Collection of Secure bin
5/12/2023	Delited Cleaning Services	Invoice for November cleaning
5/12/2023	Gen Dohrmann, CEO TTV	TTV CEO Update 5 December - Interim CEO Announcement
5/12/2023	Claire Montgomery, Participation Coordinator, TTA	2024 Australian Olympic Qualification Event Bid
6/12/2023	Table Tennis Victoria	"Take it to the Table" TTV's December Newsletter
6/12/2023	SpinTel Customer Service	SpinTel Monthly Bill
11/12/2023	Table Tennis Australia Ltd	2023 TTA Participation Census - Q4 Now Open
11/12/2023	Aaron Tuckfield, Senior Manager, TTA	Spinneroos Term 1 Expressions of Interest
12/12/2023	Table Tennis Victoria	2024 TTV Reaffiliation - Information Request & Invoice - Tier 3
15/12/2023	Stuart Davidson	Director Education online course certificate of completion
15/12/2023	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
15/12/2023	NSW Office of Sport	Sport Shorts December 2023
15/12/2023	SAPIO Credit & Billing	Invoice for Alarm Monitoring 15/12/2023 to 14/01/2024
15/12/2023	Justin Finlayson, AlburyCity	Request for group booking in January
18/12/2023	SpinTel Customer Service	NBN Technician appointment booking confirmation
20/12/2023	Oscar Yam, Events & Clubs Officer, TTV	2024 Certificates of Currency
20/12/2023	Gen Dohrmann, CEO TTV	TTV CEO Update - 20 December



Date received	Received from	Details
21/12/2023	AlburyCity	Remittance advice for reimbursement of RDS final invoice
21/12/2023	NSW Office of Sport	On the Ball December 2023
30/12/2023	Telstra Online Services Team	Telstra Bill - Arrival Notification
1/01/2024	Delited Cleaning Services	Invoice for December cleaning
2/01/2024	Table Tennis Victoria	2024 National Rollover Final Update
2/01/2024	JJ's Waste & Recycling	Invoice for December - 2 collections x 2 & 1 bins
4/01/2024	AlburyCity	Invoice for Annual Lease Fee for period 01/01/2024 to 31/12/2024
8/01/2024	SpinTel Customer Service	SpinTel Monthly Bill
10/01/2024	Simon Gerada, LOOPS Table Tennis	Introducing business and Tibhar equipment range
10/01/2024	SpinTel Customer Service	NBN Technician appointment update
11/01/2024	Ian Radley	Updated NSW WWCC details
12/01/2024	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
19/01/2024	Table Tennis Victoria	State Pathways Sessions EOI
Date sent	Sent to	Details
23/11/2023	Current Sponsors	Invitation to visit Club during Veterans Tournament
27/11/2023	Aaron Nicholls & Phillip Nielsen, Regional Design Service	Finalisation of Concept Plan and request for final invoice
27/11/2023	Noah Newnham, Marketing Officer, TTV	Comments on Veterans Tournament for TTV review
29/11/2023	Timothy Haines, ANZ Regional Business Banking	Confirmation of group booking on December 14
2/12/2023	Catherine Trinnick, AlburyCity	AWTTA Invoice for reimbursement for second half RDS Concept Plan
4/12/2023	AlburyCity	Even Partnership Program Acquittal - AWTTA 2023
14/12/2023	New Committee Members	Welcome information, inc. links to WWCC and Director Education Course
14/12/2023	Current Sponsors	End of Year Newsletter
18/12/2023	Justin Finlayson, AlburyCity	Confirmation of group booking on January 18
21/12/2023	Kerry May, AlburyCity	Copy of 2024 Certificate of Currency for Lease Agreement
21/12/2023	Service NSW	Copy of 2024 Certificate of Currency for Active Kids Provider details
21/12/2023	Service NSW	Letter of Authority for AWTTA's application for Active Kids Vouchers 2024
29/12/2023	Australian Taxation Office	Request to update ABN details
3/01/2024	Oscar Yam, Events & Clubs Officer, TTV	Director Education certificate from Stuart Davidson for updating in RevSport
9/01/2024	Table Tennis Australia Ltd	2023 TTA Participation Census - Q4 (online)
9/01/2024	Andrew Welsh	Information about Committee and MPIO positions
11/01/2024	Oscar Yam, Events & Clubs Officer, TTV	WWCC details from Ian Radley for updating in RevSport
15/01/2024	Gerard Lukassen, Border Sign Studio	Request for AWTTA Honour Boards to be updated
17/01/2024	AlburyCity	Event Partnership request 2024 - support for tournaments hosted by AWTTA