

**AWTTA – Meeting Minutes****Date: 1 March 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), Ashley Harding, Joe Muller, Andrew Welsh, Ashley Wurtz**Apologies:** Chris Grealy**In attendance:** Cameron Burt and Paul Hossack joined the meeting for discussion only in Action items 04/24 and 03/24 respectively.**Agenda Item 1: Approval of Minutes from Meeting held on 19/01/2024.****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**

- **09/23 North East InterClub event** – Ian Radley reported that this event has been postponed until Sunday 14 April. Will be held in Wangaratta this year. Expressions of interest are to be sought. Ashley Harding agreed to coordinate this event.
- **17/23 Social Night** – Ian Radley reported that he is currently seeking expressions of interest. Participants asked to bring a plate to share. No cost to play.
- **18/23 AWTTA Keenagers Inter-Club Event** – scheduled for 22-23 March. Terry Caldwell reported that more than 62 visiting players had registered for this event so far. Commented that more local players were still needed.
- **Annual-01 Honour Boards updated** – pending completion by Border Sign Studio.
- **Annual-04 WWCC for new Committee members** – Completed
- **Annual-09 Roles and responsibilities record updated** – discussion was held about roles still to be filled. Noted that assistance will be needed for the school groups in Term 2 – to be reviewed once schools have confirmed their intentions. Updated record to be circulated to Committee members.
- **Annual-12 Director Education course** – all new Committee members have now completed this course and TTV advised accordingly.
- **Annual-14 First Aid Checklist** – pending completion by Russell Auwardt.
- **Annual-17 Online Child Safe Sport Training** – still to be completed by Chris Grealy, Joe Muller and Andrew Welsh.
- **01/24 State Pathways Session EOI** – TTV have advised that David Powell is more than happy to open the session up to Clubs around the area to join and to have adults involved, but due to his work commitments, he does not have any other availability to stay longer to undertake school visits. The additional dates available were discussed, with Saturday 11 May (2.00pm – 5.00pm) selected as the preferred option. Secretary to advise TTV accordingly. Once date confirmed Terry Caldwell will discuss with Sam Palmer.
- **02/24 Club facilities improvements** – Ian Radley reported that Cook Design have submitted a quote for consultation, site levels and existing conditions plans, as well as building permit documentation. Andrew Kaye, Division 3 member, has offered to assist the Club with this project and is currently liaising with AlburyCity to seek further information about the next steps. General discussion was then held about demolishing and rebuilding new facilities vs upgrading and refurbishing existing facilities.



- **03/24 Insulation of playing area** – Paul Hossack joined the meeting to discuss options. Internal option would cost approx \$90,000 for materials only, labour would be additional. External option is to use special paint to insulate the colourbond. Lighter colour considered more effective with expected 10-12 degrees reduction in heat inside. Noted that no real change in temperature would be experienced during cold weather. Paint could cost about \$20,000. Approx \$60,000 for total job which included washing, sealing and then two top coats of paint. Considered a worthwhile project if cost can mostly be funded by a grant. Suggested that it might also be worth contacting the paint supplier (e.g. Taubmans) for assistance towards offsetting costs.
 - **04/24 Air conditioner serviced** – Cameron Burt joined the meeting to discuss recommendations for the air conditioners following the recent maintenance he completed. Recommended that the Clubroom system have a drain and membrane installed at cost of \$400 as a short-term fix (12 months lifespan) given the proposed redevelopment plans currently being considered. Suggested that the air conditioners be serviced annually. Noted that if the air conditioners were run on the low setting they should not impact the movement of the ball during play.
 - **05/24 Mowing roster and equipment** – still hoping for donations of equipment. Roster will then be finalised.
 - **06/24 Albury Show Society fundraiser** – Terry Caldwell reported there were limited volunteers available which meant that the Club would only be able to assist with one gate, with two people at a time, over the weekend. Committee members considered this was not worth pursuing – Terry Caldwell to advise accordingly.
 - **07/24 Training sessions** – Ash Harding reported that Max and Levi Geering will be continuing with their training sessions. Currently booking month by month and details added to the calendar on the website.
 - **09/24 Strategic Planning Working Group** – initial focus to be on preparing Vision and Mission Statements for consideration by the Committee and then all members. John Zinkovsky has volunteered to be a Keenagers representative on this group.
 - **10/24 First Aid Officers** – Terry Caldwell to follow up availability of training for relevant members.
- b. **Grant items**
- **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.

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

Accepted

Agenda Item 5: Treasurer's Report

Report provided for the period ending 31 January 2024.

Noted that one of the term deposits has been re-invested for a further period of four months at rate of 3.60%. Invoices have been received from TTV for player registrations received during January and February.

Mover: Ashley Wurtz **Seconder:** Ian Radley

Accepted



Agenda Item 6: Matters from the President

- Public Officer update
Paperwork has now been completed to change Public Officer details to Terry Caldwell.
- Tables rotations and tendering for 2024
Ian Radley has requested quotes for three new tables as well as replacement top for damaged table. To be discussed further at next Committee meeting.
- TTV AGM
Noted that the TTV AGM is scheduled for 20 April 2024 in Melbourne. Details of any motions will be circulated if needed.

Agenda Item 7: Matters from the Pennant Coordinator

- Pennant update
Ian Radley advised that the Summer season has commenced with 93 players in 36 teams across four Divisions. Concern was expressed about the late notice given by some players when fill-ins were required.
- Overall Pennant Coordinator replacement
Ian Radley indicated he intends stepping down from this role but is willing to mentor a replacement.

Agenda Item 8: General Business

- Meeting dates for 2024
The following meeting dates were confirmed for the remainder of this year: Friday 3 May, Friday 5 July, Friday 6 September and Friday 8 November. AGM to be held on Friday 6 December (time tbc). All Meetings will be held at the Clubrooms commencing at 5.30pm.

Committee members were also reminded of the AWTTA tournament dates for this year:
 - Senior & Junior Open Tournaments – May 18 & 19
 - Veterans Open Tournament – November 23 & 24
- Other Matters
 - Repairs to water bubbler are being undertaken – suggested that condition of pipes also be checked as this may be affecting water quality.
 - Copy of AlburyCity executed lease agreement is still to be provided.
 - Use of debit card for purchases on behalf of the Club – Terry Caldwell commented that arrangements could be made to streamline payment for purchases made by nominated members, which may be preferable to the current system of asking members to pay upfront and then seek reimbursement. To be reviewed at future meeting.

Date of Next Meeting: Friday 3 May 2024 at 5.30pm

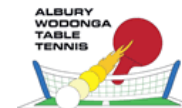
End of Meeting: 6.55pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
22/01/2024	Claire Montgomery, Table Tennis Australia Ltd	2024 Integrity Education Webinar Series invitation
23/01/2024	NSW Office of the Children's Guardian	Working with Children Check renewals go digital
23/01/2024	Telstra Enquiries Support Team	Cancellation of services and bill adjustment
23/01/2024	Joe Muller	NSW Working with Children Check details
23/01/2024	Ashley Harding	Evidence of completion of Child Safe Sport online modules
24/01/2024	Brett Marsh	Resignation as Public Officer
24/01/2024	Gen Dohrmann, CEO TTV	TTV CEO Update
25/01/2024	Jemma Gardiner, Secretary, Albury Show Society	Information about Gatekeeper duties for Albury Show
25/01/2024	Catherine Trinnick, Building Projects Officer, AlburyCity	Clubhouse Detailed Design query and grant option
24/01/2024	SpinTel Provisioning	NBN Connection Delayed
26/01/2024	Chris Grealy	Director Education course certificate of completion
29/01/2024	Oscar Yam, Events & Clubs Officer, TTV	State Pathways Sessions options and response to queries
31/01/2024	AlburyCity	AlburyCity Community and Cultural Grant Round 2 2023/2024 opens 1 Feb
1/02/2024	Accounts Table Tennis Victoria	Invoice for player registrations processed in January
1/02/2024	SpinTel Provisioning	NBN Connection Delayed
1/02/2024	Table Tennis Victoria	"Take it to the Table" TTV's February Newsletter
1/02/2024	JJ's Waste & Recycling	Invoice for January - 3 collections x 1 bin
2/02/2024	Registry Lodgements NSW Fair Trading	Letter confirming appointment of Terry Caldwell as Public Officer
2/02/2024	Cody Luton	Not available for School Groups in Term 1
4/02/2024	Delited Cleaning Services	Invoice for January cleaning
4/02/2024	Andrew Welsh	Director Education course certificate of completion
6/02/2024	Claire Montgomery, Table Tennis Australia Ltd	Showcasing successful practices forum: People with disability in sport
8/02/2024	SpinTel Customer Service	Technician Appointment scheduled for 26 March 2024
9/02/2024	TIO Investigations Team	Confirmation of complaint lodged with Telecommunications Ombudsman
9/02/2024	SpinTel Customer Service	SpinTel Monthly Bill
9/02/2024	Table Tennis Australia Ltd	Table Tennis Australia: e-Newsletter
9/02/2024	Andrew Welsh	NSW Working with Children Check details
9/02/2024	Graeme & Bruce Cook, Cook Design	Quote for documentation of building project post Concept Plan
10/02/2024	Cameron Burt Plumbing	Invoice for service of air conditioners and repairs recommendations
13/02/2024	Tierre McCormack, Albury Netball Association	Albury Netball Season 2024 key dates
14/02/2024	TIO Complaints Manager, SpinTel	Response to complaint lodged with TIO



Date received	Received from	Details
15/02/2024	Table Tennis Victoria	Notice of 2023 Table Tennis Victoria AGM - 20 April 2024
16/02/2024	Cameron Burt Plumbing	Air conditioners repair recommendations quote
19/02/2024	Table Tennis Australia Ltd	2023 Q4 Census Report Released
20/02/2024	Terry Caldwell	Updated NSW Working with Children Check details
21/02/2024	Graeme & Bruce Cook, Cook Design	Response to request for additional quote information
21/02/2024	Administration Officer, JJ's Waste & Recycling	2024 Service Calendar
21/02/2024	Andrew Weiss, CEO (Interim), TTV	TTV CEO Update
22/02/2024	Table Tennis Victoria	More dates available - State Pathways Sessions EOI
23/02/2024	Kerry May, AlburyCity	Response to query about renewed lease
23/02/2024	Anshul Thakran, Table Tennis Australia	Join us for the DEI and Gender Equity Basics Workshop
23/02/2024	SAPIO Customer Service	Alarm Panel Bypass
26/02/2024	NSW Office of Sport	Sport Shorts February 2024
26/02/2024	TIO Investigations Team	Request for additional information re SpinTel complaint
26/02/2024	Andrew Weiss, CEO (Interim), TTV	Club and Association Grant / Funding Opportunities
27/02/2024	Wormald Service Albury	Invoice for supply and installation of fire extinguisher outside kitchen
27/02/2024	Peter J Cocks, PC Consultancy	Dysons Community Grant - applications for next round open March 1
27/02/2024	TIO Investigations Team	Advised complaint has been sent to TIO dispute resolution area
28/02/2024	Ashley Harding	Director Education course certificate of completion
28/02/2024	Joe Muller	Director Education course certificate of completion
28/02/2024	Glenys Atkins, Border Trust	Border Trust Community Grant Program Open
29/02/2024	NSW Office of Sport	On the Ball February 2024
1/03/2024	Accounts Table Tennis Victoria	Invoice for registrations paid in February
Date sent	Sent to	Details
21/01/2024	Andrew Kaye, AKPS	Progressing Concept Plan
21/01/2024	Tony Pringle	Progressing Concept Plan
22/01/2024	Andrew Welsh	Welcome to AWTTA Committee for 2024 with links to online training
23/01/2024	Jemma Gardiner, Secretary, Albury Show Society	Queries re Gatekeepers for Albury Show
24/01/2024	Oscar Yam, Events & Clubs Officer, TTV	WWCC details from Joe Muller for updating in RevSport
24/01/2024	Oscar Yam, Events & Clubs Officer, TTV	State Pathways Sessions EOI follow-up
24/01/2024	Bas Smeulders	Thanks for contribution to AWTTA
31/01/2024	Oscar Yam, Events & Clubs Officer, TTV	State Pathways Sessions - prefer Saturday in later months
31/01/2024	Cody Luton	AWTTA School Groups for 2024



Date sent	Sent to	Details
31/01/2024	Registry Lodgements NSW Fair Trading	Form A9 Notice of appointment of Terry Caldwell as Public Officer
2/02/2024	Current Sponsors	AWTTA Sponsors Newsletter
3/02/2024	Cody Luton	Thanks for support of school groups - review availability prior to Term 2
5/02/2024	Jeff Duck & Board, Commercial Club (Albury) Ltd	Letter of thanks for 2024 sponsorship
12/02/2024	Oscar Yam, Events & Clubs Officer, TTV	Director Education Certificate from Chris Grealy for updating in RevSport
12/02/2024	Oscar Yam, Events & Clubs Officer, TTV	Director & NSW WWCC details from Andrew Welsh for updating in RevSport
12/02/2024	Volunteers for Wednesday School Group sessions	Murray High cancelled sessions for Term 1 due to lack of numbers
12/02/2024	Jemma Gardiner, Secretary, Albury Show Society	Gatekeepers for Albury Show EOI - one gate x 2 people at a time
14/02/2024	Tierre McCormack, Albury Netball Association	Acknowledgement of ANA dates and details of AWTTA key dates for 2024
20/02/2024	Oscar Yam, Events & Clubs Officer, TTV	WWCC details from Terry Caldwell for updating in RevSport
20/02/2024	Sports Community	Grant Support Program expression of interest
21/02/2024	JJ's Waste & Recycling	Request for 2024 Service Calendar
22/02/2024	Kerry May, AlburyCity	Following up signed copy of AWTTA lease agreement
26/02/2024	TIO Investigations Team	Completed Business Information and Authorisation forms
27/02/2024	TIO Investigations Team	Additional information as requested by TIO about SpinTel complaint
29/02/2024	Oscar Yam, Events & Clubs Officer, TTV	Director Education Certificates for Ashley Harding and Joe Muller for updating in RevSport