

**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.

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.

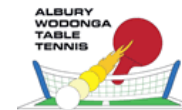
Agenda Item 8: General Business

- 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.

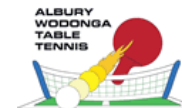
End of Meeting: 7.00pm

----- 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 |