



AWTTA – Meeting Minutes

Date: 10 January 2025

Location of Meeting: AWTTA Clubhouse

Start of Meeting: 6.15pm

Status: **Approved**

Present: Terry Caldwell (President), Ian Radley (Vice-President), Janet Freer (Secretary), Justin Fowler (Treasurer), Emily Bollingmoore, Michelle Bowd, Chris Grealy, Ashley Harding

Apologies: Marie Richardson

Absent: Nil

Agenda Item 1: Approval of Minutes from Meeting held on 08/11/2024.

Mover: Chris Grealy **Seconder:** Ashley Harding *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

- **02/24 Club facilities improvements** – application for Stage 1 of facilities development submitted to AlburyCity by Terry Caldwell on 28/11/2024. Outcome expected in coming months.
- **03/24 Insulation of playing area** – pending availability of a grant.
- **12/24 Asbestos warning labels** – still to be undertaken by third party (via AlburyCity). Janet Freer to follow this up.

Annual requirements

- Photo of 2025 Committee – to be taken when all Committee members are present
- Honour Boards updated – request sent to Border Sign Studios by Secretary
- NSW WWCC details – still to be provided by Justin Fowler
- Report submitted to Fair Trade NSW after AGM – completed by Rick Woods
- Lease with AlburyCity – currently extended until 31/12/2028
- Website hosting – upgraded to Business Basic plan. Due for renewal on 12/02/2028
- Director Education online course – completed by Emily Bollingmoore and Michelle Bowd, still to be completed by Justin Fowler and Marie Richardson
- Child Safe Sport online course – completed by Michelle Bowd, still to be completed by Emily Bollingmoore, Justin Fowler and Marie Richardson
- Australian Business Register details updated – to be actioned by Terry Caldwell and Janet Freer

b. Grant items

- **01/24 AlburyCity (Event Partnership)** – Support for tournaments hosted during 2024. Acquittal submitted by Terry Caldwell on 06/01/2025. Completed
- **05/24 AlburyCity (Community Infrastructure Fund 2025-26)** – application for Stage 1 of facilities development submitted by Terry Caldwell on 28/11/2024. Proposed start from 01/07/2025. Outcome pending.
- **01/25 AlburyCity (Event Partnership)** - Support for tournaments hosted during 2025 – application for \$1,500 submitted by Terry Caldwell on 05/01/2025. Outcome pending.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A.

Mover: Chris Grealy **Seconder:** Michelle Bowd *Accepted*



Agenda Item 5: Treasurer's Report

Final report prepared by Rick Woods for the period ending 31 December 2024 was presented. Noted that the Club remains in a sound financial position and the handover of financial records to Justin Fowler will now be finalised.

Christmas Lunch payment made from Social Funds in December.

Term Deposits are maturing during January. Justin Fowler to renew these for similar terms at the current rates.

Mover: Ashley Harding **Second:** Michelle Bowd *Accepted*

Agenda Item 6: Matters from the President

- TTNSW Club affiliation and social membership for 2025
Terry Caldwell commented that the TTNSW Club affiliation (cost \$175) and one social membership (cost \$25) were due for renewal. Members agreed that this affiliation and membership be continued for 2025.
- Maintenance of robots
Terry Caldwell sought a volunteer to oversee the maintenance of the training robots as required. Commented that these are very popular with school groups. Terry Caldwell to check if Cody Luton would be interested otherwise seek a volunteer via the regular President's newsletter.
- Keenagers InterClub event
This event will be held at the Club on Friday 21 and Saturday 22 March. Terry Caldwell reported that approx. 90 participants are expected. Entry fee is \$50 which includes morning tea, lunch, afternoon tea and dinner each day. Noted that part of the sponsorship received from AlburyCity is allocated for this event.
- Keys for mowing volunteers
Terry Caldwell advised that David Davis, Simon Farrell, Geoff Green, Phillip Jenkin, John McGrath, Joe Muller and Doug Rose have volunteered for the mowing roster. Terry Caldwell queried the deposit to be paid given that a single key was only required.

MOTION: *That a deposit of \$10 be required for the issue of an outdoor key and that the deposit of \$50 remain for the issue of indoor keys.*

Mover: Ian Radley **Second:** Justin Fowler *Accepted*

Agenda Item 7: General Business

- Meeting dates confirmed for 2025
All Meetings to be held at the Clubroom commencing at 6.15pm.

Friday 14 February	Friday 25 July
Friday 28 March	Friday 5 September
Friday 9 May	Friday 17 October
Friday 13 June	Friday 21 November

December - AGM / Christmas Lunch – Saturday 6 December at the Commercial Club

Other key dates noted:

AWTTA Keenagers InterClub Event – Friday 21 and Saturday 22 March

AWTTA Senior Open Tournament – Saturday 17 May

AWTTA Junior Open Tournament - Sunday 18 May

AWTTA Veterans Open Tournament – Saturday 29 & Sunday 30 November



- Session fees for 2025

Committee members reviewed the session fees to be charged for 2025. After some discussion it was decided that 2025 session fees would be maintained at existing rates. It was noted that an increase may be needed in the future depending on the outcome of the TTA and TTV major review of fees structure, as well as the possibility of building work commencing on the Club facilities.

2025 session fees will be: Competition: \$10 Adult and \$5 Concession; Keenagers: \$5; Wednesday and Sunday social/practice: \$5 for individual and \$12.50 for family; Schools \$6 (minimum of \$85 total for schools continuing bookings from past years or \$100 total for new school bookings).

- Roles and responsibilities

Committee members reviewed the list of roles and responsibilities which was circulated prior to the meeting. Volunteers were sought to undertake various roles during this year. Janet Freer to update this record and circulate to Committee members.

- Areas of interest for Committee members to develop

Ian Radley encouraged each Committee member to consider possibilities for continued promotion and development of the Club and its members. Suggested that focus could be on a specific aspect such as encouraging more juniors or females to participate, promoting use of facilities by corporate/other sporting groups for social events, etc. To be discussed further at future meetings.

- Canteen prices and Office security

Ian Radley reminded Coordinators that the door from the Office into the playing area needs to be kept closed to restrict access during sessions. Proposed that canteen prices remain unchanged for this year as long as stock continues to be purchased when “on special”. Review of items stocked to also be undertaken once Pennant and School groups resume.

- Induction Checklist

An updated record of requirements and training has been emailed to each Committee member for review. As online training modules are completed, members are reminded to send a copy to the Secretary for recording. TTV will also be advised as required.

- Other Matters

- *Internet outage* at the Club has been reported and is being pursued by Ian Radley with our provider.
- *History Book at Club* – information included in this record is to be monitored by the Committee to ensure accuracy and appropriateness.
- *RevSport* – Ian Radley advised that he is currently updating the Club information in this system.
- *Financial records* – Justin Fowler proposed that the Club move to an online account platform for management of its financial records. Justin was asked to provide information on options, as well as submit his recommendation, for consideration by the Committee so that this can be implemented as soon as possible.
- *Cleaning* – Ashley Harding raised concerns about the standard of cleaning over recent months. Ian Radley to contact Brian Webb to convey these concerns and ask for details of what is included in the quoted price to determine if changes are required.
- *Pre-season Tuesday sessions* – Terry Caldwell advised that Geoff Prior has offered to open the Clubroom on a Tuesday from 6.30pm until 8.30pm for the next three weeks until Pennant commences.

Date of Next Meeting: Friday 14 February 2025

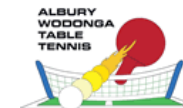
End of Meeting: 7.25pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
13/11/2024	Emily Bollingmoore	Updated CPR certificate
13/11/2024	Jennifer Farrington, Mt Beauty Secondary College	SSV Ovens & Mitta 2025 booking request
13/11/2024	Table Tennis Victoria	Invitation to Table Tennis Victoria Online Affiliates Forum
15/11/2024	Claire Montgomery, Table Tennis Australia	2025 RevSport Rollover
15/11/2024	Table Tennis Australia	TTA e-Newsletter - October/November
15/11/2024	SAPIO Credit & Billing	Invoice for alarm monitoring 15/11/2024 to 14/12/2024
17/11/2024	Bill Mitchell	NSW WWCC details
20/11/2024	Claire Montgomery, Table Tennis Australia	2024 TTA Participation Census
21/11/2024	Accounts Table Tennis Victoria	Invoice for Veterans Open Tournament
24/11/2024	Claire Montgomery, Table Tennis Australia	Invoice for Veterans Tournament Management and accommodation
25/11/2024	Gen Dohrmann, TTV CEO	TTV CEO Update - Monday 25 November
28/11/2024	AlburyCity (smartygrants online)	Confirmation of submission for Community Infrastructure Fund 2025-26
2/12/2024	Aaron Tuckfield, TTA	2024 TTA Equipment and Facilities Grant outcome - follow up
3/12/2024	JJ's Waste & Recycling	Invoice for November - 2 collections x 2 bins & 1 bin
3/12/2024	Gen Dohrmann, TTV CEO	Link to recording of TTV Affiliates Forum held 28 November
4/12/2024	Delited Cleaning Services	Invoice for November cleaning
5/12/2024	Table Tennis Victoria	"Take it to the Table" TTV's December Newsletter
6/12/2024	SpinTel Customer Service	SpinTel Monthly Bill
9/12/2024	Claire Montgomery, Table Tennis Australia	2025 RevSport Rollover - reminder
9/12/2024	NSW Fair Trading	New online forms and changes to voting conducted by ballot
10/12/2024	Revenue Officer, AlburyCity	Community Loan balance details
12/12/2024	Stuart Davidson	AWTTA History folder query
13/12/2024	Table Tennis Victoria	2025 TTV Reaffiliation - Information request and invoice - Tier 2
13/12/2024	SAPIO Credit & Billing	Invoice for alarm monitoring 15/12/2024 to 14/01/2025
16/12/2024	Matthew Wells, Accounts TTV	Confirmation that details now updated in accounting system and RevSport
16/12/2024	Marie Richardson	NSW WWCC details
17/12/2024	Tanya Aggarwal, Community Programs Officer, TTA	Spinneroos Term 1, 2025 Expression of Interest
17/12/2024	Luke Norton-Smith, James Fallon High School	Request for booking to hold Riverina High School Knockout on April 1, 2025
18/12/2024	NSW Office of Sport	Sport Shorts December 2024
18/12/2024	Gen Dohrmann, TTV CEO	TTV CEO Update - 18 December
19/12/2024	Essential Energy	EE Cancellation Notification for Wednesday 18 December 2024
20/12/2024	Table Tennis Australia	TTA e-Newsletter - November/December
22/12/2024	Emily Bollingmoore	Director Education course certificate



Date received	Received from	Details
24/12/2024	Energy Locals Support	Confirmation that requested changes have been updated
31/12/2024	Delited Cleaning Services	Invoice for December cleaning
2/01/2025	Table Tennis Victoria	Rollover complete
2/01/2025	JJ's Waste & Recycling	Invoice for December - 3 collections x 1 bin, 2 bins & 1 bin
6/01/2025	Oscar Yam, Events & Clubs Officer, TTV	Copy of AWTTA Certificates of Currency
7/01/2025	SpinTel Customer Service	SpinTel Monthly Bill
9/01/2025	Michelle Bowd	Copy of Director Education and Child Safe Sport online training completed
Date sent	Sent to	Details
10/11/2024	Essential Energy	Request change of email address for future notifications
14/11/2024	Jennifer Farrington, Mt Beauty Secondary College	SSV Ovens & Mitta 2025 booking confirmed for 16 & 18 September 2025
17/11/2024	Claire Montgomery, Table Tennis Australia	Confirmation AWTTA fees for 2025 to be set up in RevSport
18/11/2024	Oscar Yam, Table Tennis Victoria	NSW WWCC details for Bill Mitchell for updating in RevSport
2/12/2024	Aaron Tuckfield, TTA	Response to TTA Equipment and Facilities Grant outcome follow up
5/12/2024	AWTTA Volunteers (various)	Thank you from AWTTA Committee for contribution during 2024
10/12/2024	2025 Committee members	Welcome to AWTTA Committee and Induction session on December 16
15/12/2024	Table Tennis Victoria (online)	2025 TTV Reaffiliation information updated
15/12/2024	SAPIO Credit & Billing	Request change of email address for future notifications
16/12/2024	Accounts, TTV	Request change of email address for future invoices
17/12/2024	Luke Norton-Smith, James Fallon High School	Confirmation of booking to hold Riverina High School Knockout on April 1, 2025
17/12/2024	Current sponsors	Sponsors Newsletter
21/12/2024	Energy Locals Support	Authorisation for change of contact details for Energy Locals account
1/01/2025	Table Tennis Australia (online)	2024 Participation Survey for period 1 October to 31 December
5/01/2025	Gerard Lukassen, Border Sign Studio	Request to update honour boards
5/01/2025	AlburyCity Events Team	Event Partnership application for funding to support tournaments in 2025
6/01/2025	Oscar Yam, Events & Clubs Officer, TTV	NSW WWCC details from Marie Richardson for updating in RevSport
6/01/2025	Oscar Yam, Events & Clubs Officer, TTV	Director Education course -Emily Bollingmoore for updating in RevSport
6/01/2025	Oscar Yam, Events & Clubs Officer, TTV	Request for copy of AWTTA Certificate of Currency
6/01/2025	AlburyCity Events Team	Acquittal Report for Event Partnership funding received for 2024
9/01/2025	Oscar Yam, Events & Clubs Officer, TTV	Director Education course - Michelle Bowd for updating in RevSport