



AWTTA – Meeting Minutes

Date: 14 February 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, Marie Richardson

Apologies: Nil

Absent: Nil

Agenda Item 1: Approval of Minutes from Meeting held on 10/01/2025.

Mover: Ian Radley **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

- **03/24 Insulation of playing area** – waiting on revised quotes for inclusion in application for grant to be submitted by Terry Caldwell next week.
- **12/24 Asbestos warning labels** - *Completed*
- **01/25 Maintenance of robots** – Terry Caldwell still to follow up.
- **02/25 Keenagers InterClub Event** – Terry reported that entries are being received and he hopes to encourage more local players to enter.
- **03/25 Areas of interest to be developed** – Emily Bollingmoore suggested approaching schools to try to generate interest in table tennis. Fundraising options were also discussed. Ways of raising awareness about the Club were also raised. Members encouraged to consider possibilities and raise for discussion at future meetings.
- **04/25 Online account platform** – Committee members accepted the recommendation from Justin Fowler to purchase the Xero Grow subscription and apply for the Sporting Club discount of 25%. Noted that Xero are currently offering a special which will further reduce the cost for the next six months. Justin Fowler has now signed up the Club and is currently working on transferring financial information into this system.
- **05/25 Review of cleaning at Clubrooms** – Ian Radley reported that he had spoken to Brian Webb from Delited Cleaning. A thorough cleaning of the Club has now been undertaken. Suggested that the standard of cleaning continues to be monitored.

Annual requirements

- Photo of 2025 Committee – taken at the start of this meeting.
- Honour Boards updated – this has now been completed however an amendment is required. Janet Freer to follow this up with Border Sign Studios.
- NSW WWCC details – still to be provided by Justin Fowler.
- Director Education online course – still to be completed by Justin Fowler.
- Child Safe Sport online course – still to be completed by Justin Fowler.
- Australian Business Register details updated – still to be finalised as the previous form sent by registered mail has been misplaced by the ATO. Janet Freer to progress this.
- Review and renewal of Insurance – Justin Fowler to contact representative at Elders Wangaratta to review current insurance and finalise by due date of 14 March.

b. Grant items

- **05/24 AlburyCity (Community Infrastructure Fund 2025-26)** – outcome pending.
- **01/25 AlburyCity (Event Partnership)** - Terry Caldwell to follow up.



- **02/25 NSW Community Building Partnership Grants** – proposed that an application be submitted for insulation of the playing area and a ride-on mower. Waiting on quote for the insulation. Terry Caldwell will finalise this before the closing date of 21 February.

Agenda Item 4: Correspondence – Email/Mail

Refer Appendix A.

Mover: Chris Grealy **Seconded:** Ashley Harding *Accepted*

Agenda Item 5: Treasurer's Report

Justin Fowler presented a report for the period ending 31 January 2025. Noted that the Club remains in a sound financial position.

Handover of financial records from Rick Woods has now been completed. Justin Fowler is currently transferring information into Xero and working to integrate records with the Square system and our bank.

A term deposit is due to mature on 28 February. Justin Fowler to renew this for similar terms at the current rates.

Mover: Ian Radley **Seconded:** Michelle Bowd *Accepted*

Agenda Item 6: Matters from the President

- *TTNSW Club affiliation and social membership for 2025*
Terry Caldwell advised that these have now been paid.
- *World Table Tennis Day*
This will be celebrated on Wednesday 23 April this year.
- *School sessions for Term 1*
James Fallon High School will have sessions on Thursdays with Bruce Cowan as the supervisor. Albury High School and Murray High School have made enquiries about sessions on Wednesdays and will confirm after students have selected their preferred activities. Supervision arrangements will also need to be finalised.
- *Possible Sponsor*
Terry Caldwell commented that the Hume Retirement Resort may be a possible sponsor. Contact details to be provided to Ian Radley so that he can follow this up. Worlds Beyond have offered gift vouchers to the Club - Ian Radley to also follow this up.
- *AWSC enquiry about hosting event at Clubroom*
AWSC enquired about the possibility of hiring the AWTTA Clubroom, with use of kitchen and internet, to host the Australian Sailing Summit in May/June. After considering options, AWSC later advised they will host the event at their own Clubhouse but appreciated the availability of the AWTTA Clubroom.

Agenda Item 7: General Business

- *Management of expenses and petty cash*
Justin Fowler suggested that a separate bank account, with availability of linked cards, be opened to manage reimbursement of expenses going forward to minimize use of petty cash. Justin Fowler offered to investigate options and advise the Committee.

MOTION: *That a separate bank account be opened with a single signature and a limit of \$1000. Five cards to be linked to this account for use by proposed cardholders: John Zinkovsky, Judy Crichton, Terence Caldwell, Michelle Bowd and Ian Radley.*

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



- Pennant update

The Summer Pennant season commenced last week. There are 7 teams of 3 players in Division 1, 13 teams of 3 players in Division 2, 10 teams of 3 players in Division 3, and 10 teams of 2 players in Division 4. Total of 110 players for the season.

Ashley Harding suggested that player tops with sponsors on the back be investigated for teams attending the Victorian Country Championships in June. Ashley Harding to investigate options.

Discussion was then held about the need for replacement scoreboards. Ashley Harding to determine how many are required and advise Ian Radley accordingly so that they can be ordered.

- Review of Wednesday sessions

Ian Radley reported that he had spoken with the session Coordinators and the consensus is that there are insufficient players attending to make it worth continuing with these sessions. Suggested that a different approach with a more structured training format was needed. Alternative days and times may need to be considered. Ian Radley offered to progress this. Terry Caldwell to email members that these sessions are cancelled with an alternative to be available soon.

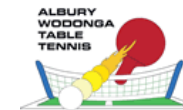
- Other Matters

Nil

Date of Next Meeting: Friday 28 March 2025

End of Meeting: 7.37pm

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



APPENDIX A: Correspondence

Date received	Received from	Details
10/01/2025	SpinTel Customer Service	Fault lodged and technician appointment made
12/01/2025	Emily Bollingmoore	Director Education course (Organisational Culture) certificate
12/01/2025	Emily Bollingmoore	Child Safe Sport Modules 2-5 completed
13/01/2025	SpinTel Customer Service	Fault resolved
13/01/2025	Table Tennis Victoria	2025 Certificate of Currency now available
15/01/2025	Gerry Whelan, Facilities Support Officer, AlburyCity	Arrangements for Williams Asbestos to place asbestos warning labels at Club
15/01/2025	SAPIO Credit & Billing	Invoice for alarm monitoring 15/01/2025 to 14/02/2025
20/01/2025	Table Tennis Victoria	2025 State Pathways Session
20/01/2025	Commercial Club Albury	Deposit Letter and receipt confirming booking for 06/12/2025
24/01/2025	Table Tennis New South Wales	Invoice for 2025 TTNSW Association Affiliation Fees
28/01/2025	Digital Pacific	Invoice for Domain Renewal (awtta.org.au) - 13/02/2025 to 12/02/2027
29/01/2025	Tierre McCormack, Albury Netball Association	Notice of tournaments and competitions to be held during 2025
29/01/2025	Gen Dohrmann, TTV CEO	TTV CEO Update - 29 January
30/01/2025	Robert Gardos, Creator of TProNet	Introduction to Table Tennis Professional Network (TProNet) tool
30/01/2025	Phil Clements, Albury Wodonga Sailing Club	Query about hire of AWTTA Clubroom for meetings in May & June
30/01/2025	Table Tennis Victoria	"Take it to the Table" TTV's Centenary Newsletter
30/01/2025	Ian McMullen, Eighty O Inter-Office Sporting Carnival	Update on arrangements for carnival booked at Club in October
31/01/2025	Table Tennis Australia	TTA e-Newsletter - January
1/02/2025	Delited Cleaning Services	Invoice for January cleaning
3/02/2025	Accounts Table Tennis Victoria	Invoice for memberships paid during January
3/02/2025	JJ's Waste & Recycling	Invoice for January - 2 collections x 1 bin
4/02/2025	Marie Richardson	Child Safe Sport Modules 1-5 completed
6/02/2025	Sharee Lawford, Elders Insurance	Business Insurance Renewal Invitation
7/02/2025	SpinTel Customer Service	SpinTel Monthly Bill
11/02/2025	Wormald (Service Albury)	Replace fire extinguisher and check hose reel
13/02/2025	Trish Bowen, Worlds Beyond	Introduction to business and offer of gift vouchers for Club
Date sent	Sent to	Details
10/01/2025	Rick Woods	AWTTA Treasurer handover and keys
13/01/2025	Gerry Whelan, Facilities Support Officer, AlburyCity	Following up placement of asbestos warning labels at Clubrooms
13/01/2025	Commercial Club Albury	AWTTA Christmas Lunch including AGM - booking for 06/12/2025
30/01/2025	Ian McMullen, Eighty O Inter-Office Sporting Carnival	Update on arrangements for carnival booked at Club in October
3/02/2025	Tierre McCormack, Albury Netball Association	Acknowledgement and AWTTA tournament dates provided for information
5/02/2025	Gerard Lukassen, Border Sign Studio	Following up request to update honour boards
13/02/2025	Current sponsors	Sponsors Newsletter