

## **ACT Masters Athletics (ACTVAC Inc) Committee Meeting Minutes – September 2008**

Minutes of the Committee meeting held on **9 September 2008** at Western District Rugby Union Club, Catchpole Street, Macquarie, ACT.

**Present:** Christopher Lang (Chair), Rachelle Ellis-Brownlee, Wendy O'Brien, Jack Thackray, Kevin Chamberlain, Brad Osborn, Paul Archer, Miranda Rawlinson.

1. **Welcome:** Meeting opened at 7:30 pm.
2. **Apologies:** Rosemary Parker, Craig Wisdom.
3. **Track and Field Program:** Paul Considine (Chair of the T&F Competition Sub-Committee) attended the meeting to discuss any outstanding issues in regard to the upcoming T&F season program. Questions raised re some proposed changes to rules for awards were discussed at length. The overall aim of the changes (ie to be more transparent and to encourage greater participation, but to ensure that the integrity of the original intention of the awards is maintained, and that there is no reduction in the excellence factor) was supported by the Committee.

It was agreed: that the first half of the T&F program as devised should be placed in the next Vetranner and on the web-site; that the rules/eligibility for awards should be clearly advertised; and that the impact of the changes would be reviewed at the end of the season. The idea of producing a small booklet setting out the various T&F awards, and the rules/eligibility attaching to them, was supported. An annual dinner and presentation night at the end of the T&F season was raised, and it was noted that this is a proposal already under consideration by the Committee. It was noted that the second half of the T&F program (Jan-April) is still being refined.

The petty cash float for the T&F Sub-Committee (as agreed at the last Committee meeting on 12 August) was confirmed at \$300.

[Paul Considine left the meeting at 9:20pm].

4. **Adoption of Agenda:** Draft Agenda as circulated was agreed, with the addition under Other Business of 'Equipment Officer'.
5. **Minutes of the previous meeting:** Draft minutes of the Committee meeting held on 12 August 2008 were circulated to members prior to the meeting.

*Motion:* That the minutes be accepted as a true record.

Moved: Miranda Rawlinson. Seconded: Rachelle Ellis-Brownlee. Carried.

6. **Actions arising from previous meetings:** Members updated the Committee on key actions underway (see draft Key Actions List for October 2008 Committee Meeting).

7. **Significant Upcoming Events:** The Committee noted the following event:
- 3-5 October – AMA National Winter Throwing Championships (Canberra)
8. **Correspondence:** The list of incoming correspondence, as distributed to the Committee prior to the meeting, was noted and accepted. Advice received by e-mail regarding the 2009 Sport and Recreation Grants Program (from Sport and Recreational Services), with a submission closing date of 13 October 2008, was noted.

9. **General Business:**

**9.1 Monthly Handicap T-shirt stocks**

Paul Archer noted the need to re-order a certain number of the commemorative T-shirts relating to the Monthly Handicap events.

*Motion:* That the Committee approve the purchase of up to \$700 worth of commemorative T-shirts (of the existing design).

Moved: Paul Archer. Seconded: Brad Osborn. Carried.

**9.2 'State of Masters Athletics' survey**

Brad Osborn noted that he has attempted to complete part of this survey, and that the survey needs to be returned (to AMA) by the end of September. Committee members undertook to send their own comments (if any) to Brad to incorporate.

**9.3 AMA Handbook 2008-09 & Competition Calendar 2009.**

A request has been received to update the Club's details in the above by 1<sup>st</sup> October. Chris Lang noted he has this part complete. Wendy O'Brien undertook to coordinate the requested photos and information from the Throwing Championships.

**9.4 Vetranner: (i) photos at ACTMA events; and (ii) 'Community Notice Board' idea**

Re (i): the proposal to develop a list of potential Club photographers to assist in providing the Editor, Vetranner, with photos from ACTMA events was supported. It was agreed that the coordinator of each event should be the one responsible for trying to ensure an available photographer, and that the list developed should help in this regard. Miranda Rawlinson will contact Narelle Blackaby and John Kennedy to progress this further.

Re (ii): while there was concern that the 'Community Notice Board' idea could be divisive and difficult to manage, it was noted that a strictly non-commercial type of forum (in Vetranner) for members to use could have merit. It was agreed that, if this was to go forward, as a first step a proposal would need to be prepared which could go in Vetranner to seek comment/feedback (for and against).

**9.5 'Parks Week' 11-19 October 2008**

Rachelle Ellis-Brownlee outlined the very positive response from the organizers of the above regarding ACTMA participation. It was agreed that MSSC will coordinate a Club stand at the 'Party-in-the-Park' (Telopea Park) on 19 October.

**9.6 Interstate athletes on ACT records.**

Jack Thackray noted an issue regarding interstate athletes joining ACTMA (ACTVAC) and setting Club records. The provisions re first- and second-claim membership need to be clarified. Jack will follow this up with Club Statistician (Neil Boden).

**NB:** the following Agenda items listed under General Business were not covered at this Meeting and were held over:

- (a) AMA Annual General Meeting (30-3/8/08) [Chris Lang will put out a separate report].
- (b) Role of the Club Health & Safety Officer [MSSC reviewing this].
- (c) Managing access to Club membership information.
- (d) Membership disclaimer draft.

## 10. Reports

### 10.1 Treasurer's Report

Paul Archer noted the end August balances in the Club's bank accounts (Commonwealth Bank = \$24,387.38; St George = \$63,417.17). The income and expenditure over the last month was outlined, and the list of necessary cheques drawn for signature reviewed.

*Motion:* That the income and expenditure outlined by the Treasurer be approved.  
 Moved: Paul Archer. Seconded: Jack Thackray. Carried.

## 11. Sub-Committee Activities

### 11.1 Member Services

Rachelle Ellis-Brownlee noted some problems were being encountered with the Club data base in finding out who had joined the Club and when. She confirmed that the MSSC is reviewing the role/requirements of the Club Health & Safety Officer. She noted that the MSSC had had a very useful meeting with the Rosemary and Bob Parker on the status of Club uniforms

## 12. Other Business

### 12.1 Equipment Officer

Brad Osborn noted the need to identify someone willing and able to take over from Jayne Hardy in this important role. He will follow up to specify in more detail what is involved in the role, and seek possible nominees.

### 12.2 'RegisterNow'

Paul Archer noted that the need to encourage as many as possible new/ renewing members to use the 'RegisterNow' facility (much more efficient and confidential). He will try to have this emphasized more on the Club Membership/Renewals form.

## 13. Next Meeting

The next meeting will be on Tuesday 14 October 2008 at Western Districts Rugby Union Club, Macquarie.

The meeting closed at 10:40 pm.

[Draft prepared 16/9/08: MR]

**ACT Masters Athletics: for SEPTEMBER 2008 Committee meeting: KEY ACTIONS LIST**

No	Issue	Action	Member	Status
1	IT Website upgrade (Mick Corlis)	Liaise with CoolRunning re increased server capacity for website.	Chris Lang	
2	Waiver on ACTMA forms to cover: anti-doping policy, risk and privacy.	Draft to sit with new/renewed membership of the club circulated.	Chris Lang	Discuss draft at September C'tee meeting
3	Membership numbers	Send out reminder notices to non-renewing members, together with advice of upcoming events.	Chris Lang	Check with Mick Corlis
4	Membership renewals	Overall strategy paper re attracting new members.	Brad Osborn	
5	Constitution update	Update Club Constitution on website re changed membership year.	Chris Lang	
6	Update records	Advise ACT Govt re new Office bearers of Club (before end Sept.).	Chris Lang (and Public Officer)	Draft letter (for Chris Mahe's signature)
7	Insurance	Discuss rebate of capitation fee with AMA Inc.	Chris Lang/Paul Archer	Prepare letter to AMA (before AGM)
8	Member protection policy	Discuss protection policy requirement with ACT Govt.	Christopher Lang	incomplete
9	OH&S tips	Draft a practical pamphlet for members.	Brad Osborn	
10	ACTMA publicity	Check functions of Doug Fry and benefits of publicity officer.	Brad Osborn to develop outline of a possible strategy	Discuss at September meeting
11	Sponsorship policy – re club association	Develop draft policy for C'tee consideration.	Chris Lang	
12	<i>Vetrunner</i>	Members Services Subcommittee to develop a monthly planner/checklist for <i>Vetrunner</i> .	Rachelle Ellis-Brownlee	To follow up
13	<i>Run 4 Your Life</i>	Coordinate an article for the Club to be submitted to <i>R4YL</i> .	Rachelle Ellis-Brownlee	
14	Children on run/walk course/s	Alert parents to possible dangers to both children and event participants.	Chris Lang/Rosemary Parker	Announce at Handicaps; prepare note for <i>Vetrunner</i>
15	Review role of ACTMA Health & Safety Officer	MSSC be asked to consider role.	Paul Archer	
16	ACTMA participation in 'Parks Week' (11-19 Oct.)?	MSSC be asked for possible ideas.	Rosemary Parker	
17	"State of Masters Athletics" survey	Request from Ray Green (Director, Marketing, AMA) to complete.	Brad Osborn	

## **ACT Masters Athletic Committee – Incoming correspondence: AUGUST 2008**

### ***E-MAILS received in August 2008***

1. Ray Green (Director, Marketing, AMA): 12/8: Survey (13 pages long) re State of Masters Athletics [To C'tee 12/8]
2. Sports Medicine Australia: 11/8: Next Round of SMA-ACT Courses. [To C'tee + Geoff Moore 12/8]
3. Sarah van der Sommen (Belconnen Community Festival): 20/8: seeking involvement in the BCF (on 15 Nov.) [To C'tee 23/8]
4. Sports Medicine Australia – ACT Branch: 25/8: Sports First Aid course 2/9-4/9/08 [To Geoff Moore 26/8]
5. Directory of Australian Associations: 25/8: Print edition promo (and a free cordless mouse...) [Not circulated]
6. Leonie Allan (Dept of Innovation, Industry, Science & Research): 25/8: Free business information for your association. [Not circulated]
7. David Jeffrey (Sport & Recreation Services, Territory & Municipal Services): 25/8: Release of consultancy reports (re water restrictions and impact on sports grounds). [To C'tee + Geoff Moore 26/8]
8. Narelle Blackaby: 26/8: re photos at ACTMA events. [To C'tee 27/8]
9. Matthew Buckley: 28/8: Invitation to launch (on 17 Sept, 10:30-12:30) of Citizen Advice Bureau CONTACT 2008/09 Directory (in which our Club is included). [To C'tee 29/8]
10. John Littler: 1/9: advice re change of address. [Forwarded to Registrar, Mick Corlis, to note].
11. Simon Dolejsi (Sports Medicine Australia, ACT Branch): 2/9: StrapSmart – Introduction to Sports Taping. 3 hour course on 22 Sept. [To Geoff Moore 2/9].
12. Bob Schickert (AMA Director Communications): 2/9: AMA Handbook 2008-09; request for update by 1st Oct (plus request for photos & information from AMA Winter Throwing Championships to be held on 4-6/10). [To C'tee 2/9].
13. Bob Schickert (AMA): 2/9: AMA Handbook 2008-09 – Competition Calendar; request for update by 1st Oct. [To C'tee 3/9].
14. Bob Schickert (AMA): 3/9: AMA Handbook 2008-09; update details of Club staticstician. [To Neil Boden to check details 3/9]
15. Peter Sugg: 5/9: Professional Conference Organisers Assoc. Inc. – conference in the Gold Coast (Dec.) to help event organizers in associations. [Not circulated].
16. Trish Donoghue (Sports Medicine Australia – ACT Branch): 5/9: re a Sports Trainers Conference on 25 Oct, Eastlake Football Club [to Geoff Moore 5/9].
17. David Maloney (Grants Officer, Sport & Recreation Services): 5/9: seeking applications for the 2009 Sport & Recreation Grants Program (open 8 Sept - 13 Oct '08). [To C'tee 5/9].

### ***MAIL received in August 2008***

1. Australia Post: 12/8/2008: Notice re Printpost Sort Plan Amendments from September 2008.

2. Australia Post: 12/8: advice that ACCC does not object to proposed domestic letter prices (which are to be introduced from 15 Sept).
3. Notice re Parks Week 2008 (11-19 Oct): 14/8: advice about this event and a registration form. [Scanned and emailed to Rosemary Parker and Chris Lang 21/8]
4. Hart Sport: 20/8: catalogue of sports & active play equipment, fitness & training aids, and teamwear.
5. Queensland Events Gold Coast: 20/8: promotional material (and 4 entry form booklets) for the 2008 Pan Pacific Masters Games 1-9 Nov.
6. Australia Post: 25/8: advice re price changes (and detailed schedules of new prices applying to various categories of mail) eg domestic letters – increase of 8.1%; print post – increase of 2.8%.
7. Christine Hill: 29/8: appreciation re the Half Marathon event, returning her place number (taken in error) [NB-returned to box by Secretary], and noting she was in 'male' results list in error. [Scanned and emailed to Bryan Thomas 31/8].
8. SA Masters News: August 2008 newsletter.
9. Queensland Masters Athletics: August/September 2008 newsletter.
10. IDEAS Information on Disability & Education Awareness Services: Update August 2008.