

ACT Veterans Athletic Club Inc

Minutes of the Committee meeting held on 9 March 2010 at the Southern Cross Club Wests, Catchpole Street, Macquarie, ACT.

Present

Christopher Lang (Chair), Rachelle Ellis-Brownlee, Nick Blackaby, Narelle Blackaby, Duncan Macnicol, Wendy O'Brien, Paul Archer.

1. Welcome

Meeting opened at 7.30pm.

2. Apologies

Craig Wisdom

3. Adoption of Agenda:

The draft agenda as circulated was agreed.

4. Minutes of the previous meeting:

Draft minutes of the Committee meeting held 9 February 2010 were circulated to committee members prior to the meeting. *Motion:* That the minutes be accepted as a true record. Moved: Paul Archer. Seconded: Duncan Macnicol, Carried.

5. Significant upcoming events

ACT Championships throughout March;
AMA Championships, Perth, 2-5 April;
Run / Walk handicap 28 March, Stromlo Forest Park;
14 March Throws Pentathlon;
25 March Final Track & Field meet with presentations to follow;
11 April Womens & Girls 5Km Fun Run.

6. Correspondence:

The list of correspondence since the September meeting, as circulated to the Committee prior to the meeting, was noted:

- Renewal of insurance – PA and NB to follow up;
- Survey of Masson Street – Jayne Hardy authorised to proceed with accepting quote;
- Re competitors at Track & Field events – PA to write short article for Vetranner along the lines of the reply to Karen Just;
- Judy Cooper (AMA) request for membership list – CL will provide statistics to AMA in line with the Club's privacy policy, as in previous years.

7. Reports:

7.1 President's Report

Issues discussed included policy relating to club awards and initial planning for the

AGM to be held on 25 May. Notice of the AGM is to be published in the April Vetranner. In a departure from previous years, the venue will be the Southern Cross Club in Woden and an interesting guest speaker will be arranged, with the AGM to follow.

7.2 Secretary's Report

As per correspondence list and minutes.

St George account – still waiting on 2 committee members to provide ID to St George to set up a new term deposit account with a more favourable interest rate.

7.3 Treasurer's Report

The complete report is included as Attachment 3, noting that cheque 445494 (\$70.00) is to be cancelled. *Motion:* That the Treasurer's report be accepted. Moved: Nick Blackaby. Seconded: /Rachelle Ellis-Brownlee. Carried.

NB will write personal letters to 99 non-renewing members to remind them that their subscription is now overdue.

8. General Business

8.1 Renewal of insurance policy 1 April 2010

NB and PA will ensure that the policy is paid on time.

8.2 Confirmation of minimum age policy for ACTVAC T&F events

It was confirmed that participation in club events is limited to people of 30 years and older. The only exceptions to this are:

- Members of the ACT Racewalking Club competing in racewalking events as part of the Club's Track and Field program;
- Members of the Bilbys Triathlon Club competing at 'Come and Try' events in the Club's Track and Field program.

8.3 MOU with ACT Athletics

CL will finalise and sign the MOU then send to PA for records and forwarding to Stuart Reid for placing on the web site.

8.4 Child minding at R/W handicaps – financial implications

More children are requiring care at the summer R/W Handicap events - 5 carers are required for the March Handicap. This was agreed, noting that this is a reflection of the club's success in attracting younger people to these events.

8.5 Canberra Marathon, ACTVAC Marathon Championships

Noted that the Canberra Marathon will not go ahead and that the ACTVAC Marathon Championships will be held as part of the National Capital Marathon on 2 May 2010.

9. Sub-Committee Activities

The committee discussed its relationship with the subcommittees. It was confirmed that the committee provides policy direction as well as financial responsibility and control. The subcommittees are responsible to the committee for all aspects of the administration and management of events.

9.1 Coaching and Training

Sub-committee is inactive, convenor and members sought.

9.2 Awards

Noted Bryan Thomas' correspondence re AMA awards dealt with at the February meeting.

9.3 Track and Field Competition

Members thanked Rachelle Ellis-Brownlee for her ongoing work in supporting the T&F competition.

9.4 Run/Walk Handicap

Minutes of the 3 March meeting are included as Attachment 1.

9.5 Member Services

Rachelle Ellis-Brownlee reported that new blank membership cards are needed, the uniform survey is being assessed that money may be required for equipment for the various training groups within the club and support for members in obtaining coaching qualifications.

9.6 Finance, Administration and Publicity

Sub-committee is inactive, convenor and members sought.

9.7 Out-of-Stadia

Sub-committee is inactive, convenor and members sought.

10. Other Business

No other business. Meeting closed at 10.40pm.

11 Next meeting

Tuesday 13 April 2010, same venue.

Attachment 1

ACTVAC Run/Walk Handicap Sub-Committee meeting – 7.30pm Wednesday 3rd March 2010

Location: Reid residence in Gordon

Present: Alan Duus (Chair), Steve Appleby, John Alcock, Craig Wisdom, Tony Fenotti, Stuart Reid, Rosemary Parker.

Supper: Tea, coffee, chocolate wheaten digestives, short bread coffee snacks, Scotch finger biscuits and assorted spicy biscuits.

Issues of ACTVAC Committee interest:

1. March R/W handicap to be conducted at Stromlo Forest Park. Alan, Tony and Stuart to investigate the best area to set up recording, refreshments, first aid and childminding aiming to minimise ACTVAC participants crossing the cycling track. NB. There will not be another group booked at the facility as was the case last year. There is a \$2 per participant fee being charged by ACT Government which has been budgeted for.
2. Parkway course may not be available for R/W handicap scheduled for later this year due to development works.
Sub – committee is investigating alternative venues with Narrabundah Hill and Symonston courses being considered as alternatives.
3. Michael Freer has indicated he does not want to continue with his role of assisting with set up and briefing of recorders and post-event data entry for monthly R/W handicaps beyond the end of this year.
Sub – committee members are to give some thought to a replacement. Rosemary Parker expressed an interest in taking on the responsibilities.
4. Responsibility for bookings for the Port-a-loo was discussed. Craig Wisdom advised that he had been unable to ascertain who has made these bookings in the past and has contacted ACTQ to arrange the bookings for 2010.
There was discussion around who should take on this task in the future and after prolonged interchange it was agreed the R/W Handicap Sub-committee would accept this as a routine task to be undertaken once the main committee approved the courses for the upcoming year.
5. As an extension of Item 4. above, Tony Fenotti queried the lack of specific detail being provided by ACTVAC Committee regarding what the prescribed duties and responsibilities of the R/W Handicap Sub-committee were.
It was noted that a request from ACTVAC Committee in 2009 asking the sub-committee to provide details of what they saw their duties and responsibilities were had been complied with, but no follow up response was received.
Tony saw this as an oversight and would like to have a “Duty Statement” provided by the ACTVAC Committee clearly detailing what is expected of the sub-committee.

6. Provision of childminding facilities at R/W handicap events was discussed in terms of the level of subsidy received from the membership as a whole by those who use the service. Was this a justifiable cost to the club for a service which benefitted only a few members?

Craig Wisdom raised the point that as a focus of our club was to encourage membership at the younger age groups, provision of childminding may well be the difference between whether a member attends a handicap event or not.

Unlike the Port-a-loo bookings, the sub-committee did not see it as their responsibility to co-ordinate childminding services at mostly R/W handicap events.

Next meeting scheduled for Wednesday 31st March at John Alcock's residence.

Meeting concluded at 9.30 pm.

(Meeting notes compiled by Craig Wisdom – ACTVAC Committee rep to Hcp Sub-Committee).

Payments to be authorised or ratified by
the Committee

<i>Cheque</i>	<i>Payee</i>	<i>Amount</i>	<i>Purpose</i>
<i>Number</i>			
<u>Expenditures for ratification</u>			
445483	Australian Sports Commission	\$990.00	Hire of AIS (track, throwing field) 3, 10, 17 December 2009
445484	Blair Philips	\$57.00	Refund of membership - paid twice
445485	Lorraine Jensen	\$57.00	Refund of membership - paid twice
445486	Peter Fogarty	\$34.00	Refund of membership - paid twice
445487	Trophy Link	\$18.00	Engraving for Sprint Marathon Relay trophies
445488	ACT Athletics Association	\$192.50	Payment to AACT for hire of AIS for joint meetings on 4 and 11 January 2010 - ACTVAC pays half. Previous payment through cheque No. 445480 incorrectly paid only half the required amount.
445489	Australia Post	\$137.00	Renewal of Post Office Box
445490	Koomarri	\$136.00	Packaging February 2010 Vetranner
445491	Trophy Link	\$109.50	Medals for women and girls fun run
445492	AMA	\$570.80	Contribution for travel expenses to AMA AGM for President and VicePresident
<u>Expenditures to be approved</u>			
445493	Go Troppo	\$85.00	Fruit Feb 2010 R/W handicap
445494	Mail, McDonald, Barnsley P/L	\$77.00	Fee for inspection of Masson Street throwing area and subsequent quote. Approval to be sought post Committee meeting of 12 March 2010. To be ratified at April 2010 Committee meeting.
445495	Australia Post	\$182.86	Postage February 2010 Vetranner
445496	ACTQ	\$82.50	Hire of portaloos February 2010 R/W handicap
445497	ICP	\$680.90	Printing Vet Runner March 2010 issue
445498	Australian Sports Commission	\$1,320.00	Hire of AIS (track, throwing field) 4, 11, 18, 25 February 2010
445499	Australian Sports Commission	\$660.00	Hire of AIS (track, throwing field) 21, 28 January 2010
445500	Mary Poppins Nannies	\$630.00	Babysitting R/W handicaps April, May and June 2010 as per December 2009 Committee meeting

Treasurer's Report December 2009 and January 2010

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Bank account balances (January 2010)

Commonwealth account at month start (1/2/2010)	\$17,834.45
Commonwealth account at month end (26/2/2010)	\$20,631.31
St George account at month start	\$64,333.29
St George account at month end	\$64,348.09

Income February 2010 (1 to 26) (Includes cleared cheques only)

Memberships (cash and cheques)	\$881.00
Memberships (credit card)	\$329.00
Memberships through Register Now	\$1,392.84
Sponsorship Kingston Physiotherapy	\$141.88
Championship payments	\$476.00
Uniform sales	\$160.00
30 th anniversary merchandise sales	\$132.00
Weight pentathlon (17/1/10)	\$26.10
R/W handicap (31/1/10)	\$712.00

Track and Field

28/1/2010	\$385.05
4/2/2010	\$284.95
11/2/2010	\$268.20
18/2/2010	\$340.00
25/2/2010	\$220.00 – not banked in Feb 2010
Sub Total	\$1,278.20
Interest St George Account	\$14.80

Total credits	\$5,543.82
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Notes:

Income does not include \$14,000 ACT Government grant received early March 2010.

Treasurer's Report December 2009 and January 2010

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Expenditure February 2010 (1 to 26) (Includes only cheques cashed by Payees)

Tea and coffee for T and F (per John Suiter)	\$57.26
ACTQ – hire of portaloos Jan 2010 R/W hcap	\$82.50
Handicap Subcommittee petty cash	\$300.00
Go Troppo Fruit Nov 09 and Jan 10 R/W	\$85.00
ICP (print Vet Runner February 2010)	\$900.90
AIS hire of AIS track Dec 09	\$990.00
St John Ambulance (Jan 2010 R/W handicaps)	\$84.00
Sprint marathon trophies (per Jack Thackray)	\$30.00
Trophy Link – engraving sprint marathon trophy	\$18.00
Blair Philips – refund of membership paid twice	\$57.00
Kingston Physiotherapy Payment for vouchers for ProAM tournament	\$100.00
Bank Fees Commonwealth	\$27.50
Bank Fees St George	\$0.00
Total Debits	\$2,732.16

Credits exceeded debits by \$2,811.66 in February 2010.

Treasurer's Report February 2010

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Run / Walk Handicap Reconciliation (Excludes membership payments)	No. of participants	Banked	Average
January 09 - Campbell Park	196	\$589.10	\$3.01
February 09 – North Curtin	208	\$625.70	\$3.01
March09 - Stromlo Forest Park	194	\$564.70	\$2.91
April 09 - Majura West	172	\$548.45	\$3.19
May 09 - West Stromlo	185	\$549.25	\$2.97
June09 - Mt Ainslie	194	\$582.00	\$3.00
July09 - Blewitts pines	188	\$566.65	\$3.01
August 09 - Mt Taylor	178	\$538.85	\$3.03
September 09 - Deeks Drive	164	\$485.55	\$2.96
October 09 - O'Connor Ridge	186	\$602.05	\$3.05
November 09 - Weston Park	201	\$605.95	\$3.01
December 09 - Not held			
January 10 - Campbell Park	233	\$712.00	\$3.06
February 10 – North Curtin	210	\$604.25	\$2.88

Throwing Handicap Reconciliation	No. of participants	Banked	Average
Jun-09	29	\$87.00	\$3.00
Jul-09	26	\$79.00	\$3.04
Aug-09	28	\$84.00	\$3.00
Sept-09	29	\$85.95	\$2.96
Oct-09	37	\$111.00	\$3.00
Nov-09	32	\$96.00	\$3.00
Dec-09 (Not held)			
Jan 10 (Not held)			
Feb 10	31	\$90.00	\$2.90

	No. of participants	Banked	Average
Weight Penthalon Reconciliation			
May & July 09 (No weight pentathlon in June)	19	\$38.00	\$2.00
August 09	14	\$28.00	\$2.00
September 09	11	\$22.00	\$2.00
October 09	7	\$14.00	\$2.00
November 09	12	\$24.00	\$2.00
December 09	13	\$26.00	\$2.00
January 10	13	\$26.10	\$2.01
February 10 (Not held)			

Treasurer's Report February 2010

Track & Field Competition Reconciliation

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Date	Transaction	Number	Notes	Dollars
4/2/2010	Memberships (\$34)	3		\$91.00
	Day membership (\$4)	0		\$0.00
	Juniors (\$2)	2		\$4.00
	Members (\$3)	94		\$282.00
	Unaccounted cash			(\$1.05)
	Total collected			\$383.10
	Less disbursements		Fruit etc for supper	\$7.15
	Banked			\$375.95
11/2/2010	Memberships (\$34)	0		\$0.00
	Day membership (\$4)	2		\$8.00
	Juniors (\$2)	7		\$14.00
	Members (\$3)	84		\$252.00
	Unaccounted cash			(\$5.80)
	Total collected			\$277.00
	Less disbursements *		Fruit etc for supper	\$8.80
	Banked			\$268.20
	2010 Championship money			\$117.00

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Date	Transaction	Number	Notes	Dollars
18/2/2010	Memberships (\$34)	0		\$0.00
	Day membership (\$4)	2		\$8.00
	Juniors (\$2)	3		\$6.00
	Members (\$3)	102		\$306.00
	Unaccounted cash			\$20.00
	Total collected			\$353.00
	Less disbursements		Fruit etc for supper	\$13.00
	Banked			\$340.00
	2010 Championship money			\$222.00
25/2/2010	Memberships (\$34)	0		\$0.00
	Day membership (\$4)	2		\$12.00
	Juniors (\$2)	3		\$4.00
	Members (\$3)	68		\$204.00
	Unaccounted cash			\$0.00
	Total collected			\$235.00
	Less disbursements		Fruit etc for supper	\$15.00
	Banked			\$220.00
	2010 Championship money			\$174.00

Attendance at Track and Field 2009/2010 Season

Date	Comment	No	Total Attendance
1/10/2009	(Opening Night)		84
8/10/2009			74
15/10/2009	(Come and Try Night – heavy shower beforehand)		52
22/10/2009			86
29/10/2009			83
5/11/2009			95
12/11/2009			95
19/11/2009			94
26/11/2009			80
3/12/2009			77
10/12/2009			89
17/12/2009	(Christmas meeting)		59
7/1/2010	Joint meeting with AACT		54
14/1/2010	Joint meeting with AACT		64
21/1/2010			75
28/01/2010	Come and Try Night		89

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Date	Attendance type	No	Total Attendance
4/02/2010	Members	94	96
	Day members	0	
	Juniors	2	
	Total		
11/02/2010 (Included 10,000 m championship event)	Members	84	93
	Day members	2	
	Juniors	7	
	Total		
18/02/2010	Members	102	107
	Day members	2	
	Juniors	3	
	Total		
25/02/2010 Included pentathlon and 10,000 m walk championship events)	Members	68	73
	Day members	3	
	Juniors	2	
	Total		
4/03/2010 Included 5,000 m walk championship)	Members	64	73
	Day members	2	
	Juniors	7	
	Total		

February 2010 Information - Report for the Committee (1)

Summary of 30 th Anniversary Merchandise Income and Expenditure

Expenditure

Payee/Cheque No (2)	Item Description	No	Unit Price (\$)	Sub-totals \$	Total (\$)
Pete Jensen's Sportzbiz 445410 15/10/2009					
	Men's polo shirts	11	26.40	290.40	
	Ladies polo shirts	9	28.60	257.40	
	Mugs	59	16.00 Approx	943.80	
	Set up fee			44.00	
					1,535.60
Pete Jensen's Sportzbiz 445417 15/10/2009					
	Men's polo shirts	13	26.40	343.20	
	Ladies polo shirts	13	28.60	371.80	
					715.00
MasterScreen Print 445421 15/10/2009 445423 20/10/2009	T-shirts Singlets Digital printing	30 40			2,450

MasterScreen Print 445422 20/10/2009	T shirt and singlet samples				167.00
MasterScreen Print 445439	T shirts and singlets				240.00
Pete Jensen's Sportzbiz 445440					
	Men's polo shirts	5	26.40	132.00	
	Ladies polo shirts	2	28.60	57.20	
					189.20
TOTAL					5,296.80

Income

From	Date deposited	Amount (\$)
John Lamb	Cheque 9/11/2009	50.00
John Lamb	Cheque 16/11/2009	2,494.00
John Lamb	Cash 16/11/2009	72.00
Sue Archer	Cash 15/12/2009	600.00
Sue Archer	Cash 2/2/2010	82.00
Sue Archer	Cash 9/2/2010	50.00
TOTAL		3,348.00

Stock on hand

(Based on advice from Sue Archer of 9/2/2010)

Item	Quantity	Unit Price (\$)	Total
Singlets	4	25	100.00
T-shirts	5	25	125.00
Men's polo shirts	5	25	125.00
Ladies polo shirts	4	25	100.00
Mugs	23	16	368.00
Total			818.00

Notes

1. Report prepared for the information of the Committee on 14 March 2010. This Report is based on advice from Sue Archer (of 9/2/ and 15/2 2010) and Treasurer records. The figures do not take into account \$82 recently received from John Lamb and now banked, understood to be for sales of stock on hand.
2. Some cheques were made payable to John Lamb for re-imbusement of payments previously made direct to the supplier.
3. Assuming that none of the remaining stock on hand is sold, expenditure in relation to 30 th anniversary merchandise will exceed income by \$1,948.80. The ACTVAC will therefore contribute this amount to the purchase of 30 th anniversary merchandise. This figure will decrease, to \$1,130.80 if the remaining stock is all sold at the above prices. (This compares with a figure of \$1,093.96 for the 30 th anniversary dinner).