

ACT Masters Athletics Club (ACTVAC Inc) Committee Meeting Minutes – November 2008

Minutes of the Committee meeting held on **11 November 2008** at Western District Rugby Union Club, Catchpole Street, Macquarie, ACT.

Present: Christopher Lang (Chair), Wendy O'Brien, Jack Thackray, Kevin Chamberlain, Paul Archer, Rosemary Parker, Craig Wisdom, Miranda Rawlinson.

1. **Welcome:** Meeting opened at 7:30 pm.
2. **Apologies:** Rachelle Ellis-Brownlee, Brad Osborn.
3. **Adoption of Agenda:** Draft Agenda as circulated was agreed, with 3 items added: childcare at monthly handicaps; Club website redesign; and, approval of refreshments for final monthly run/walk handicap for the year (to be discussed under item 7. Reports).
4. **Minutes of the previous meeting:** Draft minutes of the Committee meeting held 14 October 2008 were circulated to Committee members prior to the meeting.

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

Moved: Miranda Rawlinson. Seconded: Jack Thackray. Carried.

5. **Significant upcoming events:** The Committee noted the following events:
 - 22 November – final monthly Throwing Handicap for 2008
 - 30 November – final monthly Run/Walk Handicap for 2008
6. **Correspondence:** The list of incoming correspondence, as circulated to the Committee prior to the meeting, was noted and accepted.
 - ~ The letter of 10/10 from Brian Wenn, inter alia advising of changes to Club members' discounts (under the sponsorship arrangement), was discussed briefly. Chris Lang noted that he would respond to this letter.
 - ~ The difficulty in tracking what has happened to the membership of Arthur Brown (letter of 30/10 refers) was discussed. He is known to the Club, but his membership appears to have lapsed even though he has renewed it. Paul Archer is following this up further with the Club Registrar (Mick Corlis).

7. **Reports:**

7.1 President's Report

~ Childcare arrangements at monthly Run/Walk Handicaps: Chris Lang outlined the issues associated with the number of nannies for this event. It appears to be necessary to plan for 3 nannies in the warmer months (Sept – March) given the higher number of children requiring care then and the statutory requirements relating to the ratio of children (which is also age variable) to carer. The increased cost of said nannies was also discussed. It was agreed to keep this issue under active review. Mary Poppins Nannies (the supplier) will also be asked to provide historical data (ie number of children/age cared for per month back to January 2007) to assist in analysis of this

issue, and Rosemary Parker agreed to follow this up with the company.

Motion: That the Committee: agrees to cover the costs of three (3) nannies for the warmer months; notes that the childcare provider, at their absolute discretion, may need to cut-off the number of children in care (ie if too many turn up at an event); will carefully monitor and review demand for this service with the aim of maintaining flexibility.

Moved: Rosemary Parker. Seconded: Craig Wisdom. Carried.

~ Membership fees: Chris Lang noted that the updated constitution is now on the website and that this sets out the fee subscription structure [Part II.8]. He noted the need to ensure that the Membership/Renewals form in *Vetrunner* accurately reflected this. He and Paul Archer will work on a tabular presentation of fees for the form.

~ Uniforms: Chris Lang thanked Rosemary Parker for her work in progress in documenting the *current* wisdom on Club uniform policy and management. This needs to also reflect the recent AMA determination that the “top” constitutes the measure of a uniform. Once complete, Rosemary will circulate the draft to Committee members.

~ Website redesign: Some critical comments from key users within the Club on the trial redevelopment of the Club website were noted. It was agreed that Chris Lang would convene, as a matter of urgency, a meeting of the Club webmaster (Stuart Reid), MSSC Chair (Geoff Moore), and Club Statistician (Neil Boden) to discuss perceived problems with the redevelopment.

Motion: That the President’s Report be accepted.

Moved: Rosemary Parker. Seconded: Wendy O’Brien. Carried.

7.2 Treasurer’s Report

Paul Archer noted the end October balances in the Club’s bank accounts (Commonwealth Bank = \$24,962.09; St George = \$63,804.50). The income and expenditure over the last month was outlined, and the list of necessary cheques drawn for signature reviewed. The invoice from insurance broker Advisernet for ‘cargo insurance’ was discussed and it was agreed that Paul would follow this up to ascertain what exactly it covers to allow an assessment to be made of ongoing need.

Motion: That the income and expenditure outlined by the Treasurer be approved, apart from the ‘cargo insurance’ which will be further investigated.

Moved: Paul Archer. Seconded: Miranda Rawlinson. Carried.

Motion: That the Committee approve foreshadowed expenditure of \$200 for movie ticket prizes (for raffle winners at Track & Field) to cover the next five Thursday meets up until Christmas.

Moved: Kevin Chamberlain. Seconded: Paul Archer. Carried.

Motion: That the Committee approve foreshadowed expenditure of up to \$350 to cover refreshments at the end-of-year monthly run/walk handicap at Innabaanya (on 30 Nov.)

Moved: Rosemary Parker. Seconded: Jack Thackray. Carried.

8. **General Business:**

8.1 Case Management Meeting with Sport & Recreation Services: 26 Nov, 1:30pm.

This meeting has been requested by the relevant authorities in the context of the grant the Club receives from the ACT Government. The meeting is to review the past year and set in place agreed outputs for the coming year. Chris Lang will circulate to the Committee the submission on which the Club's grant application was based. It was agreed that the President, Vice-President and Secretary will represent the Club at this meeting.

8.2 "ACT Masters Athletics": feedback report from MSSC on use of the new name.

The report outlines the activities of the MSSC to ascertain acceptance of the proposed new name for the Club, as requested at the AGM. The Committee made a few suggested comments/changes (before the report goes in *Vetrunner*) aimed at prompting comment from members who have so far remained silent on this issue.

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

(a) Constitutional issues (held over from October meeting)

(b) Sponsorship policy (held over from October meeting)

(c) Membership disclaimer draft (held over from October meeting)

(d) Managing access to Club membership information (held over from Oct meeting).]

9. **Sub-Committee Activities:**

[Not covered at this meeting].

10. **Actions arising from previous meetings:**

[Not covered at this meeting. Held over as Key Actions List for the December 2008 Committee Meeting].

11. **Next Meeting**

The next meeting will be on **Tuesday 9th December 2008** at Western Districts Rugby Union Club, Macquarie.

The meeting closed at 10:00 pm.

[Draft prepared 15/11/08: MR]

ACT Masters Athletic Committee – Incoming correspondence: OCTOBER 2008

E-MAILS received in October 2008 [13/10 – 9/11]

1. Geoff Sims: 13/10: Vetranner mail labels volunteer being sought. [To C'tee 13/10 – to handle at C'tee meeting on 14/10].
2. Fiona Regan (International Sports Tours P/L): 14/10: re WMA Championships – Lahti, Finland – July 2009. [To C'tee, Geoff Moore & Narelle Blackaby 14/10].
3. Wayne Lacey (Sport & Recreation Services, TAMS): 13/10: “Australian Sport: Emerging Challenges, New Directions” – ACT Forums [To C'tee & Geoff Moore 14/10].
4. Sam Croser (Sport & Recreation Services, TAMS): 14/10: 4th Coaching & officiating workshop – warm up & training games (to do with football). [Not circulated].
5. Ian Thompson (Norton Consulting Group): 21/10: re how to conduct a member survey. [Not circulated].
6. Brian Wenn (The Runners Shop Canberra): 22/10: re ACTVAC membership cards & need for new wording re discounts on these cards. [Acknowledgement reply to BW from Secretary 22/10; forwarded to C'tee 22/10].
7. Simon Dolesji (Sports Medicine Australia, ACT Branch): 24/10: Sports first aid course 8 & 9 Nov. [Not circulated].
8. Tracey Jay (Council of the Ageing – ACT): 27/10: re participation in Seniors Week – 15-22 March 2009. [Not circulated].
9. Marathon-photos: 9/11: eNewsletter – Nov/Dec 2008. [Not circulated].

MAIL received in October 2008 [13/10 - 9/11]

1. Craig Wisdom (Kingston Physiotherapy & Sports Injury Centre): 13/10: enclosing cheque for 4% of payments made by members to his business for period 1/7/08-30/9/08 as per sponsorship agreement. [Cheque forwarded to Paul Archer 15/10; acknowledgement reply sent to CW by Secretary 16/10].
2. Brian Wenn (The Runners Shop): 10/10: enclosing cheque for \$431.22, being 2% of sales to members for half-year to 30/9/08, and advising some changes to discount arrangements. [Scanned and emailed to Chris Lang 21/10; cheque forwarded to Paul Archer 22/10].
3. SA Masters Newsletter for October 2008.
4. Wayne Lacey (Manager, Client Services, Environment & Recreation, TAMS, ACT Govt.): 29/10: Case Management Meeting – Triennial Organisations (at 1:30pm, 26/11). [Forwarded to C'tee 4/11 by email].
5. Arthur Brown: 30/10: asking about his membership (not received Vetranner since February, but has paid subs). [Secretary sent email to Paul Archer to check re financial status 5/11].
6. 'Footnotes': Tasmanian Masters Athletics Inc Newsletter for November 2008.

ACT Masters Athletics: for NOVEMBER 2008 Committee meeting: KEY ACTIONS LIST

| No | Issue | Action | Member | Status |
|----|--|--|---|---|
| 1 | IT Website upgrade (Mick Corlis) | Upgrade version is now out for trial | Chris Lang | Comments on trial being sought. |
| 2 | Waiver on ACTMA forms to cover: anti-doping policy, risk, and privacy. | Revised and refined membership form proposed. | Chris Lang & Paul Archer | To be finalised out-of-session. |
| 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 | Ready for Jan. & Feb handicaps |
| 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 (<i>before end Sept.</i>). | 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 | Still in discussion with AMA |
| 8 | Member protection policy | Discuss protection policy requirement with ACT Govt.. | Christopher Lang | Circulate draft out of session |
| 9 | OH&S tips | Draft pamphlet (Safety Card) for members discussed at Oct meeting. | Brad Osborn | Ongoing. Comments on draft sought. |
| 10 | ACTMA publicity | Check functions of Doug Fry and benefits of publicity officer. | Brad Osborn to develop outline of a possible strategy | |
| 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 | Circulate out-of-session |
| 13 | <i>Run 4 Your Life</i> | Coordinate an article for the Club to be submitted to <i>R4YL</i> . | Rachelle Ellis-Brownlee | Ongoing |
| 14 | Review Club safety policy | Consider wider issues of a governance and safety plan for the Club (inclusive of health, safety, first aid). | Kevin Chamberlain & Brad Osborn | |
| 15 | “State of Masters Athletics” survey | Request from Ray Green (Director, Marketing, AMA) to complete. | Brad Osborn | Input re C'tee response questions needed. |
| 16 | Equipment Liaison Officer/s | Follow-up re coordination of trailers | Brad Osborn | |
| 17 | Track handicap awards | Refine/develop information available re various awards for track handicap events (ie rules/eligibility) | Kevin Chamberlain (& T&F Sub-C'tee) | Ongoing. |