

ACT Masters Athletics (ACTVAC Inc) D R A F T Committee Meeting Minutes – August 2008

Minutes of the Committee meeting held on **12 August 2008** at Western District Rugby Union Club, Catchpole Street, Macquarie, ACT.

Present: Christopher Lang (Chair), Rosemary Parker, Jack Thackray, Kevin Chamberlain, Brad Osborn, Paul Archer, Craig Wisdom, Miranda Rawlinson.

1. **Welcome:** Meeting opened at 7:40 pm.
2. **Apologies:** Rachelle Ellis-Brownlee, Wendy O'Brien.
3. **Adoption of Agenda:** Draft Agenda as circulated was agreed, with the addition under General Business (8.4) of the 'State of Masters Athletics' survey request.
4. **Minutes of the previous meeting:** Draft minutes of the Committee meeting held on 8 July 2008 were circulated to members prior to the meeting.

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

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

5. **Actions arising from previous meetings:** Members updated the Committee on key actions underway (see Attachment A: draft Key Actions List for September 2008 Committee Meeting). It was also noted that:
 - ~ in a progress report re the website redevelopment he is undertaking, Mick Corlis drew the attention of the Committee to the need to consider increasing the space on the server. This was agreed in principle.
6. **Significant Upcoming Events:** The Committee noted the following events:
 - 24 August -- ACTMA Half Marathon
 - 30-31 August – AMA Annual General Meeting (Melbourne)
7. **Correspondence:** The list of incoming correspondence as distributed to the Committee prior to the meeting was noted. It was noted that for some Committee members the number of emails coming in is a problem. It was agreed that the Secretary will try to vet these further and only forward on to the full Committee those messages clearly of direct business to ACTMA or to do with local events.
8. **General Business:**
 - 8.1 *Access to 'RegisterNow'*
Paul Archer proposed that access to the 'RegisterNow' system is necessary for the Club Registrar (Mick Corlis) to facilitate the ongoing maintenance of membership data, and (periodically) for selected others involved in organizing particular significant Club events. Chris Lang further noted that the wider issue of management of access to Club membership information needed to be considered by the Committee (and he proposed it be discussed at the next meeting).

Motion: That (i) the Club Registrar be given access to 'RegisterNow' and (ii) that access to 'RegisterNow' also be given to other Club members on an "as needs" and time-limited basis and with the prior approval of the President and Treasurer.
 Moved: Paul Archer. Seconded: Craig Wisdom. Carried.

8.2 Possible ACTMA participation in 'Parks Week' (11-19 October).

Rosemary Parker outlined the request from Department of Territory and Municipal Services regarding involvement of ACTMA in events to promote ACT parks and open spaces during 'Parks Week'. Rosemary will talk with MSSC (Geoff Moore) regarding possible ideas for Club participation.

8.3 AMA Annual General Meeting, 30-31 August 2008, Melbourne.

Chris Lang outlined arrangements for the above meeting. However he noted that, unusually, no papers for the meeting had yet arrived.

Motion: That the President (Chris Lang) and a Committee Member (Kevin Chamberlain) attend the AMA Annual General Meeting on behalf of ACTMA.
 Moved: Rosemary Parker. Seconded: Brad Osborn. Carried.

8.4 'State of Masters Athletics' survey.

A substantial (13 page) survey had been received by the Secretary by email (12/8) from Ray Green (Director, Marketing AMA) seeking responses by 15/8. Part of this survey is for Club Committee completion only and part for individual athletes. It was agreed that Brad Osborn would look closely at the survey to ascertain how feasible it might be to comply, and that he would also follow-up with Ray Green.

9. Reports

9.1 President's Report

Chris Lang circulated a draft waiver to sit with new/renewed membership of the Club and which would cover anti-doping policy, assumption of risk, and privacy. It was agreed that the Committee would discuss the draft at the next meeting.

9.2 Treasurer's Report

Paul Archer noted the end July balances in the Club's bank accounts (Commonwealth Bank = \$25,413.32; St George = \$63,170.38). The income and expenditure over the last month was outlined, and the list of necessary cheques drawn for signature reviewed. It was agreed that the Health and Safety Officer's expenditure for replenishment of the Club's first aid kit should be met, but agreement to meet the cost of membership of Sports Medicine Australia was held over pending further clarification. It was also agreed that the role of the Health and Safety Officer should be referred to the MSSC to review.

Motion: That the income and expenditure outlined by the Treasurer be approved.
 Moved: Kevin Chamberlain. Seconded: Rosemary Parker. Carried.

10. **Sub-committee Activities**

10.1 Track and Field Competition Sub-Committee

Planning for Oct-Dec 08 was outlined, including increased cooperation with AACT. It was noted that AACT would like to compete in a combined meeting with ACTMA on 27/11 and 4/12 (ACTMA rules would prevail). Some format and rule changes are also being suggested for handicap events to try and increase efficiency. The detailed T&F proposed program will be emailed to Committee members for agreement out-of-session. It was agreed that the Sub-committee should establish and operate a petty cash float to facilitate purchase of necessary supplies during the T&F season. The membership survey relating to the T&F program attracted 91 responses.

10.2 Run/Walk Handicap Sub-Committee

The program for the 2009 Run/Walk Handicap program was circulated. The March venue, Stromlo Forest Park facility, will attract a \$2 a head charge by the ACT Government. The Committee noted that the \$2 per head cost would be offset by the absence of the usual expenditure on Portaloo hire as members will have access to changing, shower and toilet facilities in the Stromlo Forest Park pavilion.

Motion: That the 2009 Run/Walk Handicap program be approved and that the \$2 a head cost for use of the Stromlo Forest Park facility be met by the Club.

Moved: Rosemary Parker. Seconded: Brad Osborn. Carried.

10.3 Out-of-Stadia Sub-Committee

Kevin Chamberlain circulated a succinct report to the Committee covering suggested terms of reference (TORs) and membership for the above sub-committee. While membership is not yet finalized, it was agreed that a short notice would go in *Vetrunner* re the establishment of this new sub-committee, as well as a notice on the 'news' section of the Club website. Regular reports would come to the main Committee from the new sub-committee.

Motion: That the proposed TORs be approved and the suggested membership be endorsed for the Out-of-Stadia Sub-Committee.

Moved: Kevin Chamberlain. Seconded: Brad Osborn. Carried.

11. **Other Business**

A request from the *Canberra Times* for input re an article for Sunday's (17 August) paper was discussed. Brad Osborn will coordinate with the *Canberra Times*.

12. **Next Meeting**

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

The meeting closed at 11:05 pm.

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: JULY 2008

E-MAILS received in July 2008

1. 'Malcom': 7/7: Sabah Indigenous Race on & Dec. 08. [Forwarded to C'tee 7/7]
2. Lyne Schickert (President AMA Inc): 7/7: AMA new Paton is John Landy. [To C'tee 7/7]
3. Sports Medicine Australia: 11/7: Seminar on compression garments. [To C'tee 11/7]
4. Simon Dolejsi: 11/7: Upcoming safer sport courses. [To C'tee 11/7]
5. DonorTec: 14/7: "Every non-profit in Australia should be registered with DonorTec" – refers to upgrading IT infrastructure at a discount. [To C'tee, cc Mick Corlis, 15/7]
6. Inside China Today: 16/7 - Beijing Olympics related news items. [to C'tee 16/7]
7. DonorTec: 16/7: July '08 Update. [To c'tee, cc Mick Corlis 16/7]
8. Ashley Synnott (Sport & Recreation Services; Dept Territory & Municipal Services): 17/7: Community Coaching & Officiating Workshops – Recruitment & Retention of Officials to be held on 13 August. [To C'tee & Geoff Moore 17/7]
9. Simon Dolejsi: 21/7; Sports Trainer Level 1 Course (Mondays, from 11 August for 7 wks). [to C'tee & Geoff Moore 21/7]
10. Inside China: 20/7: Beijing Olympics related news items. [To C'tee 21/7]
11. ANZSLA: 23/7: ANZ Sports Law Assoc.: 18th Annual Conference 15-17 Oct 08, Melbourne – registrations now open. [To C'tee & Geoff Moore 23/7]
12. Rob Lowe (Sport & Recreation Services, Dept. Territory & Municipal Services): 23/7: Beijing Information Pack. [To C'tee 23/7 & Geoff Moore]
13. BSI Learning: 24/7: governance program for volunteer board & committee members. [to C'tee 25/7]
14. Simon Dolejsi (Sports Medicine Australia – ACT Branch): 28/7: re Sports First Aid & Sports Trainer Level 1 courses. [to C'tee & Geoff Moore 28/7]
15. Wild Frontiers: 29/7: Kilimanjaro marathon dates 2009 & 2010. [To C'tee & Geoff Moore 29/7]
16. Enid Matthews: 30/7: RAW Africa Namibia (250 Km foot race...) [To C'tee & Geoff Moore 1/8]
17. Simon Dolejsi (Sports Medicine Australia – ACT Branch): E-news for August 08. [To C'tee & Geoff Moore 7/8]
18. Uni.of Queensland & Office for Women Research Study: 8/8: brief questionnaire on-line re women office holders in the Club. [Completed by Secretary 8/8]
19. Marathon des villages – Edition 2008 – 12 October 2008: 9/8 [To C'tee + Geoff Moore]

MAIL received in July 2008

1. Acting High Commissioner for Canada and CFO Cancer Council: 25 June : Letter of thanks to President ACTVAC for support in organizing 19th Canada Fun Run for Cancer [Pass to Chris Lang at next C'tee meeting]

2. Australian Track and Field Coaches Assn: 9/7: Tax invoice for 2008 subscription [passed to Paul Archer 15/7] and Jan, April and July editions [given to Chris Lang 16/7]
3. Vetrin: July 2008: Masters Athletics WA newsletter
4. Scott O'Halloran: 14/7: Directory of Australian Associations – update ACTVAC entry for 63rd edition [Actioned by Secretary 27/7]
5. Hazel McDonnell (AMA Inc): 22/7: re required lodgment of Annual Return with the ACT Office of Regulatory Services. [Scanned and emailed to Chris Lang 22/7]
6. Tasmanian Masters Athletics Inc: August newsletter.
7. NSW Masters Athletics Inc: July newsletter.
8. WA Masters Athletics: August newsletter.
9. "Priority": Australian Post Business Customer magazine – July/August 2008.