

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

Minutes of the Committee meeting held on **14 October 2008** at Western District Rugby Union Club, Catchpole Street, Macquarie, ACT.

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

1. **Welcome:** Meeting opened at 7:35 pm.
2. **Apologies:** Nil.
3. **Committee meeting times:** It was agreed that the monthly ACTMAC Committee meeting commence at 7:30 pm and close at 10 pm. If Committee completes the meeting agenda before 10 pm, Committee may decide to close the meeting at that time. Committee may complete urgent business out-of-session through email communication, telephone conference, or another meeting before the next monthly meeting. Matters handled out of session will be ratified at the next monthly Committee meeting and recorded in that meeting's minutes.

*Motion:* That monthly Committee meetings go no later than 10 pm; that matters not dealt with be held over to the next meeting or (if urgent) be dealt with out-of-session; and that matters so dealt with be ratified at the next monthly meeting.

Moved: Rosemary Parker. Seconded: Paul Archer. Carried.

4. **Adoption of Agenda:** Draft Agenda as circulated was agreed.
5. **Minutes of the previous meeting:** Draft minutes of the Committee meeting held on 9 September 2008 were circulated to Committee members prior to the meeting.

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

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

6. **Actions arising from previous meetings:** Members updated the Committee on progress – see draft Key Actions List for the November 2008 Committee Meeting.
7. **Significant Upcoming Events:** The Committee noted the following events:
  - 16 October – commencement of the ACTMAC Track & Field season
  - 19 October – Brindabella Classic
8. **Correspondence:** The list of incoming correspondence, as circulated to the Committee prior to the meeting, was noted and accepted. The letter of 23/9/08 from Craig Wisdom, raising concerns about adverts in the Vetranner and sponsorship policy, was discussed briefly. Chris Lang noted that the issues raised prompted a review of

the Club's sponsorship policy. He undertook to get back to the Committee on this.

## 9. **General Business:**

### 9.1 *Role of Club Health & Safety Officer*

Paul Archer noted the background to the short report from the MSSC review of the above (i.e. request from H&S Officer for reimbursement of membership costs of Sports Medicine Australia). It was agreed that the wider issues of Club safety policy (not just first aid) needed to be considered, and that the guidance from MSSC should feed into broader work on a governance and safety plan for the Club. Brad Osborn and Kevin Chamberlain will look at this further.

*Motion:* That the Committee declines to meet the prospective subscription costs to SMA from the Health & Safety Officer; and that the whole broader policy approach to Club first aid, health and safety be reviewed

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

### 9.2 *Membership form*

Paul Archer stressed the need to encourage new and renewing members to utilize 'RegisterNow' (less labor-intensive, more economical to the Club, and more secure). It was agreed the membership form be altered to reflect this and also to make it consistent with the necessary agreement by members to Club policies (regarding waiver, privacy, anti-doping). Chris Lang and Paul Archer will address this further out-of-session and finalise the form.

*Motion:* That the proposed revised form for membership is coordinated with 'RegisterNow' and Vetranner with the necessary links to conditions of membership.

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

### 9.3 *Equipment Officer/s.*

Brad Osborn outlined the four areas of work/responsibility involved in the above: (a) Masson St throwing equipment; (b) run/walk handicaps trailer; (c) catering trailer; and (d) AIS shed. Jayne Hardy (most recent Equipment Officer) suggested that the Main Committee take overall responsibility of managing equipment and then find members willing to coordinate each of the 4 areas. This would also serve in getting more members competent in this important area of the Club. Brad noted that he is happy to look after the AIS shed, and that Jayne would be willing to coordinate the Masson St equipment. Brad undertook to follow up re the trailers.

*Motion:* That the Main Committee assumes oversight for managing Club equipment and appoints up to 4 members as Equipment Liaison Officers to coordinate the different elements involved.

Moved: Brad Osborn. Seconded: Craig Wisdom. Carried.

### 9.4 *Constitutional issues.*

Three issues were raised by Kevin Chamberlain as follows: (i) second-claim members and Club records; (ii) sub-committee responsibilities and their relationship with Main Committee; and (iii) planning re transition to ACTMAC (and presentation at next AGM).

Re (i), the Committee reaffirmed that subsection 2b of the Club's Constitution makes it quite clear that second claim members are not/not entitled to set ACTVAC records.

**[NB: items (ii) and (iii) above were held over].**

*Motion:* That, in line with the Club Constitution, ACTMAC (ACTVAC) does not recognize a record if that record is claimed by a member of another masters club.

Moved: Kevin Chamberlain. Seconded: Jack Thackray. Carried.

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

*(a) Sponsorship policy.*

*(b) Membership disclaimer draft.*

*(c) Managing access to Club membership information.]*

## 10. Reports

### **10.1 Treasurer's Report**

Paul Archer noted the end September balances in the Club's bank accounts (Commonwealth Bank = \$25,676.09; St George = \$63,626.53). The income and expenditure over the last month was outlined, and the list of necessary cheques drawn for signature reviewed. The process proposed for managing a float for the T&F season was agreed.

*Motion:* That the income and expenditure outlined by the Treasurer be approved.

Moved: Paul Archer. Seconded: Jack Thackray. Carried.

## 11. Sub-Committee Activities

Brief reports from the Track and Field Competition Sub-committee, the Run/Walk Handicap Sub-committee, and the Out-of-Stadia Sub-committee were circulated to Committee members prior to the meeting.

## 12. Next Meeting

The next meeting will be on **Tuesday 11 November 2008** at Western Districts Rugby Union Club, Macquarie.

The meeting closed at 10:00 pm.

[Draft prepared 23/10/08: MR]

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

No	Issue	Action	Member	Status
1	IT Website upgrade (Mick Corlis)	Ongoing	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 Oct 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 ( <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	Oct C'tee meeting to review
8	Member protection policy	Discuss protection policy requirement with ACT Govt..	Christopher Lang	Circulate draft out of session
9	OH&S tips	Draft a practical pamphlet for members.	Brad Osborn	Ongoing
10	ACTMA publicity	Check functions of Doug Fry and benefits of publicity officer.	Brad Osborn to develop outline of a possible strategy	Discuss at Oct C'tee 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	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 role of ACTMA Health & Safety Officer	MSSC reviewing role.	Rachelle Ellis-Brownlee	
15	ACTMA participation in 'Parks Week' (11-19 Oct.)	MSSC coordinating ACTMA participation.	Rachelle Ellis-Brownlee	
16	"State of Masters Athletics" survey	Request from Ray Green (Director, Marketing, AMA) to complete.	Brad Osborn	
17	Equipment Officer	Specify role and seek nominations	Brad Osborn	To liaise with Jayne Hardy
18	Track & Field Awards booklet	Prepare a summary booklet setting out various awards (rules/eligibility)	Kevin Chamberlain (& T&F Sub-C'tee)	

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

### ***E-MAILS received in September 2008 [7/9–12/10]***

1. Bob Schickert (AMA): 7/9: seeking confirmation Jackie Fairweather is a member of ACTMA [secretary confirmed 8/9]
2. Lynne Schickert (AMA): 8/9: Lahti (Finland) travel packages for 17<sup>th</sup> World Masters Athletics Championships (28/7-8/8/09) [To C'tee + Geoff Moore 8/9].
3. George White (Secretary SA Masters Athletics Inc.): 8/9: 37<sup>th</sup> Australian Masters Athletics Championships, Adelaide, 10-13/4/2009 (advance flyer). [To C'tee, Geoff Moore & Narelle Blackaby].
4. Sam Croser (Sport & Recreation Services, Dept Territory & Municipal Services): 8/9: Kevin Sheedy – Creating a culture of success workshop, 20 Oct. [To Geoff Moore 8/9].
5. Bob Schickert (AMA): 10/9: More information on Lahti, Finland (World Masters Championships) with a lot of attachments. [To Geoff Moore 10/9].
6. Simon Dolejsi (sports Medicine Australia – ACT Branch): 11/9: September edition of E-news [not circulated].
7. Hazel McDonnell (Secretary, AMA Inc.): 14/9: Draft minutes of the AMA AGM held on 30-31 August 2008. [To Chris Lang & Kevin Chamberlain; cc to rest of C'tee, 14/9].
8. Alex Lloyd: 15/9: query re why her membership renewal has not gone through. [Interim reply by Sec; forwarded message to Paul Archer + Mick Corlis 15/9].
9. Kim Polsen (Sport & Recreation Services, Dept. Territory & Municipal Services): 15/9: re a governance & strategic management workshop on 30 Oct. [Not circulated].
10. Barry Newman: 16/9: Ultra-marathon – RAW Britain, Scotland 2-7 August 2009. [Not circulated].
11. Trish Donoghue (Finance/Project Manager, Sports Medicine Australia – ACT Branch): 16/9: invitation to 9<sup>th</sup> Oct Networking drinks (Post-Olympic). [To C'tee 16/9].
12. Hazel McDonnell (Secretary, AMA Inc): 16/9: Summary of decisions from AMA inc. – AGM (30-31/8/08). [To C'tee + Geoff Moore 16/9].
13. Graeme Rose (AMA- Director of Competition): 17/9: AMA relays; Bids for AMA Championships. [To C'tee + Geoff Moore 19/9].
14. Kim Polsen (Manager, Sport & Recreation Services, Dept. Territory & Municipal Services): 18/9: Sept. Member Protection Information Officer course postponed. [To Chris Lang 19/9].
15. David Maloney (Grants Officer, ACT Dept. of Territory & Municipal Services): 19/9: Federal Government Grant Program – open (part of \$21 million '08 Volunteer Grants Program). [To C'tee 19/9].
16. Kim Polsen (Manager, Sport & Recreation Services, Dept. Territory & Municipal Services): 2/10: re 4 positions available with SRS. [Not circulated].
17. Wilma Perkins: 2/10: new steeplechase rule. [Circulated by Chris Lang 2/10].
18. Lynne Schickert (AMA): 2/10: amendment to AMA minutes. [To Chris Lang 2/10].
19. Wild Frontiers: 8/10: advice re Kilimanjaro Marathon, 1 March 2009. [Not circulated].

20. Wayne Lacey (Sport & Recreation Services, TAMS): 8/10: "Australian Sport: Emerging Challenges, New Directions" – ACT Forum 21 October, 2-6pm. [To C'tee & Geoff Moore 9/10].
21. Simon Dolejsi (Executive Officer, Sports Medicine Australia – ACT Branch): 8/10: Sports First Aid & Trainer Level 1 courses – 26 Oct & 2 Nov. [Not circulated].
22. Simon Dolejsi (Executive Officer, Sports Medicine Australia – ACT Branch): 9/10: October edition of SMA-ACT E-news. [Not circulated].
23. G.White (Secretary, SA Masters Athletics Inc.): 8/10: National entry form. [To C'tee & Geoff Moore 9/10].
24. John Harding (Austn Mountain Running Assoc.): 9/10: events coming up. [To C'tee & Geoff Moore 9/10].
25. Brent Espeland, Acting Chief Executive Officer, Australian Sports Commission: 2/10: Public Submissions to the Independent Sport Panel (submissions to be lodged on website from 3/10-7/11). [To C'tee 11/10].
26. Lynne Schickert (President AMA): 11/10: WMA Lahti, Finland, entry processing. [To C'tee, Geoff Moore, and Narelle Blackaby].

**MAIL received in September 2008 [7/9–12/10]**

1. 'Footnotes' – Tasmanian Masters Athletics Inc. newsletter [taken to C'tee meeting 9/9].
2. Barbara Hart, National Library of Australia: 8/9: request for issue of Vetranner V.27, no.8 (2008 Jan) to complete their holdings. [Secretary replied via email – no issue is produced in January].
3. Australia Post: 8/9: advertising personalized Christmas cards.
4. 'Vetrun' – Masters Athletics WA newsletter for September and October 2008.
5. B2B in Canberra: Sept and Oct 08 business to business magazine.
6. News and Results – Victorian Masters Athletics September newsletter.
7. Sally McCabe: 19/9: change of address advice. [Secretary amended data base 18/9].
8. 'Vetline': 18/9: NZ Masters Athletics magazine: Sept 2008.
9. Liz O'Toole (Booking Coordinator Stromlo Forest Park, territory venues & events): 11/9: confirmation re bookings for 29<sup>th</sup> March and 31<sup>st</sup> May 2009 for monthly handicap run/walk events. [Pass to Rosemary Parker at next C'tee meeting].
10. Craig Wisdom (Kingston Physiotherapy): 23/9: letter to Chris Lang raising concerns about advertising in Vetranner and sponsorship arrangements. [scanned/ emailed to CL 2/10].
11. The Waratah: NSW Masters Athletics Inc September 2008 newsletter.
12. 'Not-for-profit Management' : August 2008 issue.
13. Wodonga City Council: 2/10: flyers advertising Wodonga's Fed Hill Challenge Run to be held on Sunday 19 October 2008.
14. 'Modern Athlete & Coach': 2 copies of Vol. 46 No. 1 (Oct 2008).

15. 'Footnotes': Tasmanian Masters Athletics Inc October 2008 newsletter.
16. 'Sharon Heathcote (Not-for-Profit Network): 2/10: promotional letter regarding Not-for-Profit Convention & Exhibition, Nov 12-14/2008, Brisbane