**Minutes of Springwood District Athletic Club Meeting held on Tuesday 15th September, 2015 at Springwood Sports Club.**

**Open-**

1935 hrs.

**Present**-

Adam Hepper, Andrew Mills, Andrew Peary, Brett Sowerby, Janie Carter, Penelope Nash, Sofia Reynolds, Kaye Gorman

**Apologies-**

Daniela Cook, Ginett Mills, John-Paul Amputch, Alison Kniha, Kim Moir, Tony O’Donnell, Fiona Warwick-Day, Earl O’Brien.

**Confirmation of Aug 2015 Minutes-**

Moved by Adam Hepper, seconded by Andrew Mills.

**Matters arising from July 2015 minutes-**

* Line marking and mowing. Enquire whether Todd is available to mow and line mark at the same time? Fall back to committee volunteers if necessary.

**Correspondence In-**

* Patrick Williams from BMCC re THP stakeholders meeting
* BM Gazette re rego advertising
* One Sport Technology password activation
* Rick Berrell re THP coaching during September
* LANSW re Member Connection
* Glen Taylor re THP Basic Event Instruction course on 19th September
* Tim Hunter re kids with autism joining athletics
* Patrick Williams from BMCC re long jump pits
* LANSW August 2015 Board Mailout
* Hart sports re high jump mats
* Rick Berrell re removing his name from “Club Coaches” list
* Diane Levy from LANSW re 2015 state relays
* Various enquiries regarding registration
* LANSW August Centre newsletter
* ANSW 2014-2015 Annual report
* Todd Deverry re linemarking invoice

**Correspondence Out-**

* Rick Berrell re coaching issues
* Hart Sports re scissor high jump mats
* Glen Taylor re Basic Event Instruction course
* Todd Deverry re invoicing

**Bills for payment-**

* Eddie Wulf; $112.50 invoice for mowing on 3/9. (2.5hrs at $45 = 112.50)
* Todd Deverry; invoices 206 ($140) and 207 ($30) for line marking.
* Adam Hepper; $507.01 reimbursement for canteen stock.
* Andrew Peary; $100 reimbursement for paypal reader.
* John-Paul Amputch; $132 rembursement for new club computer, plus $86.48 monthly debit for 11 months, to reimburse monthly rental costs.

Moved by Andrew Mills, seconded by Brett Sowerby

**General Business-**

* Council meeting with local sports organisations
	+ Suggestion to move #1 throws cage to bottom field.
	+ Committee discussed this, and doesn’t support the move of the cage due to lack of space at the bottom field causing safety issues. Adam to communicate this to Patrick from the council.
* Website Manager role,
	+ Janie Carter nominated by Andrew Mills, seconded by Brett Sowerby.

* Canteen and BBQ rosters
	+ Age managers will supply canteen and bbq assistants, Kaye/Adam to develop roster.
* Wednesday night Seniors- structure/multi/schedule etc
	+ Traditional 3 week, 5 event, rotating roster. 7.30 start time.
	+ Multi nights, to start at 6pm.
	+ Structure to be determined via email.
* Saturday schedule- including U11 javelin
	+ Review previous schedule, once age numbers finalised after last rego day.
* Presentation day- when, where etc
	+ Location- Faulconbridge Public School, Adam to confirm.
	+ Date- After masters, TBC.
	+ Club fun day
* Starters
	+ Email to membership, inviting volunteers for Starters.
* Zone and State relay nominations
	+ nomination sheet to be posted on the notice board on competition days
	+ suggestion to encourage Age Managers to nominate relay teams
* Training day at THP for new parents etc- Sat. 19th September
	+ Noted.
* Coffee van/stand
	+ 2 operators available.
	+ Trevor, previous operator for past seasons. Paid 50c per cup to Canteen, approximately $20-$25 per week, over 20 week season.
	+ Kyle, new operator. Son is a U6 competitor. Offering a $250 sponsorship. Kyle has also offered to run his service at 1 fund raising event, where all proceeds are donated to the club.
	+ Proposal to accept Kyle as the coffee operator for 2015/16 season, moved by Adam Hepper, seconded by Andrew Peary.

**REPORTS:**

**Treasurer-**

Income: $4,057.81

Expenses: $7,783.75

**Cash Flow Movement: $3,725.94**

Cheque Account balance: $5,885

Business Online Saver balance: $21,013

Term Deposit balance: $20,920

**Total Capital: $47,820**

$5,000 was transferred from the Business Online Saver to the Cheque account on 19/8 to cover expenses during the month.

**Our main sources of income were:**

-          IMG sports registrations $2,054

-          School carnival invoices $1,033

-          Direct credits out at THP for the first rego day $939

**Our main sources of expenditure were:**

-          Uniforms (including the caps, polo’s and uniform order) $3,162

-          Scissor high jump mats $1,700

-          New banners/flags $1,023

-          Grounds maintenance $563

Term Deposit due to be rolled over on 24/9. Propose that $5,000 is transferred from Online Saver, and added to Term Deposit. Moved by Andrew Mills, seconded by Adam Hepper.

**Registrar-**

* Seniors registration numbers are;
	+ 10 senior athletes
	+ 3 club athletes
	+ 16 dual registrations
* Junior registrations;
	+ 160 numbers allocated
	+ 200 expected, once all online registrations collect their numbers.

**Bookings Officer-**

Nil

**Records-**

Nil

**Information and Publicity-**

* Facebook boosts have been successful. Plan 1 more boost for final registration day.

**Grounds-**

Nil

**Coaching-**

* Discussed email from Geoff, Adam to circulate email to all committee members.
* Adam to meet with Rick to discuss upcoming season arrangements.

**Championships-**

* Seniors summer calendar reviewed. Dates to be promoted in weekly newsletters.

**Canteen-**

* Volunteer Canteen Manager has been received, Kaye Gorman.
* Nomination to appoint Kaye moved by Janie Carter, seconded by Brett Sowerby.
* Roster by age group will be developed (refer to action item).

**Team managers-**

* Email to be sent to the committee summarising current Age Manager volunteer list.

**Uniforms-**

* 23 yellow fluoro vests to be purchased for Age Managers, with age group printed on the back. Proposal to pre-authorise the purchase, up to value of $250. Moved by Adam Hepper, seconded by Kaye Gorman.

**Fund Raising-**

* Elle Bache confirmed and funds received.

**Equipment-**

* Audit completed, no major gaps.

**ACTION ITEMS:**

|  |  |  |
| --- | --- | --- |
| Action | Assigned To | Status |
| Review mowing arrangement, and opening THP for school carnivals. Eddie charges $45 per hour, which is resulting in excessive costs to the club.  15/09: Adam to discuss with Eddie/Todd | Adam Hepper  | WIP |
| Implement a canteen roster, involving age managers. 15/09: Kaye added to action item | Adam/Kaye | WIP |
| Club Captains implementation.  15/09: Send email to all members, inviting EOI’s. Also announce on 1st Saturday.  | Adam Hepper | WIP |
| Age Managers Co-ordinator role.  15/09: Adam to ring Leah Henderson and confirm. | Adam Hepper | WIP |
| Email advise to BMCC (Patrick), rejecting move of throws cage #1.  | Adam Hepper | New |
| Seniors Competition structure, to be discussed and resolved via email.  | Adam Hepper | New |
| Presentation day location, confirm availability of Faulconbridge Public School.  | Adam Hepper | New |
| Email membership, inviting volunteers for starters. | Adam Hepper | New |
| Coaching; circulate email for coaching considerations to all committee members. Discuss arrangements for upcoming season with Rick. | Adam Hepper | New |
| Email all committee members the current list of Age Manager volunteers. | Adam Hepper | New |
| Publicity Officer stuff 15/09: Closed | Adam Hepper | Closed |
| New 4G wireless modem 15/09: Purchased with the club computer. | JP Amputch | Closed |
| Gazette ad 15/09: Completed.  | JP Amputch | Closed |

**Next meeting-**

Tuesday 20th October, 2015 at 1930 hrs at Springwood Sports Club.