**MELVILLE LITTLE ATHLETICS CENTRE**

**MINUTES OF THE MONTHLY MEETING HELD ON 1st SEPTEMBER 2015 AT MLAC CLUBROOMS, LEN SHEARER RESERVE, MARCUS AVENUE BOORAGOON.7.05PM.**

**1. PRESENT:** John Watters, Julie Rees, Julie Pearman Johns, Reg Bourne, Mark Shaw, Terri George, Roger Hinton, Graham Cowin, Tammy Pearman, Leanne Bradwell, Annette Ellul, Bill Fox, Ann Marie Becker, Tania Copeland, Ilsa Yates, Mark Blackman, Deb Smith, Teri Nielsen, Rebecca Snowball, Meegan Bourne, Steve Ford

**2. APOLOGIES**: Nil

**3. WELCOME:** The Chairperson welcomed everyone to the meeting.

**4. PREVIOUS MINUTES:** It was moved by Terri George, seconded by Roger Hinton, that the minutes of the previous meeting, conducted on 21st July be accepted as a true and correct record of the proceedings. **Carried.**

**5. ACTION ITEMS:**

**1/7/14 – 4** Electricity/water bill breakdown of accounts with Melville council - ongoing

**2/6/15 – 1** Check details in orange book and send update to John – close

**2/6/15 – 2** Advertise to members for Championship and special events (**action 21/7/15 – 1)**

**4/8/15-1** Printing quotes for orange book - close

**6. CORRESPONDENCE**

Introduction to coaching courses

Constitution review

Clarification of vortex

WALA annual general meeting

National Survey

Audited Financials

Melville Sports Scholarship scheme

Insurance estimation

Police clearance form

Email about using timing gates

WALA winter refund

WALA voting for Board positions

Nominations for Administration and Finance LAA

Certificate of currency

**REPORTS**

**Chairperson**:

**COMMITTEE POSITIONS**

Looks like all positions have now been filled and I thank and welcome all committee members to their positions. Nomination for treasurer from Rebecca Snowball. All agree - accepted. Nomination for canteen Manager from Kylie Broughton. All agree - Accepted

**CITY OF MELVILLE - MAYOR'S VALUED CITIZEN**

Nominations are currently being called for the above awards and last year Melville nominated Mr Greg Clarke.

The Mayor’s Valued Citizen Awards recognises community members that have made a significant contribution to the Melville community over an extended period of time. The award was established in 2011 by Mayor Russell Aubrey as a way of celebrating the tenth anniversary of the International Year of the Volunteer. After an overwhelming response the Mayor decided the awards will be an annual event.

To be eligible to receive the award, a Mayor’s Valued Citizen must:

* Either live in the City of Melville, or be involved with a not-for-profit organisation
in the City of Melville,
* Have made a valuable contribution to the community for 10 years or more with
the one organisation,
* Cannot be in a paid role at their organisation at any time during the 10 year period.

**Action required**: Clubs to consider suitable nominations **(Action 1/9/15 – 1)**

**TRAINING**

Brentwood LAC has indicated that they will be training at Len Shearer Reserve between 4-6pm on Wednesday commencing on the 7 October 2015. Our by-laws would indicate that there are no restriction on this occurring and falls under our normal ground booking through the City of Melville.

Brentwood has requested access to some of the Centre’s equipment and has proposed that any equipment lost or damaged would be paid for by the club. Brentwood are also prepared to contribute to the cost allocation.

**Action Required**: Decision needed on request to use MLAC equipment for training and any cost portion. See other business

**ORANGE BOOKS**

I have obtained a quote from local company SNAP Printing in Applecross as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| # BOOKS | FRONT COVER FINISH | 64 PAGES | 48 PAGES |
| 300 | Orange Card Cover  | 1 500.00 | 1 360.50 |
| White with Orange Printing | 932.90 | 793.30 |
| 350 | Orange Card Cover  | 1 707.60 | 1 549.70 |
| White with Orange Printing | 1 037.70 | 972.60 |
| 400 | Orange Card Cover  | 1 908.40 | 1 738.80 |
| White with Orange Printing | 1 112.90 | 943.30 |

Pages including cover finished size A5. Printed black double sided Cover printed black on 200gsm Optix Jans Orange or printed colour on the outside on 200gsm white matt paper. Internal pages 80gsm bond. Printed A4, folded and saddle stitched to A5.

**Action Required**: 1. Decision required on number and finish. White cover with 400 pages. Majority agree

 2. Draft Copy attached for final comment.

**CANTEEN MANAGER**

Please see the attached proposed duty statement for the 2015/16 Canteen Manager position.

**Action Required**: Comment and feedback requested. Have found canteen manager so no feedback required.

**COMPLAINT MANAGEMENT**

Please see the attached for comment and feedback.

**Action Required**: Comment and feedback requested. **(Action 1/9/15 – 2)**

**FACILITY IMPROVEMENT**

I have had preliminary discussions with Retech Rubber regarding options for the long jump runways.

A number of options have been discussed, and in collaboration with Simon, we will need to refine the parameters to finalise the quote. Athletic track $200 sqm about $10000.multipurpose track is about 50% less.

**Action Required**: Clubs to consider what type of surface is necessary for the runways.

**ERIC CHRISTIAN LIFE MEMBER AWARD**

Please see the attached letter for approval prior to distribution.

**Action Required**: Comment and feedback requested. All agree to send letter

**WALA NEWS**

* Constitution Review
* Changes to U/7 Hurdles and Javelin. Have ordered vortex with WALA. Need to organise new 30cm hurdles. **(Action 1/9/15 – 3)**

**Vice Chairperson:** Nil

**Secretary:**

WALA auditors report. Qualification from the auditor that $20,000 was unaccounted for. No receipt was provided for the cash that WALA takes on the international trip to exchange overseas.

Registrations were 9053 this year the 2nd largest in history.

Nominations of patrons from centres

Annual association fee is $70. An increase of $2 this year.

WALA has employed a consultant to look at their constitution. Centres please attend the meeting on the 10th September.

Target of 50% of centres to adopt a 2 hour program. Need to look at different ways of doing this. Think about and give feedback to Chairperson **(Action 1/9/15 – 6)**

Technical Specifications – Under 8 high jump scissor, Under 11 flop or scissor in high jump and under 7 now throw vortex and run over mini hurdles.

The new official courses will be online and affiliated with Athletics Australia.

Pre-registration is on Sunday 30th 12.00pm to Monday 31st 12.00pm.

WALA board positions were not able to be elected because not enough centres voted – Need to revote at this meeting. Move to resubmit votes from meeting dated 21 July 2015. All agree

**Treasurer:** Beyond Balances as at 1/9/15

Main: $28,656.97

Canteen: $11,339.65

Auxiliary: $426.28

**Total: $40,422.90**

1 batch waiting for approva$291.70 for Trophy Choice. Have handed over to Rebecca and welcome her.

Nomination for treasurer from Rebecca Snowball. All agree - accepted.

The committee authorize Rebecca Snowball as the new treasure to have access and authorization rights to all 3 accounts. - The account numbers are community account 03529254, canteen account, 03551133 and auxiliary account, 03552803. Michelle Rae Kenworthy-Groen, John Watters and Julie May Rees are in attendance and agree for this to go ahead.

We authorise the opening of a Community Account named “Seniors” under member number 2256846.

The account will have no visa or cheque book attached, with a deposit and transfer function only.

We authorize Kathryn Robinson to have internet banking view and transfer access to this ‘Seniors’ offset account only, along with the current treasurer Michelle Kenworthy-Groen.

The account is to have authority of two/both to authorise any transaction.

Purpose of this account is for seniors transactions.

Michelle Rae Kenworthy-Groen, Teresa Blackman, John Watters and Julie May Rees are in attendance and agree for this to go ahead.

**Registrar: see attached**

**Records and Results Track:** Nil

**Records and Results Field**: Thank you to Teri Nielson for taking on this role.

**Development Officer:** Nil

**Championship and Special Events:** Nil

**Arena Manager:** Need to liaise with Simon to get a date for the line marking. Look at council maintenance schedule. High jump for under 8 boys and girls will be last event at 11.10.

**Field Arena Manager: Nil**

**Winter Manager:**

* MLAC the host the 18th June 2016 Winter X country Where????? – Will look at options
* Is there any changes to the 2015 WALA Winter Guide MLAC would like to contribute – Please email Mark with proposed rule changes. **(Action 1/9/15 – 4)**

**Equipment manager:**

Need to get bracket engineered for new speakers. Will cost some money

**Coaching Coordinator**: Lyn Foreman level 1 course 18th October. Need 10 people to register. Development coaching 12’s and up. When season starts look for volunteer coach’s for senior athletes. What can we offer them? Roster relief? If no coach’s athletes return to clubs. Melville will pay for coaching course

**Officials Co-ordinator:** Nil

 **Council Liaison**: Busy booking for season.

**Canteen Manager**: Nomination for canteen Manager from Kylie Broughton. All agree – Accepted

The committee authorize that a new purchasing card is to be issued in the name Kylie Broughton attached to the existing canteen Account, account number 03551133 under member number 2256846.. She will have internet viewing rights to that account only. Michelle Rae Kenworthy-Groen, John Watters and Julie May Rees are in attendance and agree for this to go ahead

**First Aid officer**: Nil

**Communications/Website Officer**: Updated contacts and have added new sponsors.

**Sponsorship:** $5000 now in sponsorship. Just signed beyond bank. Main sponsor is Realty One. They will put a magnet in the book for advertising.

**Uniforms**: Stock levels healthy. Will order new committee t shirts for Teri, Bill and Rebecca.

**Seniors** **Report:** Nil

**7. OTHER BUSINESS:**

1. Changes to technical specifications –see above
2. Use of timing gates (Mark Shaw) – Proposal to use timing gates for school carnivals. No - All agree
3. Fees Breakdown (BB) questioning if the $18 clubroom facility reserve fund will be kept separate. This will be set up for the season.
4. Brentwood training at Len Shearer – Reasons – Brentwood oval unsuitable. Lawn poor condition, dangerous. Bill Ellison as an option is out.

                       - Impact on training of athletes 13 and above. Can have training other days or share.

                       - cost to be charged to Brentwood re all club athlete. All agree

 - Equipment. Need to supply own equipment. Cannot use Melville equipment. All agree. John to check if Brentwood can store equipment in soccer change rooms during summer and remove during winter. **(Action 1/9/15 – 5)**

- If no centre training been offered to clubs then clubs should not be charged for those athletes using Len Shearer for training. Not addressed

 - Is it necessary for Melville to hire grounds other than on competition day and therefore Brentwood would need to hire through council just like the rest of the clubs are required to. Will have some seniors training.

1. Registration Day – Saturday at Melville Recreation Centre
2. Handover on sites – No date set yet

**8. DATE OF NEXT MEETING:** Tuesday 6th October 2015 to be at 7.00pm at the Melville Little Athletics Club rooms.

**9. MEETING CLOSED:** There being no further business, the meeting closed at 9.02

**ACTION LIST**

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| --- | --- | --- |
| **1/7/14 – 4** | Electricity/water bill breakdown of accounts with Melville council.  | Treasurer/Council LO/Chair |
| **21/7/15 - 1** | Advertise to members for Championship officer | Clubs |
| **1/9/15 - 1** | Nominations for Mayors valued citizen award | Clubs |
| **1/9/15 - 2** | Comments and feedback on complaint Management  | Clubs |
| **1/9/15 - 3** | Buy new mini 30cm hurdles for under 7 | Equipment Manager |
| **1/9/15 – 4** | Proposals for changes to winter rules to Mark | Everyone |
| **1/9/15 - 5** | Find out if Brentwood can use soccer clubrooms for equipment | Chairperson |
| **1/9/15 – 6** | Ideas on cutting program to 2 hours | Everyone |