**MELVILLE LITTLE ATHLETICS CENTRE**

**MINUTES OF THE MONTHLY MEETING HELD ON 3rd MARCH 2015 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COOMENCING AT 7.00PM.**

**1. PRESENT:** John Watters, Julie Rees, Ilsa Yates, Brett Johns, Tammy Pearman, Catherine Zhoya, Karen Keating, Annette Ellul, Julie Pearman Johns, Tammie Crawley, David Rowbottom, Roger Hinton, Michelle Kenworthy Groen, Reg Bourne, Graham Cowin, Steve Ford, Mark Shaw, Suzie Adams,

**2. APOLOGIES**: Olive Nasselharn, Mel Spence, Lynette Field, Natasha Clutterbuck, Terri George, Ann Marie Becker, Tania Copeland, Deb Field

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

**4. PREVIOUS MINUTES:** It was moved by Roger Hinton, seconded by Tammie Crawley, that the minutes of the previous meeting, conducted on 3rd February be accepted as a true and correct record of the proceedings. **Carried.**

**5. ACTION ITEMS:**

**1/7/14 – 4** Electricity/water bill with Melville council – Review continuing. Need breakdown of accounts from council - Carry - over

**4/11/14 – 2** Speak to council about Melville future at Len Shearer - carry over

 **2/12 /14 – 1** Purchase stretcher - carry over

**3/2/15 – 1** Organise windup – Julie Pearman Johns has this under control - close

**6. CORRESPONDENCE**

Jetstar badges

New jetstar tent

Development assistant employment opportunity

Review of constitution due 10th March – Chairperson to send in feedback

WALA centre and athletics meeting/ CACWA – Catherine to send in feedback (majority of committee support the merge)

Updated agenda for association meeting

Zone nomination files

Zone nominations user guide

Volunteer opportunity

Project Defib

Officials for state track and field

Community fun run

Walk judge and jury form

Winter meeting

Registrar retiring

**REPORTS**

**Chairperson**:

 I extend my congratulations to the athletes and acknowledge the efforts of the committee, officials, parents and supporters for the recent Centre Championships. It was fantastic to see the spirited competition and sportsmanship on offer. I also note the data in the Records and Results report surrounding season PB's, particularly those that were attained during the Championships indicating that all athletes were out to 'perform to their personal best".

After contacting the Life Members, I thank those who were able to attend and present medallions as well as those who extended there best wishes even though commitments prevented them from attending.

With the regular season drawing to a close, I will be inviting feedback from all parents, clubs and committee members on perceptions from the season as well as targeted areas for improvement. A number of issues were raised during the season, however it is never wise to react immediately or change rules mid season.  More on this will follow shortly.

I wish our athletes going through to the Zones the very best of success and remind them to be confident in their own abilities.

**Vice Chairperson/ Deputy Zone Coordinator: Nil**

**Treasurer:**

Beyond main a/c balance = $37,738.32

 “ canteen a/c “ = $ 4,014.12

 “ seniors a/c “ = $ 860.00

* Check on progress of Kidsport vouchers via registrar/secretary (Believe $130 outstanding from Inv. #25 for Melway is pending Kidsport application)
* Suggested AGM time frame mid June to enable time for end of financial year & audited figures to be presented as stated in the Constitution.
* Still waiting on WALA winter reimbursement of $55.46 previously withdrawn from WALA payment on 19-10-14; method rejected by WALA & advised would be reimbursed separately.
* Still waiting on a full years utility accounts breakdown from City of Melville (via Council Liaison) FYI no official (Synergy/Alinta) utility accounts are supplied by C of M when they issue periodic invoices.
* All participants (Gosnells, Melville, Southern Districts & Belmont) have paid the $200 contribution fee for Zones into MLAC account. (Seniors account used for our ease of tracking purposes). Zones costs so far for hire of oval and amenities is $660. If the costs are greater that $800 then we will divide excess by four and invoice other centres.
* Line marking frequency review (calendar available) eg. 28/01/15 then 4/02/15. Initial survey $3388 & per week $528 ^ $12500 (14% of budget). Need to review as is very expensive.
* There are a number of outstanding Club invoices as listed below – please arrange payment ASAP as they are overdue!
* Invoice #25 Melway for Rego batch #4 part payment $910 received only, original Invoice amount being $1040 – 910 = **$130** remaining. **Was due 22/11/14**
* Invoice #28 Brentwood for Rego batch #6 **$130 Was due 16/01/15 Rcvd at mtng. 3/03/15**
* Invoice #36 Bateman Bullcreek for council oval usage fee **$93 Was due 21/02/15**
* Invoice #38 Leeming for council oval usage fee **$165** **Was due 21/02/15 Rcvd at mtng. 3/03/15**

**\***Invoice #39 Brentwood for special event fee **$127.65** Due by 15/03/15

**\***Invoice#40 Olympia for special event fee **$114** Due by 15/03/15

**Secretary:**

Ann Marie and I attended the WALA association meeting on the 17th February

Main points from this where

LAA strategic review – 5 year review endorsed by states. It is available on the LAA website. It was asked why centres where excluded from this plan. The board new nothing and were also excluded. WALA will send a letter to LAA asking why centres were not involved

State relay championships. Not without incident. The board will openly receive feedback and the issues received have been submitted with recommendations for improvement and/or review.

Lukas Martens attended a NTC meeting in Melbourne. A few things that arose where events being mandated from LAA to States. Centre’s will only be able to do mandated events. Under 6’s is not mandated but is encouraged

Timothy Blake is looking to hold a coaching course at Melville prior to the season

Debrief for Key officials has been held after relay’s and multis.

Fines to centres will not be imposed this season

New multi event for u16/17 ideas on how we can run this event?

Country centre’s wanted to be included via Skype. Will trial association meetings at DSR so this can occur.

Unacceptable accounts. A special meeting will be called between centres and WALA and will include the book keeper and auditor that everyone can ask questions. Meant to be Thursday 26th March but I haven’t heard.

Achievement book – Do centres still want these. Please let Samya know. See below

Brave Hearts will be the supported organisation of the team challenge for the next 2 years. The colours to wear will be purple and white.

**Registrar:** Registrar has retired from the committee. Duties of registrar in by laws for anyone wanting to take position.

**Records and Results Track:**

Zones – some heated words from new parents who advised that they were not given information from their club about zones/forms and handing in their forms on time.

Championships first week went quite well with few questions about children and qualifying. Second week was a lot more intense and stressful.

At the end of week 1 a parent of an U14 was upset that they had to wait for their child’s medals but all in all we left not much later than a normal competition. Also had a complaint from a parent about the walking medals as their child was upset as they hadn’t been told earlier that they were DQ so would not be getting a medal, I am not sure how this can be addressed without holding up the day’s proceedings happy for any suggestions or comments.

All points for the season were calculated and were given to clubs within days of the completion of our 14 week competition and all Melville’s trophies and medals are ordered.

During the season 7,895 PB were earned.

Week 1 of Championships 533 PB were earned.

Week 2 of Championships 646 PB were earned.

During the season 24 records were broken, 6 more records during championships.

407 Athletes competed at Week 1 of Championships

409 Athletes competed at Week 2 of Championships

Huge thank you to those clubs who provided people to help on Championships especially to Leeming, Brentwood and Palmyra. To Megan Wall and Lynette Field for helping on alternate weeks with medals, massive thank you to Tania Copeland who helped on both weeks and still sold uniforms! And to our life members who came down and to Jim Turnball who was there both weeks and who could forget the amazing Greg ~~~ not me as I got to listen to him all morning!



I would like to thank the roster people at Olympia, Brentwood and Palmyra Bicton for most weeks rotating reliable volunteers onto the recording tables during the season.

But the biggest thank you goes to David for all his hard work this season; we make a pretty good team.

**Records and Results Field**: In the off season we need to look at the competing 3 times rule for championships.

**Development Officer:** Nil

**Championship and Special Events:** Zones – will take tents, starting blocks and BBQ’s. I purchased a new BBQ at a cost of $649.

**Arena Manager:**

**Field Arena Manager: Nil**

**Winter Manager:** On the WALA program we have no winter cross country race. I will check with WALA if this is correct.

**Equipment manager:** Nil

**Coaching Coordinator:** Combined zones training – All events covered. Ran really well the first week. Coach’s from every club helped out.

**Officials Co-ordinator:** Zones roster – A few outstanding positions. Hopefully people can fill in on the day. States roster – We have 6 key official positions and 4 rosters to fill. I will do this when we find out the athletes that are going to states.

 **Council Liaison**: Nil

**Canteen Manager** :

The canteen this year has been fairly quiet. This can be attributed to the smaller enrolment numbers as well as other factors. The BBQs for most clubs have also been down on takings. This year the Canteen only ran 3 BBQs 1 being the PMH day BBQ, the next being the first weekend back (numbers low), the final one being 1st competition day.

The Coffee van did not attend any night functions and also didn’t attend 3 day time ones. The ice cream van was a regular at the 2104/15 seasons only not attending 2 times.

I tried to implement some healthy choices into the canteen. These were widely well received however apples are not in season over summer so are expensive so therefore these were provided as a service making NO money.

Brought a second hand slushy machine this year $1000 was cheaper than hiring for season. We have had great success from this. However it is in need of a service for next year.

Zones is coming up next weekend. This will be our biggest income take for the year. We will be expecting to sell 1000 sausages and 600 Bacon and Egg. This will increase our over all takings for the year. We will also be serving toasted sandwiches, drinks, fruit, lollies, potato chips etc.

Points to look at for next season

* All clubs only have 1 BBQ and Melville to take back all Night BBQs (as the center relies on profits from canteen we need to make this a focus.)
* Use of BBQs and Gas to be set at $25 up from previous. Most weeks we replace 1 of the gas bottles, we also end up supplying extra sauce, gloves etc.
* Clubs should only sell sausages / burgers no cakes chocolates etc. as this interferes with the canteens takings. (Noted Canteen was considerably lower on days where clubs had cakes etc. We understand this is your fundraiser, however the canteen is Melville’s main source of income.
* All Clubs to only get 1 bbq inclusive of seniors. Melville should run all night BBQs as well as Centre championships and pmh day. If any left over BBQs then clubs can offer to take if too many want the extra BBQs then we can draw them out of a hat.

Repairs

* Both BBQs option should be to replace. $299 from Bunnings. Can this be voted on for this weekend. Will get on Thursday when I return. If they are in box I can transport in my car to zones but will need returning to Melville for me. I think 1 BBQ will be enough for zones.
* Freezer – product is often frozen solid in mornings before we start. However the freezer with opening and closing is not working.
* Slushie machine needs service.

We do not need to get BBQ at this stage look at after zones. The Fox family along with the Bourne family have offered to pick up BBQs and Return them. THANK YOU

Attached is the menu for zones. I have ordered all the buns, eggs, sausages, etc from IGA Leeming. The cost for these will be over $2000

The drinks etc will come from FAL and woolworths /coles. Hoping to get these in fridges on the Friday so cold for Saturday.

I have $4000 set aside to stock for this event plus float of $400.

As this is a big event and should be a hugest fundraising so far any extra help on the day would be appreciated. Even if it’s for half an hour.

I am away until the 4th March but have Thurs/Fri off work to make sure everything is done.

 **First Aid officer**: Nil

**Communications/Website Officer**: Nil

**Publicity: Nil**

**Uniforms**: Nil

**Sponsorship: Nil**

**Seniors** **Report:**

**Sponsorship: Nil**

**7. OTHER BUSINESS:**

1. AGM date – At this stage it will be May or June. It will be advised 21 days prior.
2. Winter fees – This season winter fees will be $90. Mark will advise WALA.
3. Schedule for the 2015 WALA Winter season
4. Achievement books – Do we still want these from WALA? Unanimous No. Secretary to advise WALA **(Action 3/3/15 – 1)**
5. Multi event u16/17 – ideas on how to run(see attachment) Maybe have it at AK Stadium with Seniors Friday night for day 1. Definitely not at centre’s as the grounds and conditions vary too much. Secretary to send feedback to WALA **(Action 3/3/15 –2)**
6. WALA constitution feedback - see attached Chairperson to send all feedback he has received to WALA **(Action 3/3/15 – 3)**
7. CACWA review feedback – see attached – Catherine to send feedback to WALA **(Action 3/3/15 – 4)**
8. Change the date of the Melville wind up as there is too many clashes. Maybe to after states. Will look at this in the off season for next year.

**8. DATE OF NEXT MEETING:** Tuesday 7th April 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 9.01

**ACTION LIST**

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| **1/7/14 – 4** | Electricity/water bill breakdown of accounts with Melville council.  | Treasurer/Council LO/Chair |
| **4/11/14 – 2** | Speak to council about Melville future at Len Shearer | Chairperson |
| **3/3/15 – 1** | Advise WALA about achievement books | Secretary |
| **3/3/15 – 2** | Under 16/17 feedback to WALA | Secretary |
| **3/3/15 – 3** | Send feedback about constitution to WALA | Chairperson |
| **3/3/15 – 4** | Send feedback about CACWA to WALA  | Vice Chairperson |
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