

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 2nd July 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.09PM.

1. PRESENT: Teresa Blackman, Julie Rees, Sharon Madlener, Julie Pearman-Johns, Brett Johns, Annette Ellul, Tammy Crawley, Terri George, Roger Hinton, Ann Marie Becker Natasha Rogers, Simon Kenworthy-Groen, David Rowbottom, Reg Bourne, Kylie Broughton, Jacqui Richards, Tammy Crawley, Eric Christian, Richard Liedtke, Catherine Zhoya, Mel Spence

2. APOLOGIES: Mark Blackman, Chris Craggs, Ilsa Yates, Kate Peers, Kate Fox, Megan Wall, Mark Shaw

3. WELCOME: The chairman welcomed everyone to the meeting.

4. PREVIOUS MINUTES: It was moved by Roger Hinton, seconded by Ann Marie Becker, with the change that Kate Peers was an apology from the last meeting, that the minutes of the previous meeting, conducted on 4th June 2013, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

AGM 2/4/13 – 3 Coaching course for Melville parents only – Coaching co-coordinator an apology. Carried over

2/4/13 – 5 Equipment Officer to progress repair/replacement following busy bee keeping Treasurer informed. No Update

7/5/13 – 2 Purchase hurdles for upcoming season. Ordered and arriving soon. Closed

7/5/13 – 3 Organise Pro race and incorporate into program. Teresa has emailed Russell a proposal. See Chairperson report

7/5/13 – 4 Find sponsors for orange book. Ongoing. Clubs to send out sponsorship letter again to see if anyone is interested.

7/5/13 – 5 Clubs provide equipment report by August. Leeming and Melway reports have been received.

4/6/13 – 1 Write letter to WALA about winter rules – will write before winter wrap up meeting

4/6/13 – 2 Letter to Kolbe college about timing gates. closed

4/6/13 – 3 Send email to find volunteers to run timing gates for Kolbe College. We had two volunteers, Rodney Glands and Greg Clark. Closed

4/6/13 – 4 Send out email to find an arena manager. Clubs to re-promote this position.

4/6/13 – 5 Send club contact name to David. Closed

4/6/13 – 6 Send letter to coaches advising use of gym equipment. Closed

5. CORRESPONDENCE

Indigenous athletes training

Technical committee

Board nominations reminder

Financials due date

Nomination for patron forms

WAIS scholarships

Letter from Rob Crockett

Letter from Martin Stillman

Second hand shoes cross country

Winter registrations

Board nominations

Darcy Slater Scholarship

6. REPORTS

Chairperson:

Ongoing correspondence with WALA regarding previous letters and recommendations. Response from WALA received following Centre request for feedback.

Centre state conference to be attended by Chairperson, Secretary, Field Arena Manager and Delegate (Catherine Zhoya).

Pro race – Russell has replied and says he wants to hold the pro race on the 18th January. This was out first choice. We will have to fit it in the program.

Orange Book – draft sent to Jacqui and Julie for proof reading. Amendments to be incorporated and awaiting final input for dates and winter results before sending off for printing. Sponsorship has been limited and will be primary risk to not receiving the Orange Book prior to registration day.

Preparations for season commencement – Pre season meeting with Melville council is coming up to work out charges for the upcoming season.

Secretary:

Board Nominations.

All positions voted for and nomination forms will be sent to WALA.

Chairman - Rob Crockett 5 votes to **Daniel Woodhouse** 10 Votes.

Registrar - Kaye Runge - All Abstain.

Officer For Parent Coaching and Education – Robert Gray 0 votes to **Debbie Jankata** 15 votes.

Officer for Officials Education and Accreditation – **Daniel Woodhouse** 15 Votes to Frank Bertoli 0 votes.

Treasurer:

- Bank balance is at \$30694.90
- Audit should be complete by Monday 1st July and ready for meeting on Tuesday night. Please keep in mind that he is a retired person that does this for a very minimal fee. He also does audits for several other clubs and this time of the year is very busy. Audit is now complete and will be sent to WALA. The audit is attaché to the minutes.
- He is normally given a small gift of up to \$120 each year to thank him for his support. All agreed
- United Community Bank: I have sought the accounts that we can utilise and would best suit the needs of the Club. I propose that we change our bank to United Community Bank as they have been very supportive and they can meet our needs. All agreed
- I have contacted Sports Circuit Line marking for costs for next year and any potential price increases. I am waiting on a response. The cost was \$12000 last year.
- I am also going to follow up with City of Melville for any additional costs they may have come up with. Teresa and Simon are attending a pre season meeting soon.
- Registration Day: Cost for the hire of the venue? Treasurer will talk to Melville Recreation Centre and see if the cost can be the same as last year. **(Action 2/7/13 – 1)**
- Timing Gates: I need some details for the invoices for both Santa Maria and Kolbe. Charge is \$1000 per hire. Secretary to send details to Treasurer **(Action 2/7/13 – 2)**
- There is potential for ongoing hire to other schools in the area and it may pay for new Timing Gates.
- Hurdles expenditure: Hurdles have been ordered from Armando's sports.
- Senior Registrations: Does a report of the deposits for their records need to be prepared? Do we have more registrations to be expected?
- Have any more sponsors come forward from internal members for the Orange Book? Clubs will send out sponsorship forms again to members
- Is it problematic to set up a business directory for members' businesses on the website for a nominal fee? This could be promoted at registration day. Clubs to send email to members to see if anyone would spend up to \$50 to link their business to our website. **(Action 2/7/13-3)**

Registrar: Nil

Records and Results Track: Nil

Records and Results Field: Nil

Officials Co – Coordinator: Nil

Development Officer: Nil

Championship and Special Events: Nil

Arena Manager: Nil

Field Arena Manager: Nil

Winter Manager: Nil

Equipment manager: Mark has been away since last meeting

Coaching Coordinator:

Council Liaison: Eric Submitted petition and received a reply. Please see attachment. Pre season meeting coming up with council soon.

Canteen Manager: Nil

First Aid officer: Nil

Communications/Website Officer:

As expected, our website usage has been significantly lower during the winter season than the summer season. We are averaging 1500 visitors per month, but only 1 Gb / month of usage (compared to 6 to 7 Gb / month in the summer). Our web-hosting providers seems to be happy that our average across the year is within the limits of our monthly plan.

I am in the process of making updates to the website for the upcoming summer season. If there are any suggestions of additional information that you think would be helpful to provide, please let me know – d.rowbottom@bigpond.com.

During the last week I have been confirming with clubs their preferred recipients for club directed email, as well as email addresses for their 2013/2014 delegates to the Melville committee. It is my understanding that this is all now correct for the upcoming season.

We are starting to reach our limit on website storage capacity. One of the biggest demands on storage space are the previous season's results. It is my intention to archive those results from last season, and only make the current season available for download.

Can all clubs make sure their website pages are all correct.

Publicity: Nil

Uniforms: Nil

Seniors: Nil

7. OTHER BUSINESS:

7.1 Club Committees and Delegates: Discussion. Do clubs have sufficient committee members and delegates to affiliate? All club positions have been filled.

7.2 Vacant Positions for Arena Manager and Officials Co-ordinator. Discussion. Program can commence without an officials co-ordinator. Chairman will obtain last year's roster and distribute to clubs to enable early preparation. Without an official's co-ordinator, no further changes will be made to the roster.

Arena Manager volunteers? – Without an arena manager the season will not commence. We need a long term solution.

7.3 Registration Day Preparations: Venue is booked. Need to think about Advertising. Clubs to advise pre – registration intentions and any intention for capping numbers. Any other preparations? Ensure registration bags, and age group numbers ready and available. Melville Roar signs. Map of area for ease of club location. (**Action 2/7/13 – 4**) Committee members available at entrance for general information and club direction. Seniors Rep to attend Registration and tell older athletes about seniors as well.

7.4 Centre Rules. Clarification. Amendments incorporated this year were clarification of high jump (from BW) and Centre Championship eligibility (from BB).

7.5 reimbursement for first aid equipment - \$108. Receipts have been given to Treasurer.

7.6 Equipment required for upcoming season first aid- Should we carry an Epi Pen. The cost is \$120 and it will last 2 years. Sharon will put together a proposal. (**Action 2/7/13 – 5**). Proposal to have the first Aid officer wearing a vest so everyone knows who they are. All agreed. Natasha will send information to Sharon about registering Melville with St Johns to receive a free defibrillator.

7.7 Constitution - We are required to amend Clause 8, 14 and 25 of the Constitution as follows:

8. REGISTER OF MEMBERSHIP

8.1 A register of members of the Centre and their postal or residential addresses shall be kept by the Centre and maintained in an up to date condition.

8.2 The register shall not be made available for direct marketing purposes.

8.3 The register shall not be removed from the Centre, except when exported to the Association.

8.4 The register shall only be utilised for the purposes of the Centre and the Association.

8.5 Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any member, shall be available for inspection (but not copying) by members, upon reasonable request.

8.6 Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such a manner as the Board considers appropriate.

8. REGISTER OF MEMBERSHIP

- 8.1 The Registrar, on behalf of the Centre, must comply with section 27 of the Act by keeping and maintaining in an up to date condition a register of the members of the Centre and their postal or residential addresses and, upon the request of a member of the Centre, shall make the register available for the inspection of the member and the member may make a copy of, or take an extract from the register but shall have no right to remove the register for that purpose.
- 8.2 The register must be so kept and maintained at the Registrar's place of residence, or at such other place as the members at a general meeting decide.
- 8.3 The Registrar must cause the name of a person who dies or who ceases to be a member to be deleted from the register of members referred to in sub-rule (8.1)

14. ANNUAL GENERAL MEETING

- 14.1 The AGM of the Centre shall be held as soon as possible after completion of the summer athletic season at the Centre. As a guide only, the AGM will be held on the first Tuesday in May.

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- 14.1 The AGM of the Centre shall be held every calendar year within 4 months after the end of the Centre financial year or such longer period as may in a particular case be allowed by the Commissioner.

25. DISSOLUTION

- 25.1 If, upon the winding up of the Centre, any property of the Centre remains after the satisfaction of debts, liabilities and the costs, charges and expenses of the winding up, ownership of that property shall be transferred to:
- a. In the first instance, the West Australian Little Athletics Inc., or
 - b. Another incorporated Centre having similar aims to those of the Centre.

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 - b. Another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members.

We will need to hold a Special General Meeting before the next Melville Executive meeting on the 6th August.

7.8 Hurdles sponsors. Proposed for Natasha to negotiate with United Community to sponsor our hurdles. We can put their sticker on the hurdles. All agreed

7.9 Seniors report – This is what came out of the subcommittee meeting

We are in existence as a Sub Committee of Melville Roar Little Athletics.

A Sub Committee leader's duty is to coordinate meetings and to report back to Melville Roar Little Athletics Committee. Catherine Zhoya is to be the Sub Committee leader. Accepted.

Constitution: Melville Roar LA to mandate Senior Sub committee to investigate into a Melville Inc Constitution. Roger: To locate the former Melville Athletics Inc Constitution from the Department of Sport and Recreation.

Young athletes: U14-U20

Different category of teenagers involved with Athletics:

- Elite (have chosen Track and Field as their primary sport)
- Secondary sports (elite of another sport, do Athletics as a complement to their training)
- Social youth, non competitive, social and fitness outcome

The Senior Subcommittee is more specifically looking at the 2 first groups. Hopefully the third group will be catered for by Little Athletics.

There is a need to encourage our Melville Senior Coaches and their athletes to stay within our Melville Athletic Community.

Elite young athletes staying as part of Melville Athletic would be excellent role models to the younger Little Athletes.

At the moment, there are no facilities to create such opportunity. We need a training ground and some equipment.

With facilities, we can create a pathway for coaches: i.e.

Level 1 (Triple C) Little A Club coaching

Level 2: Little A Melville Roar U12+ development

Level2/3: Assistant coach to our Senior Coaches. Accepted.

If we create a coaching pathway, it will create a pathway for athletes!

All Athletes training under a Melville Senior Coach and using Melville Athletics facility MUST be current member of Melville Athletics. Accepted.

Senior Coaches MUST accept any athletes registered with Melville Athletics, either as Senior or as Little A. Accepted.

Senior Coaches must set up their own standard.

Establishment of an Athlete Code of Conduct: Accepted

At the moment, there is only a \$30 fee for being registered as a Melville Senior Athlete. This only gives access to compete at WA Athletics events.

Looking at increasing the fees for a better access to better facilities: Accepted.

- Access to Len Shearer reserve (day/time)

- Access to club room: Somewhere to put bags and gather.

- Access to Club Room to use fitness equipment. These would have to be maintain by Senior Sub Committee. Financial fund needed to purchase and maintain equipment. Proposed : Little Athletes who are also member of Athletic WA: Part of their LA fee allocated to Melville Senior Sub Committee.

This project will create the benefit of developing a concept of being part of a wider Athletic group. A sense of "belonging". This is particularly important to teenagers and an essential if we want to retain these young Athletes within the sport of Track &Field.

Criteria to become a Melville Senior coach :

Too many current non Melville athletes and non Melville coaches are using the facility.

Senior Coaches need to have all their accreditation up to date and be affiliated to Melville Athletics.

Senior Sub Committee to be mandate to check current accreditation of coaches, WWCC up to date and proper affiliation to Melville Athletics.

Everyone who wishes to register as a Melville Senior coach will be upon acceptance. Accepted.

Establishing a database of Coaches currently using Melville Athletics ground and/or facilities

Thankyou to Catherine for organising the seniors sub committee. The above is what came out of a brainstorming meeting. Proposed to have a mandate for a constitution for Melville Roar including seniors and little athletics. All agreed. Catherine to organise the mandate **(Action 2/7/13 – 6)**

It was proposed that the sub committee will checks all senior coaches accreditations for them to be able to use the facilities. All agreed

We will have to look at a portion of the money received from little athletic registrations will go to Seniors for equipment for the athletes that do seniors as well. Catherine to make a proposal **(Action 2/7/13 – 7)**

8. DATE OF NEXT MEETING: A Special General meeting will be held Tuesday 6th August 2013 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm followed by the Melville Executive meeting.

9. MEETING CLOSED: There being no further business, the meeting closed at 8.46pm

ACTION LIST

AGM 2/4/13 – 3	Coaching course for Melville parents only	Coaching Coordinator
2/4/13 – 5	Equipment Officer to progress repair/replacement following busy bee keeping Treasurer informed	Equipment Manager
7/5/13 – 3	Organise Pro race and incorporate into program	Chairperson
7/5/13 - 4	Find sponsors for orange book Send out sponsor forms again	Treasurer/Clubs
7/5/13 – 5	Clubs provide equipment report by August – have received Leeming and Melway	Clubs
4/6/13 – 1	Write letter to WALA about winter rules	Winter Officer
4/6/13 – 4	Send out email to find an arena manager	Clubs
2/7/13 – 1	Ask Melville Rec about hire cost for registration venue	Treasurer
2/7/13 – 2	Send timing gates invoice details to treasurer	Secretary
2/7/13 – 3	Email to members about business link on website	Clubs
2/7/13 – 4	Make map of areas of clubs for registration day	Secretary
2/7/13 – 5	Epi pen proposal	First Aid
2/7/13 – 6	Mandate for Melville Roar	Seniors Rep
2/7/13 – 7	Money for Seniors from Little Athletics proposal	Seniors Rep