

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 1st OCTOBER 2013 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.05PM.

1. PRESENT: Teresa Blackman, Julie Rees, , Annette Ellul, Ann Marie Becker, Kylie Broughton, Catherine Zhoya, Steve Ford, Michelle Kenworthy-Groen, Mark Shaw, David Rowbottom, Megan Wall, Tammy Crawley, Terri George, Reg Bourne, Roger Hinton, Ilsa Yates

2. APOLOGIES: Mark Blackman, Chris Craggs, Kate Peers, Kate Fox, Jacqui Richards, Mel Spence, Eric Christian, Julie Pearman-Johns, Brett Johns, Sharon Madlener, Simon Kenworthy-Groen, Lynette Field, Sarah Boxley

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

4. PREVIOUS MINUTES: It was moved by Megan Wall, seconded by Annette Ellul, that the minutes of the previous meeting, conducted on 3rd September 2013, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

3/9/13 – 1 Volunteers to help with PMH day and ideas for what we should do – Fake cake stall, Guess the amount of m&m's in the jar, serial number on \$50 note, Teresa to check on Fireman calendar and check with Sharon about PMH merchandise. Proposal to make clubs responsible to organise one hamper each all agreed. **(Action 1/10/13 – 1)**

3/9/13 – 2 Organise Tear drop banner- Still getting quotes

5. CORRESPONDENCE

Officiating course

Timeglow shorts

Clubs for insurance

North vs South Challenge – Catherine to organise

WALA 13/14 calendar

Old clubs

Email to say WALA received our submission to Technical committee

Winter forms

Hammersley Triple C

Calendar amendment (country champs closing date)

WALA winter officer nominations

Batch

Bags and books ready to pick up from WALA

Bank statement

Summer ground allocations

Teams Challenge information

Coaching courses nomination forms

Award nomination forms

6. REPORTS

Chairperson:

Registration Day - thank you to all you participated in registration day. There were some initial issues with the on line process which Kate dealt with. Hopefully next year the offline program will be available for ease of use and improve efficiency overall. Unfortunately not all WALA information was available (and remains) outstanding. These will be distributed to clubs as soon as possible after receipt.

Coach the parents session – Sunday 6th October 1000. Maximum participation encouraged to support our parent coach volunteers who are giving their time to help you. Sessions will be short introductions on coaching techniques for events to be used to support your athletes. Coach's so far are Roger Parenze sprints, Tony Natale throws, Teresa Blackman Jumps, Brett and Julie Johns and Catherine hurdles. Can clubs give approx numbers for turnout. **(Action 1/10/13-2)**

Clubs are to provide helper to set up/pack up sites. This will be a defacto busy bee for clubs to ensure they have all equipment in working order prior to season commencement the following week. Any deficiencies/ issues to be reported immediately to Mark (equipment officer)

Sponsors - Mt Pleasant Physiotherapy proposed to set up a mini clinic. Will be meeting with them during the week to discuss further. They discussed the idea to have a 2nd year physio student from 9-11. They will be paid \$25 but this will come out of sponsorship money. Proposal 1 - do we want a 2nd year physio to come down every week for 2 hours and be paid or Proposal 2 - do we want a qualified physio to come down once approx. a month. All agreed to proposal 2.

Uniform Shorts - Plain black shorts ordered as forwarded to me (three clubs). Shorts were handed to club delegates at the meeting.

Tear Drop Banners - still accumulating information and will progress.

Records - have been advised of an issue with State Records for one of our members last year. A letter from the Centre has been forwarded to WALA regarding this issue and requesting that a clear process for approving future records be identified to avoid future queries.

For Information – Southern Districts utilised timing gates input direct to computer entry last season. This season they intend to implement electronic scanning as we discussed last meeting. Their intention is also to implement electronic entry on field sites later in the season. Encourage questions and queries that we can direct to Southern Districts to aid in our future transition.

Absent – I am identifying early that I will not be available for November Committee Meeting as I will be absent for work. Further I will not be available on competition day, Saturday 7th Dec as we will be absent for competition in Townsville.

Secretary: Letting everyone know that the official exam is out of date. Hopefully it will be updated soon but will have to use it anyway because we need the officials qualified before the start of the season.

Treasurer: Beyond Bank account details have been posted out to us but it will be a progressive transition. I will transfer the bulk of the money to Beyond Bank but leave some in the Commonwealth account for money still coming in and un-presented cheques for a few months. Bank balance is \$76,000.70 but \$51,000 is unallocated so the balance is \$25,000.70. There is \$3,433 owing in outstanding invoices (shorts, hurdles and sponsor packages). I will need to purchase a software package for my computer sometime soon.

Registrar: Melway needs to submit their registrations ASAP to registrar – only 2 members registered so far.

Records and Results Track: Nil

Records and Results Field: Nil

Officials Co – Coordinator: There is approx. 30% less members so far this year. Club numbers are Bateman Bullcreek 58, Brentwood, 127, Leeming 65, Melway 35, Olympia 88, Palmyra Bicton 107. I will send out roster when it is finalised soon.

Development Officer: Nil

Championship and Special Events: We can choose to enter the North vs South meet on the 15th, 22nd or 29th November. The final is 17th January. Under 12s and up can be included.
Proposal 1 – Do we support submitting a team into North vs South meet. Carried
Proposal 2 – Which date do we want? All agreed 29th November
Teams challenge – Entries will close 26th October.

Arena Manager: Nil

Field Arena Manager: Nil

Winter Manager: Attended a winter wrap up meeting. Some issues that were addressed were times to walk the course and running of age group times. Some proposals were put forward and going to be taken to the board. The next meeting is on the 28th October. Will let everyone know the outcome.

Equipment manager: Leeming still to collect hurdles.

I have members that would like to purchase hurdles. If clubs have any available please let me know asap so I can forward to members who missed out on Centre hurdles.

Minor repairs being progressed.

Coaching Coordinator: In the club newsletters can managers please ask for coach's for the Under 12 development. **(Action 1/10/13 – 3)** Teresa will run high jump for a week but will need a keen parent to watch and learn and take over.

Council Liaison: The MLAC has been requested by the City of Melville to nominate people for the Mayor's Valued Citizen Awards 2013. The Mayor's Valued Citizen Awards was established in 2011 to recognise the contributions that long serving volunteers make to the community. Generally the awards are for people who have contributed to the community in an unpaid role for 10 years or more. The winners or the award will be invited to Melville's volunteer recognition event 'Neighbourhood Stars' on Friday, 8 November 2013 to receive special recognition.

In 2012 MLAC was successful with its nomination of Eric Christian for the award. Eric is invited to speak about this award at the meeting.

This is an excellent opportunity to acknowledge the dedication and service from our hard working volunteers who have been working with the Melville Athletics Club.

I wish to nominate Roger Parenzee for the Mayor's values citizen award because of his long history with the Melville Little Athletics Club and his ongoing dedication to the Melville Roar Senior's.

The MLAC committee is requested to endorse Roger Parenzee for nomination for the Mayor's Valued Citizen Awards 2013. All in favour of putter Roger forward for this award.

Canteen Manager: There is no stock for the canteen for the start of the season. Proposal to give Kylie \$2000 for set up costs. All agreed. Leeming asked if the canteen can have sunscreen and hand sanitizer on hand.

First Aid officer: Nil

Communications/Website Officer: Media release forms need to be sent in before this weekend. Any that have been collected after registration day. **(Action 1/10/13 – 4)**. I need club contact details for Olympia. Clubs need to put out an email asking for a new website manager. **(Action 1/10/13 – 5)** Seniors need to send to David ASAP what they want on the seniors page on the website. **(Action 1/10/13 – 6)**

Publicity: Nil

Uniforms: Proposed by Sarah to buy 30 small Melville Roar singlets at a cost of approx..\$1000. All agreed. 2nd hand shoes will be sold for the first 4 weeks of the competition. Can clubs please ask members if they have any 2nd hand Melville singlets to sell. **(Action 1/10/13 – 7)**

Seniors:

Correspondence:

South V North : Catherine to advertise it at Melville LA Meets

Clearance for Brianna Beahann, Shannon McCann and Daniel Lowe. Previously approved and acted upon by Melville Roar Chairman

Item # 1: Constitution: Action: everyone to read the digital form. Sarah to do a draft basic update.

Item # 2: Communication to Senior Coaches:

Senior Coaches Application form: Endorsed

Registration of Affiliated Senior Coaches available on AWA website. Under membership, Melville, Type Z.

Letter of information: Roger to update the former letter.

Letter to be laminated, and made easily available in the clubroom. Ideally to be posted on the door of the clubroom. The letter must stipulate Melville Athletics allocated booking time of Len Shearer Reserve. Simon to ask the council for a sign board outside Melville club rooms. **(Action 1/10/13 – 8)**

Letter and Application Form to be posted on the website

Informal word-to-mouth information of all coaches involved with Len Shearer Reserve.

Coaches Database: Ilsa

Item # 3: Athletes database: Sarah.

Registration and payment online on the AWA website. Melville Roar fund transfer organised through AWA. Melville Roar treasurer has accepted to postpone change of bank account to ease transfer of fund from AWA.

Item # 4: Communication with Older Little Athletes:

Catherine will need Criteria from all Senior Coaches in order to direct potential Athletes to coaches.

Catherine to contact David Rowbottom regarding the posting of Senior information on the website.

- AWA registration now opens

- WA All School and Strive & Field Competition dates.

Item # 5: Senior Trophies

Inventory done. Tony to come with some recommendations later in the season

General Business:

Equipment needed for Senior Athletes : Tony to put a proposal through to Melville LA Committee.

Fundraising:

- Request to Melville LA Committee : Could Senior Sub-Committee be holding one of the Saturday Melville BBQ ? **All Agreed Catherine to see which one they want.**

- Chocolate fundraising. Kate to look into it.

7. OTHER BUSINESS:

- 1. Condition of the oval** – Council liaison officer to discuss top dress. **(Action 1/10/13 – 8)**

8. DATE OF NEXT MEETING: Tuesday 29th October 2013 to be held in MLAC Clubrooms, Marcus Ave Booragoon at 7pm.

9. MEETING CLOSED: There being no further business, the meeting closed at 9.10pm

ACTION LIST

3/9/13 - 1	Volunteers to help with PMH day and ideas for what we should do	Clubs
3/9/13 – 2	Organise Tear drop banner	Chairperson
1/10/13 - 1	PMH fundraiser	All
1/10/13 - 2	Let Chris know how many people from your club at coach the parents	Clubs
1/10/13 – 3	Find coach's for under 12 development.	Clubs
1/10/13 – 4	Send media release forms to David	Clubs
1/10/13 – 5	Ask members for new website manager	Clubs
1/10/13 – 6	Seniors webpage update	Seniors Rep
1/10/13 – 7	Call for 2 nd hand Melville singlets	Clubs
1/10/13 – 8	Ask Council for signboard	Council Liaison
1/10/13 - 9	Ask council to top dress oval	Council Liaison