

MELVILLE LITTLE ATHLETICS CENTRE

MINUTES OF THE MONTHLY MEETING HELD ON 5th AUGUST 2014 AT MELVILLE LITTLE ATHLETICS CLUB ROOMS, MARCUS AVE BOORAGOON COMMENCING AT 7.02PM.

1. PRESENT: Julie Rees, Mark Shaw, Ilsa Yates, Mel Spence, Julie Pearman Johns, Brett Johns, Steve Ford, Tammy Pearman, Ann Marie Becker, Michelle Kenworthy-Groen, Tania Copeland, Teresa Blackman, Graham Cowin, Sharon Madlener, Roger Hinton, Annette Ellul

2. APOLOGIES: Mark Blackman, Suzie Adams, Reg Bourne, Kate Peers, Catherine Zhoya, Lynette Field, Steve Kempson

3. WELCOME: In the absence of the Chairperson, the Registrar, welcomed everyone to the meeting.

4. PREVIOUS MINUTES: It was moved by Steve Ford, seconded by Tammie Crawley, that the minutes of the previous meeting, conducted on 1st July 2014, be accepted as a true and correct record of the proceedings. **Carried.**

5. ACTION ITEMS:

5/5/14 – 2 Sponsorship for orange book – Beyond bank sponsorship for \$600. Still need to fill back page. If unable to find a sponsor will fall to highest sponsor.

5/5/14 – 6 Organise Pro race – 17th January. Ongoing

3/6/14 – 6 Email SOS to members about old singlets. Close

3/6/14 – 7 Mail to Members about sponsorship. Closed.

3/6/14 – 8 Write letter to WALA after their minutes come out if they don't list AIS selection criteria confirming the criteria. Need to write a letter on the WALA selection criteria. Close

1/7/14 – 1 Write follow up letter about under 13 team selection. Close

1/7/14 – 2 Update committee members group email contact list

1/7/14 – 3 Re-intall spam filter

1/7/14 – 4 Electricity/water bill ratio with MCFC

1/7/14 – 5 Orange book to finish

1/7/14 – 6 Enquiry from Bayswater

1/7/14 – 7 Contact Olympia LAC – New committee in place for season - Close

5. CORRESPONDENCE

Commonwealth bank audit form

Electricity account

Beyond bank statement

WALA office closure

WALA AGM agenda and reports

Reply from WALA re Daniel Woodhouse – Secretary to email WALA and invite them to our next meeting to discuss further as per letter. (**Action 5/8/14 – 1**)

Beyond bank Audit

Working with children acceptance Trevor Straughan

ACC Athletics officials

Registration information

Change of venue registrars meeting

Insurance form for council

Electricity/gas charges

Administration fee

Electricity gas charges

REPORTS

Chairperson:

Treasurer:

As at 31/07/2014:

Beyond Balance: \$35,618.86

CBA Balance: \$ 644.00

- Now that the audit has been completed and adjustments to misc. expenses has been made, the CBA account remaining amount balances and can be transferred to Beyond, then the account closed.
- No outstanding accounts as at 31/07/2014.
- An original of the audit report has been submitted to WALA.
- Beyond bank agreed to sponsor MLAC with orange book & lane signage again this year & an invoice for \$600 will be issued shortly.
- \$2,369.28 Income for July (\$1670 being sponsorship funds)
- \$6,531.87 Expenses for July (\$3700 being new high jump mats & \$1647 for WALA regos)

Secretary: Nil

Registrar:

1. Late notice for Registrar's meeting conflicted with Committee Meeting.
2. Common day registration – 6th September 2014. 10:00am to 1:00pm to be held at Melville Recreation Centre
3. Registration Fees:

Last year registration fees were \$150. We had increased by \$10 last season to cover WALA increases. Late changes by WALA saw their portion increase by \$13 (25%) and the Centre absorbed the addition increase due to the late notification.

WALA have increased by a further \$4 per athlete this season. I am also aware that Clubs have only been receiving \$30 per athlete for a number of years. Last year there were discussions to increase this, but with the WALA increase we agreed not to. I believe it is prudent to allow them the opportunity to increase slightly this year, but this will have to be advised by clubs.

A review of Centre financials has revealed that incoming registration fees do not cover Centre expenses. (Primary Centre expenses include: council costs, ground fees, line marking, equipment) Additional income received through bank interest, book sales, canteen, uniforms, sponsorship, BBQ, and equipment hire have ensured that the Centre has maintained a small profit. This small profit will limit any future equipment and upgrades required.

Registration Fee Proposals:

A. \$160

WALA - \$68

Clubs - \$35 (increase by \$5)

Centre - \$57 (\$1 increase from last season, but still less than season prior)

B. \$160

WALA - \$68

Clubs - \$30 (same as last season)

Centre - \$62 (slight increase to cover expenses)

C. \$165

WALA - \$68

Clubs - \$35

Centre - \$62

All Agreed on Proposal number 2.

4. With Winter season coming to an end, I will chase up Kate regarding handover and put of registration information to Centre registrars.
5. Agreed to maintain Parent Agreement and have signature for media release as well.
6. Number Caps supplied by Clubs: Olympia – 100, Bateman Bullcreek – 80, Palmyra Bicton – 100, Brentwood – 100, Leeming - 100, Melway no committee at the moment.
7. Pre registration dates ?

Records and Results Track: Nil

Records and Results Field: Nil

Development Officer: Nil

Championship and Special Events: Nil

Field Arena Manager: Nil

Winter Manager: Will email clubs and let them know final start times is 12.00pm. Will write a letter to WALA asking why the 13 – 17 age grouped together in walk final. Too many athletes. Should have split the athletes. (**Action 5/8/14 – 2**). Wind up 16th August. Budget for food up to \$400 and \$300 for trophies. All agreed Carried

Equipment manager:

1. Attachment at the agenda listed action items from the Busy Bee detailed below and their current status for the Aug monthly meeting. There are currently two items outstanding, which is the collection of stopwatches and hand held electronic timers, and lubrication of the hurdles.
2. The final clean out of the shed will be completed 14 Aug, when the council remove the last 2 x old high jump mats. The council has been fantastic with the removal of all unwanted gear and the old carpet. I would like to send a letter thanking Chris (Waste management Supervisor) for his great assistance and prompt response to MLAC requests. All agreed
 - a. Swan Valley LAC have picked up the high jump mat that MLAC had donated and where very thankful.
3. The Timing equipment has be inspected, charged and is now ready for use.
4. The new carpet has been put in place and once the carpet has bedded in the double sided tape for the underside of the carpet will be fitted.
5. The new shed locks have been received, however the new locks have not been fitted due to the size of the new keys. A new larger lock box is required to house the shed key and I believe a request has been put to the council for the supply/fitting of a new lock box. Proposal to purchase a new lox box up to the value of \$200. Allagreed
6. The repair and manufacture of the high jump mats has been completed, great job with good assistance from Bill, the owner of the Trimming company. With the new pillow top mats and change in mat cover design, it would be advisable that the Bentwood team go through the mat setup prior to commencement of the new athletics season.
7. Over the new athletics season I will investigate a wireless PA system and revert once I have required information and quotes.
8. The hurdles will be lubricated just prior to the commencement of the new season.
9. Query regarding whether the McDonalds tent requiring repair has been submitted to WALA?

Coaching Coordinator:

Officials Co-ordinator: Clubs Please advertise (**Action 5/8/14 – 3**)

Council Liaison:

Canteen Manager : Organise a \$2000 float to buy goods for canteen

First Aid officer: Clubs Please advertise (**Action 5/8/14 – 4**)

Communications/Website Officer:

Publicity: Nil

Uniforms:

1. Request discussions into comments made at last centre meeting on purchasing uniforms to lend out to under 7,8,9 for relay. Carry over

2. Uniform order needs to be placed with vayder. Sizing varies from our usual power play sizing once completed will report new sizing chart for records.

Proposal that we order 40 new various sized singlets at 26.50 plus gst to check that we are happy with sizing , quality. All agreed carried

We would require an order of 60 more to fulfill Sarah Boxley's financial report and maintain what we purchased and sold last year.

UNIFORM FINANCIAL REPORT JULY 2014

Float \$405.10

Shoes \$140.00 (monies awaiting collection)

Balance \$545.10

No items sold

No amounts outstanding

Seniors:

Sponsorship:

7. OTHER BUSINESS:

1. Fees for upcoming season. Set at \$160. See registrars report
2. BBQ roster

11 th October	No BBQ
18 TH October	BRENTWOOD
25 th October	OLYMPIA
1 ST November	MELVILLE PMH DAY
8 TH November	LEEMING
15 TH November	BRENTWOOD
22 ND November	BATEMAN BULLCREEK
29 th November	PALMYRA BICTON
6 th December	OLYMPIA
10 January	MELVILLE
17 TH January	MELVILLE
22 ND January	BATEMAN BULLCREEK
31 st January	LEEMING
6 th February	PALMYRA BICTON
14 TH February	MELVILLE
21 ST February	MELVILLE

3. Nicole Robinson – Melville Roar Senior and ex Little Athlete, will be travelling to Nanjing, China 16-28 August to compete at the World Youth Olympics (High Jump). This is an extraordinary achievement particularly noting there are only 20 athletes from Australia that were selected. It is proposed that the Centre provide financial assistance to Nicole for the significant expense involved (up to \$500). I abstain 14 agree. Carried

4. Orange Book still need winter results and dates of coach the parents and Bill and Betty's Relay
5. Coach the Parents Session? Ilsa to organise a date and let Teresa know
6. Bill and Betty relay date? Reg to ask Southern Districts
7. Seniors Representative
8. Club contact information –BB, MW – Please send to Teresa
9. Marshalling – changes – No change
10. Winter wind up budget -
11. Are we going to purchase extra uniforms for the Loan out- at relays for the younger athletes? (7,8 & 9) girls and boys ? 6 per age group costing approx 1500 carry over until next meeting
12. To consider times or distances run or thrown at Melville championships to be included within Melville's seasons best for orange book (otherwise, for example - potential exists for seasons best for a year to be less than the record achieved in the same year/season!).
Statistic to be recognised for orange book logic purposes only, not to effect athletes end of season pre- championship points cut off, at all. 1 for 7 against 6 abstain. Not Carried. Clubs to take this proposal back to their committee for consideration for next season **(Action 5/8/14 – 5)**
13. Try and organise Stitches the Bear to come to PMH day. **(Acton 5/8/14 – 6)**
14. Melway to inform Chairperson that their club might fold with no committee coming forward for the current season. Sharon to inform life members and send email to members asking for help this season.
15. Send letter re query regarding U15 AIS selection criteria, query regarding board nominations and letter of complaint – Mr Frank Bertoli. All agree

8. DATE OF NEXT MEETING: Tuesday 2nd September 2014 to be at 7.00pm at the Melville Little Athletics Club rooms.

9. MEETING CLOSED: There being no further business, the meeting closed at 9.40pm.

ACTION LIST

5/5/14 - 2	Sponsorship for orange book	Sponsorship officer
5/5/14 - 6	Organise Pro race	Senior Sub Committee
1/7/14 - 2	Update committee members group email contact list	Website Officer
1/7/14 - 3	Re-install spam filter	Website Officer
1/7/14 - 4	Electricity/water bill ratio with MCFC	Treasurer/Council LO/Chair
1/7/14 - 5	Orange book to finish	Regist/SponsorshipO/Chair
1/7/14 - 6	Enquiry from Bayswater	Chairperson
5/8/14 - 1	Ask WALA to attend our next meeting re Daniel Woodhouse	Secretary
5/8/14 - 2	Send letter to WALA about winter walk finals	Winter Officer
5/8/14 - 3	Advertise for Officials Coordinator	Clubs
5/8/14 - 4	Advertise for First aid officer	Clubs
5/8/14 - 5	Clubs to discuss Proposal for seasons best	Clubs
5/8/14 - 6	Organise stitches the bear for PMH day	Secretary