



Minutes of Armidale Little Athletics Committee Meeting

DATE: *Tuesday 22nd August 2017*

VENUE: *Armidale Bowling Club*

PRESENT: *Graham Parsons, Jodie Sauer, Tim Vaughan, Jill Petrov*

APOLOGIES: *Ross Burgess*

TIME COMMENCED: *6:10 pm*

TIME COMPLETED: *7:25 pm*

MINUTES: *Jill Petrov*

ITEM NO.	TOPIC	DISCUSSION	ACTION / TIMELINE
1.	<u>Present and Apologies</u>	As above	
2.	<u>Confirmation of Previous Minutes</u>	Confirmed, correction of No.6. Point 3 – Rossbuild sponsoring/donating the \$330 to the club.	Ross Burgess to organise payment transfer
3.	<u>Outstanding Actions/Items</u>	<ul style="list-style-type: none">- Promotion – Butterfly advertisement flag, Graham priced them and cheapest was \$250 each. It was agreed that the money could be better spent elsewhere at this stage, unless sponsorship found for the cost.- Scissor mats – Shipping was priced at \$870, Paul Schmude is following this up; Graham is also making enquiries with Paul Kennedy and local removalists for a cheaper pick up price. Will take 4 weeks for mats to arrive once ordered, Graham is considering picking them up himself from Brisbane.- School visits – Adam Joliffe was organising the sessions however thought Graham was, Graham to confirm that Adam is.- Sponsorship – Rossbuild to donate \$330 cost of annual financial software.- Vacant positions – Jill decided to take on Secretary position; Treasurer position to re-open.	<p>Graham Parsons to order and follow up</p> <p>Graham Parsons to ring Adam to organise the sessions Ross Burgess</p>

4	<u>Correspondence</u>	<p>In:</p> <ul style="list-style-type: none"> - Email from LANSW – Dual registration numbers have arrived and will be sent - Regional Australia Bank statements - Children's competition certificates <p>Out:</p> <ul style="list-style-type: none"> - Website and Facebook updates 	Jodie Sauer
5.	<u>Standing Items</u> 5.1 Financial Report 5.2 Invoices for approval 5.3 Fundraising etc 5.4 Canteen 5.5 Parent Helpers 5.6 Strategic Actions	<p>5.1 – Graham presented Financial report; would like to remove Historical liability as it affects assets total, however not sure how or if it is still necessary to be included. Balance was agreed and moved to be \$18688.</p> <p>5.2 – Invoice approved for scissor mats order</p> <p>5.3 – Nil</p> <p>5.4 – Nil</p> <p>5.5 – Nil</p> <p>5.6 – Graham met with council regarding proposal for Westside Soccer Club to use Harris Park as home ground; with improved facilities. Jay Stone would like training facilities, and there was a query over the condition of ground surface. Continuing negotiations.</p>	<p>Graham Parsons</p> <p>Graham Parsons</p> <p>Graham Parsons</p>
6.	<u>General Business</u>	<p>1. Vacant positions – Treasurer, Uniform manager Results – Brad Sauer and Graham Parsons; Facebook – Jodie Sauer; Website – Jodie Sauer and Graham Parsons; First Aid Officer – Marieta Burgess</p> <p>2. Promotion letter and flyer are good, dates were correct. Future presence at District PSSA athletics carnival. Graham has contacted Steve in regards to radio announcements. Flyers to be printed off and placed in 3-4 prominent spots in town as community advertising.</p> <p>3. Registration – new systems for records and information; changes to be made in Sports TG and imported to Timing Solutions. Currently 6 registrations in the system.</p> <p>4. Start of season/ Come and try days - Ross to organise events to show families around and how to do things. Confirm events closer to the date. Jodie has done the events for the first 5 weeks in Timing solutions. Marieta to purchase food and restock canteen; needs a float and keep money separately during season.</p> <p>5. Weekly program review – Jodie organised</p>	<p>Jodie Sauer</p> <p>Graham Parsons Jodie Sauer</p> <p>Jodie Sauer</p> <p>Ross Burgess</p> <p>Jodie Sauer Marieta Burgess</p> <p>Jodie Sauer</p>

		6. Equipment audit – check with Ross what is needed. 7. Gala day setting – Graham had conversation with Armidale athletics, they want it in February, but deciding? We are happy to follow lead of previous years and have in February after Regional championships. 8. Email set up – Recent Spam hacking, never give out details and information online. Organise ALA emails for committee positions and admin. 9. Certificates – Outstanding certificates and recent arrivals to be handed out on the first club night. 10. Change of bank details – Bank request to change nominees and access to be picked up from Regional Australia Bank and completed. 11. Line marking – Organise line marking paint; cost \$1000+, query whether we can purchase a portion from soccer, or purchase separately. Need to gain approval for order once organised.	Ross Burgess Graham Parsons Graham Parsons to look into email availability Jodie Sauer Graham Parsons Graham Parsons
7.	<u>For Information</u>		
8.	<u>Next Meeting</u>	Next meeting scheduled for Tuesday 19 th September, 2017 Venue Armidale Bowling Club 6pm.	