

Title:	Board of Management Meeting
	MINUTES
Meeting Location:	TTV Board Room
Meeting Time:	Thursday 1 February, 2018 6:00pm – 10.15pm

1 INTRODUCTORY

1.1 Welcome and apologies

Present:

Greg Bristowe (GB)
Chrissy Jones (CJ)
Robert Katsipis (RK)

Sue West (SW)
Claire Montgomery (CM)
Jack Cyngler (JC)
Jean Pierce (JP)

Apologies:

Edi Kocjancic (EK)

In Attendance:

Dennis Makaling (DM) – CEO/minute taker

1.2 CONFIRMATION OF AGENDA

1.3 Declaration of real, potential or perceived conflicts

None.

2 MEETING WITH PAUL HEALEY

The board met with Paul Healey and Paul presented his intentions and plans for TTV going forward.

3 MEETING WITH ZOE QIAN

The board met with Zoe and she presented her ideas and intentions for TTV.

4 MEETING WITH AGNI

The board Skyped Agni and she did her presentation.

5 MINUTES OF PREVIOUS BOARD MEETING ON 7 DECEMBER, 2017

Moved by Claire and Chrissy.

6 STATUS OF ACTIONS FROM PREVIOUS MEETING ON 9 NOVEMBER, 2017

Serial	Minute Item	Action	Who	When	Status
1	BoM 7/12/17	Send email to Kate Patterson regarding car park arrangements for board	DM	November, 2017	Complete
2	BoM 7/12/17	Investigate Bendigo and TTV agreement regarding hosting the Vic Country Champs every year (minutes/documents)	DM	December, 2017	Complete
3	BoM 7/12/17	Ask HSR for records of their competition to establish if they are running a structured comp.	DM	December, 2017	In progress
4	BoM 7/12/17	Get quotes for double screen PC's and printer for Bev and Brian	DM/AM	December, 2017	In progress
5	BoM 7/12/17	Redacted – Incident Nat Vets 2017	DM	December, 2017	Complete
6	BoM 7/12/17	Contact S-Trend notifying ceasing relationship and advertise for tender	DM	December, 2017	Complete
7	BoM 7/12/2017	Apply for Regional Events Fund, send email to MSLT regarding tags on electrical items, advertise for photography for Nat Vets.	DM	December, 2017	Complete
8	BoM 7/12/2017	Send out documents for the AGM 2018	DM	December, 2017	Complete
9	BoM 7/12/2017	Send out EOI's for committees and panels for 2018	DM	December, 2017	In progress
10	BoM 7/12/17	Remove Come and Try day from calendar	DM	December, 2017	Complete

Serial 1- 2 All complete.

Serial 3- in progress

Serial 4- Still getting quotes

Serial 5-8 – All complete

Serial 9 – Dennis did not advertise for all panel and committee positions on time as per due date

Serial 10 - Complete

7 CEO OPERATIONS REPORT

Dennis reported on the membership numbers as of 1 February, 2018 (212). All relevant documents were sent out relating to the AGM before Christmas. Applied for Regional Events Fund – Nat Vets. Agreed to continue funding AAA program with Alfred and Caulfield Health. Assisted the coordination of ITTF Level 1 course held at MSAC in January. Made contact with Colac with the possibility of affiliating. Sent out EOI forms for committees and state managers. Organised invites for Presidents Forum Feb 25. Sent out surveys for NPS as per strategic plan. Finished end of year reporting for SRV. Been working with Steve on new board meeting processes. Conducted performance review with Alex. Conducted interviews for admin role. In regards to finances, P & L report showed actual loss of \$1735.11, compared to budget at \$45k loss. Main factors are:

Less table hire income compared to 2017, insurance expense not yet received from TTA and membership invoice not yet received from TTA.

8 RESOLUTIONS CIRCULATED

8.1 Metro Champs 2018 – Greg proposed that Croydon run the event in 2018 charging each team \$90 instead of \$70 for extra income to TTV. The board resolved that a sub-committee be formed to oversee Metro and Vic Country Champs every year. An expressions of interest will be sent out to form a sub-committee that would make recommendations to the board regarding the Country and Metro Champs. Also, the board voted for a governance sub-committee to be formed which consisted of Jack, Jean and Paul Healey.

8.2 MSAC car parking for board members to receive \$100 remuneration pa, and if car park is used more frequently, a further reimbursement may be given.

9 CORRESPONDENCE IN/OUT

9.1 Phil Carruthers acknowledged receipt of Life Membership letter, and advised that Dr Ron Bayly can no longer attend TTV AGMs due to old age. Sue advised that she has written to Dr Bayly thanking him for his years of service with TTV.

10 LICENSE AGREEMENTS-HWATT & MELBOURNE VETS

Jack presented a pro forma license that applied to both HWATT & Melbourne Veterans.

Jack also presented an email from Simon-HWATT that showed a major drop in numbers for the Wednesday night pennant that was due to start soon. The board discussed possible options such as TTV taking over the Wednesday night pennant again if HWATT fails to use the 24 tables as arranged with MSAC as per license agreement. Simon to be advised of this when his license agreement is sent.

Action item – Dennis to write to Simon (as per approval by Jack) advising that the current arrangement will be reviewed.

11 ADMINISTRATION OFFICER RESIGNATION

Alex Morella resigned effective from 15 January, 2018 and gave six weeks notice.

Dennis has started the interview process and has short-listed some candidates.

12 PRESIDENTS FORUM – PROGRESS REPORT

Dennis presented the following:

- 1. Approach a high profile person to be TTV's patron, including sending Comm Games athletes to regional clubs –After the confirmation of the Comm Games Team, Dennis has spoken to Melissa, Miao and Jian about getting them to go out to the regional clubs. Their schedule from now until leading to the games is very hectic with very limited free time. We may have to look at using them after the Comm Games.***
- 2. Develop a state-wide TOPS coaching program – Patrick has now started work with ITTF and cannot do TOPS anymore in Vic. Alois is the only presenter (and Dennis if need be). We need to look at other possible course presenters such as Jenny Langridge to do more TOPS and future Level 1 courses for 2018.***
- 3. Develop a Come and Try Day state wide – The Come and Try Day has been postponed for 2018 as suggested by Steve and Dennis. However, the sub-committee managing this will still meet every quarterly through 2018 to plan implementing it in 2019.***

4. Develop a suite of promotional materials which can be used by affiliates in several languages to increase participation in multicultural groups – ***After discussion with Molina, Marie will be creating a brochure for diverse backgrounds that can be used by affiliates to increase participation. A brochure that will outline the sport, our clubs/centres and times of play, etc. It will also have key quotes of another language of the target market.***
5. Set up an online forum where all affiliates can bounce off ideas and share feedback with each other – ***Claire sent out emails to all those who went to the Presidents Forum and had only 1 person sign up and help. So Claire found others for testing. It can pretty much go live at any time but just looking for a banner to go on top of forums for better branding.***

13 STATE DISCIPLINARY PANEL 2018

Jack was querying whether or not the SDP had been reappointed for 2017. Dennis confirmed that all 2016 members were approved for 2017. Jack then proposed a resolution for amendment of By-Law 6 with regards to the nomination process. In particular, replacing old Rules 16, 17 and 18 with new Rules 16, 17 and 18 as follows:

NOMINATION PROCESS

Rule 16 – TTV shall call for Expressions of Interest for appointment to the Disciplinary Panel for each calendar year. The notice may be sent out between 1 Dec of the previous year to the 28 Feb of the relevant year.

Rule 17 – All nominations must be in writing and received by the CEO of TTV within 14 days of the notice.

Rule 18 – After the prescribed expiry date for the EOI, TTV shall appoint a Disciplinary Panel for the nominated year.

The resolution was passed unanimously.

In regards to the Nat Vets incident 2017, the board voted and resolved that the player involved was given a provisional suspension effective immediately until a new SDP has been ratified by the board for 2018. Jack abstained from the voting.

***Action item – Dennis to change the by-law on TTV website as soon as Jack sends the amended version.
Dennis to send the player a provisional letter approved by Jack.***

14 MELBOURNE VETERANS TO CONDUCT VIC OPEN VETS, OR TTV TO CONDUCT

The board resolved that the Vets Committee run the Vic Open Vets in 2018 along with Rob, Greg and Claire. The board also resolved that the Melbourne Vets would be given preferential vote to run the event in 2019.

Action item – Dennis to advise the Melbourne Vets.

15 REVIEW OF SELECTION, ORGANISATION AND PROCESSES

Sue explained that the process for this will be more streamlined. Expressions of interest will always be distributed publicly for members requesting for managers/assistant managers/coaches.

16 REVIEW OF BY-LAWS INCLUDING COMMITTEE RECOMMENDATIONS

Greg has proposed to amend the by-law to reflect that state team selection will be based on every player's best 5 tournament results. Sue proposed that a \$100 non-refundable deposit be applied to the athlete agreement form that discourages all state team players in every age group withdrawing their availability to complete in the last minute. This was unanimously agreed to by the board.

Action item – Dennis to send athlete agreement to Jack

17 NOMINATIONS FOR BOARD POSITIONS AND AGM AWARDS

Dennis expressed that only one award has been received for the AGM. The board suggested that an extension should be made until March 1. The board voted Paul Healey for the vacant board position. Sue contacted the unsuccessful applicants and suggested they apply for the 2 elected board positions at the AGM.

18 NEW UNIFORM SUPPLIER

5 tenders have been received. The board all agreed that Rob is the best option to go with regarding pricing and immediate availability of emergency uniforms.

19 NATIONAL VETS BENDIGO 2018

Chrissy presented the current status of the championships. There were changes in the accommodation for the 3 committee members. The quotes for the PC's that Bev and Brian required were still being sourced by Claire and Alex. The sponsorship grid has been updated regularly by Bob Bozelle and Maxine Miller.

20 EOI'S RECEIVED FOR COMMITTEES/MANAGER POSITIONS

The board suggested that more people should be encouraged to join the committees, especially regional areas. Dennis will be asking Agni and Barak to join the senior committees.

Action item – Dennis to email Agni and Barak.

21 FUTURE BOARD MEETINGS-CHANGE OF DATES

Dennis and Sue proposed that future board meetings after March 1 to be moved to 3rd Thursday of each month. This would give Dennis enough time to prepare the financials of the end of month prior and also give the board sufficient time to look at board documents prior to the meetings.

Action item – Dennis to send new calendar of board meetings to directors

22 OTHER BUSINESS

22.1 HSR – Redacted

Action item – Dennis to investigate the list that Greg sent and check for unregistered members.



22.2 Vic Country Champs meeting – Dennis and Sue to attend the Vic Country meeting on Sunday 4 Feb and one of the main discussions will be 2019 and beyond. Sue suggested that every affiliate gets the opportunity to apply to host from 2019, including MSAC.

22.3 Ballarat committee meeting – Dennis and Sue have been invited by Ballarat to attend their committee meeting on Tuesday, 6th March.

23 NEXT MEETING – MARCH 1

The meeting concluded at 10.15pm.