



# ACTRRA Monthly Committee Meeting Minutes

1930hrs, 10 December 2013, RUC, Barton, ACT

## Attendees:

ACTRRA Committee	Coaching, Grading and Appointments Committee	Apologies
Robert Boyes (RB)		Robert Nelson (RN)
Sarah Corrigan (SC)		Donna Storen (DS)
Geoff Palmer (GP)		

## 1 Introductions & Apologies

Meeting commenced: 1930hrs

- All welcomed to the ACTRRA Monthly Committee Meeting... Apologies as listed above.

## 2 Coaching, Grading and Appointments Committee

### i. No Report

## 3 Meeting Minutes

- Previous meeting minutes of October 2013 were reviewed and a motion moved by **GP** and seconded by **RB** was carried unanimously to accept the Minutes as an accurate record of the business discussed.

*Action: Nil*

## 4 Outstanding Action Items

- The Action Items from the previous meeting minutes were reviewed and amended as per Attachment A.

*Action: Nil*

## 5 Secretary's Report

### i. Correspondence

- Routine correspondence in accordance with business as usual.



*Action: Nil.*

## 6 Treasurer's Report

### i. Financial Position

- As per Attachment B.

*Action: Nil*

## 7 Vice President's Report

### i. No Report

*Action: Nil.*

## 8 President's Report

### i. Matters Arising from the AGM

- **RB** discussed the ACTRRA correspondence with the Brumbies Community Rugby Manager regarding issuing a retraction and apology for the comments in response to the Match Official Payment Proposal (MOPP) presented by the ACTRRA. **RB** was not satisfied with their response and this was echoed by the Executive.
- General discussion followed and it was decided to publish the correspondence by email. **GP** tasked to download current ACTRRA membership email list from My Rugby for **RB**

*Action: GP to download current ACTRRA email list from My Rugby.*

*Action: RB to distribute MOPP correspondence to ACTRRA Membership.*

### ii. Referee Training Survey

- **RB** proposed circulating a survey on training to gauge what timings and venues best suit the Membership,

*Action: RB to create Training Survey.*

### ii. Canberra Grammar Gymnasium

- **RB** to approach CGS regarding gym hire in 2014.

*Action: RB to approach CGS regarding gym hire in 2014.*

### iii. ACTRRA Operations Manual.

- **RB** had investigated the 2011 Ops Manual and has the necessary information to produce a 2014 updated version

*Action: RB to update the ACTRRA Operation Manual for 2014.*



**iv. Darwin 7s Payments.**

- RB confirmed that Darwin 7s payments have been made

*Action: Nil.*

## **9 Business on Notice**

- i. Nil

*Action: Nil.*

## **10 Other Business**

- Nil

*Action: Nil*

## **11 Next Meeting**

- The next ACTRRA Monthly Committee Meeting is scheduled for **1930hrs date TBA**, at the **RUC, Barton, ACT**.

**Meeting closed: 2040hrs.**

I certify that these minutes have been recorded to the best of my ability and reflect a true account of the business discussed.

Geoff Palmer JP

Assistant Secretary  
ACTRRA  
ACT JP #2420



## Attachment A – Outstanding Action Items

Date	Issue	Action Required	Who
09 Apr 2013	Requests for Referees from Schools and Clubs	<b>PLACEHOLDER FOR 2014 season:</b> RB to send an email to all clubs and schools detailing requirements for booking referee support.	<b>RB</b>
11 May 2013	Referee Complaints Process	<b>ONGOING - RP</b> to investigate as required..	<b>RP</b>
08 Jul 2013	Referee Change Rooms Database	<b>RP</b> to create by contacting referees who have been recently appointed to grounds.	<b>RP</b>
10 Dec 2013	ACTRRA Training Venue for 2014 Season	<b>RB</b> to approach CGS for use of Flinders Park and CGS Gym.	<b>RB</b>
10 Dec 2013	Download Current email List for Assn.	<b>GP</b> to download from My Rugby	<b>GP</b>
10 Dec 2013	Distribute Match Official Payment Proposal (MOPP) Correspondence	<b>RB</b> to distribute MOPP correspondence to ACTRRA Membership	<b>RB</b>

## Closed Action Items from last meeting

Opened	Closed	Issue	Action Required	Comments
09 Apr 2013	10 Dec 2013	Interstate Affiliations	RB to send an email to state Referee Association regarding RMS	Closed
08 Jul 2013	10 Dec 2013	ACTRRA Development Night Webcast	RB to investigate its development.	Closed
08 Jul 2013	10 Dec 2013	Update ACTRRA Operations Manual	RB investigate updating the ACTRRA Operation Manual.	Closed
08 Jul 2013	10 Dec 2013	Operational Reports for Website	GP to compile abridged Monthly Minutes for posting	Closed
08 Jul 2013	10 Dec 2013	Alternate Jersey Discussion Arising from GM 02 July 2013	PLACEHOLDER for AGM - GP to include as separate Agenda Item for the AGM.	Closed
13 Aug 2013	10 Dec 2013	Mick Cleary 500th game presentation ceremony during the Annual Dinner	OK to include a presentation ceremony in the AGM proceedings.	Closed



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08 Jul 2013	10 Dec 2013	ACTRRA 2014 Historic Round (Queanbeyan Bye)	RB to discuss with ACTRU.	Closed
13 Aug 2013	10 Dec 2013	My Rugby Admin access for ACTRRA Executive	RB to follow up with Mark Leseburg	Closed



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## **Attachment B – Treasurer's Report November 2013**

Nil