



ACTRRA Monthly Committee Meeting Minutes

1930hrs, 11 February 2013, RUC, Barton, ACT

Attendees:

ACTRRA Committee	Coaching, Grading and Appointments Committee	Apologies
Robert Boyes (RB)	Brett Bowden (BB)	Scott Izod (SI)
Robert Nelson (RN)		Donna Storen (DS)
Anne Nelson (AN)		Jeff Stone (JS)
Geoff Palmer (GP)		Charl Cromhout (CC)
		Sarah Corrigan (SC)

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. Queanbeyan Sevens.

- BB** commented that the draw kept changing leading up to the event which made referee allocation difficult. On the day there appeared to be a heavy work load for the referees on the ground. Nonetheless, **BB** reported it was a good day overall.

ii. 2014 Management of the CGAC and Current Grading.

- BB** commented that, as a current referee, his main effort will be getting the appointments allocated each week as he will have limited time available. He will be meeting with the CGAC once every 4 weeks during the season on a Friday over coffee to discuss current CGAC matters.
- All Senior Panel referees were regraded today including 34 graded and 8 ungraded members.
- BB** advises that **SC** has her name pencilled-in for the Women's World Cup (WWC) referee panel by the ARU. Consequently she will be given the best appointments each round as well as one women's match every 4 weeks in preparation for selection.
- James Morris (**JM**) is on the ARU squad and given every opportunity for further development including exchanges.



iii. Fitness Training.

- The venue for post-daylight savings fitness training is yet to be decided by the Executive. Until then training remains at Flinders Oval, CGS, Tues & Thurs 1800hrs to 1900hrs.
- First Development Meeting and General Meeting Tues 01 Apr 2014.

iv. Exchanges.

- **RB** asked **BB** to identify possible candidates for exchanges.

3 ACTRJU Liaison Officer

i. Report.

- **AN** Attended the recent ACTJRU Executive meeting in her capacity as our ACTRRA Liaison Officer.
- Regarding refereeing matters, the meeting was very positive including the successful implementation of their policy in not accepting off-field abuse and the enforcement of sanctions.
- **Paul Scholtens** holds an ACTRRA advisory position on the ACTRJU Judiciary.
- There is now a \$200 registration levy per team. This generated discussion regarding the allotment of money collected under the auspices of Referee Fees and was not clear to the Meeting to whom the funds are dispersed.
- U16 & U18 age groups may now leg-lift in line outs, but the crutch-binding prohibition in U19 Laws remains extant.

4 Meeting Minutes

- **RB** took this opportunity to welcome new and continuing Executive and CGAG members. He also paid tribute to the immediate past members and thanked them for their service.
- Previous meeting minutes of December 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

5 Outstanding Action Items

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

Action: Nil



6 Secretary's Report

i. Correspondence

- Routine correspondence in accordance with business as usual.
- Received many RSVPs for Senior Pre-Season Seminar.

Action: Nil.

7 Treasurer's Report

i. Financial Position

- As per Attachments B to F.

Action: Nil

8 Vice President's Report

i. Uniforms and New Sponsorship

- National Plumbing Services has been announced as a new sponsor with their logo appearing on this season's shorts. Delivery expected in March. Preview will be given at the Senior Pre-Season Seminar.

Action: Nil.

9 President's Report

i. Exchanges

- **RB** discussed the responsibilities regarding exchanges both inbound and outbound to the ACTRRA.
- It has been the common practice for the President to organise the inbound exchange and for the vice president to organise outbound exchange.
- General discussion followed and it was decided to have the President and Vice President organise both exchanges

Action: RN & RB to organise inbound and outbound exchanges.

ii. Website

- **RB** announced the launch of the renewed ACTRRA website.
- General discussion followed regarding the linking of twitter, Facebook and Instagram for better engagement with the junior referees.

Action: Nil.



iii. 2014 Presentation Evening

- **RB** discussed the date of the 2014 Presentation Evening as the Senior competition concludes 4 weeks earlier than last year. This allows for the National Club Championships to commence similar to the ITM Cup in NZ. This means that the Senior and Junior competition finals will not occur over consecutive weekends.
- Alternate proposals were discussed; before Senior GF, Junior finals weekend; or after all competitions complete. It was decided that it should be held the weekend after the Junior Competition concludes.
- Venue was discussed and the National Press Club with **SC's** family connection was decided upon.

Action: GP to identify ACTJRU GF date and arrange for the Presentation Night to be the following Saturday.

Action: GP to approach SC to arrange the National Press Club.

iv. Executive Presidency Fixed Terms

- **RB** discussed idea of amending the Constitution to introduce fixed term for the President to serve and introducing a Senior and Junior Vice President
- The flowchart would be:
 1. 2 years a Junior Vice President'
 2. 3 Years as President
 3. 1 year as Senior Vice President

v. Treasurer

- From **SC** through **RB**, the Treasurer's Report was discussed in detail especially the requirement to raise more revenue to allow the ACTRRA to conduct developmental initiatives like exchanges.
- **RB** also discussed the historical context of the Brumbies' decline in their financial support.
- There appears that there is no alternative but to re-introduce members subs to allow for our aspirational and development objective for the association. This will need to be put before the GM on 01 Apr 14.

Action: GP to include as GM Agenda Item.

10 Business on Notice

- i. Nil

Action: Nil.

11 Other Business

- Nil



Action: Nil

12 Next Meeting

- The next ACTRRA Monthly Committee Meeting is scheduled for **1930hrs 11 March 2014**, at the **RUC, Barton, ACT**.

Meeting closed: 2105hrs.

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


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GEOFF PALMER
Justice of the Peace # 2420
11 MAR 2014
ACT

Geoff Palmer JP

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	PLACEHOLDER FOR 2014 season: RB to send an email to all clubs and schools detailing requirements for booking referee support. RB to commence in Feb	RB
11 May 2013	Referee Complaints Process	ONGOING - RN to investigate as required..	RN
10 Dec 2013	ACTRRA Training Venue for 2014 Season	RB to approach CGS for use of Flinders Park and CGS Gym. Keep open until post daylight saving venue decided	RB
10 Dec 2013	Download Current email List for Assn.	GP to download from My Rugby	GP
10 Dec 2013	Distribute Match Official Payment Proposal (MOPP) Correspondence	RB to distribute MOPP correspondence to ACTRRA Membership	RB
11 Feb 14	Management of inbound and outbound exchanges	RN & RB to organise inbound and outbound exchange.	RN & RB
11 Feb 14	2014 Presentation Date	GP to identify ACTJRU GF date and arrange for the Presentation Night to be the following Saturday	GP
11 Feb 14	2014 Presentation Venue	GP to approach SC to arrange the National Press Club	GP
11 Feb 14	Introduction of Subscriptions	: GP to include as GM Agenda Item	GP

Closed Action Items from last meeting

Opened	Closed	Issue	Action Required	Comments
08 Jul 2013	11 Feb 2014	Referee Change Rooms Database	RP to create by contacting referees who have been recently appointed to grounds.	Completed by BB
10 Dec 2013	11 Feb 2014	Distribute Match Official Payment Proposal (MOPP) Correspondence	RB to distribute MOPP correspondence to ACTRRA Membership	Completed by BB



Attachment B – Treasurer's Report September 2013

Treasurer's Report			
September 2013			
	Debits	Credits	
Opening Balance - 1 September 2013			\$3,745.32
Transaction Record - 1 September 2013 till 30 September 2013			
Interest paid		\$0.24	
Payments - Annual Presentation Dinner		\$1,960.00	
Silent Auction - Gear		\$300.00	
Payments - MacDougall Medal dinner		\$150.00	
Brumbies Jersey Auction		\$400.00	
ACTRU Annual Presentation Dinner funds		\$2,500.00	
Reimbursement - Schooey's costs		\$308.98	
GF Catering Day		\$3,700.00	
Total Credits			\$9,319.22
Annual Presentation Night	-\$5,000.00		
Aug Dev Night BBQ	-\$154.93		
August/September Training	-\$800.00		
Transaction Fee	-\$1.50		
Total debits			-\$5,956.43
Closing Balance - 30 September 2013			\$7,108.11
OUTSTANDING Amounts			
ACTRU Catering Day Bonus		\$500.00	
Total Credits			\$500.00
Annual Presentation Night	-\$2,090.00		
Transaction Fee	-\$0.50		
Trophies	-\$1,024.45		
Payment - MacDougall Medal dinner 2012	-\$275.00		
Payment - MacDougall Medal dinner 2013	-\$275.00		
Tracksuit Refunds to WBMF	-\$340.00		
August/September Training	-\$800.00		
Total debits			-\$4,804.95
Closing Balance			\$2,803.16
Will Boyle Memorial Fund - Opening Balance			
			\$7,335.67
Interest		\$0.06	
Donations - J Smith		\$50.00	
Total Credits			\$50.06
Total debits			\$0.00
Closing Balance			\$7,385.73
This report is accurate as of the 11 October 2013, Sarah Corrigan, Treasurer			



Attachment C – Treasurer's Report October 2013

Treasurer's Report				
October 2013				
		Debits	Credits	
Opening Balance - 1 October 2013				\$7,108.11
Transaction Record - 1 October 2013 till 31 October 2013				
	Total Credits			\$0.00
Annual Presentation Night		-\$2,090.00		
Transaction Fee		-\$0.50		
Trophies		-\$1,024.45		
Payment - MacDougall Medal dinner 2012		-\$275.00		
	Total debits			-\$3,389.95
Closing Balance - 31 October 2013				\$3,718.16
OUTSTANDING Amounts				
ACTRU Catering Day Bonus			\$500.00	
Annual Presentation Dinner Refund			\$220.30	
	Total Credits			\$720.30
Transaction Fee		-\$0.75		
Payment - MacDougall Medal dinner 2013		-\$275.00		
Tracksuit Refunds to WBMF		-\$340.00		
	Total debits			-\$615.75
Closing Balance				\$3,822.71
Will Boyle Memorial Fund - Opening Balance				\$7,385.73
Interest			\$0.06	
	Total Credits			\$0.06
	Total debits			\$0.00
Closing Balance				\$7,385.79
This report is accurate as of the 14 November 2013, Sarah Corrigan, Treasurer				



Attachment D – Treasurer’s Report November 2013

Treasurer's Report			
November 2013			
	Debits	Credits	
Opening Balance - 1 November 2013			\$3,718.16
Transaction Record - 1 November 2013 till 30 November 2013			
ACTRU Catering Day Bonus		\$500.00	
Annual Presentation Dinner Refund		\$220.30	
Total Credits			\$720.30
Transaction Fee	-\$0.75		
Payment - MacDougall Medal dinner 2013	-\$275.00		
Total debits			-\$275.75
Closing Balance - 30 November 2013			\$4,162.71
OUTSTANDING Amounts			
Total Credits			\$0.00
Tracksuit Refunds to WBMF	-\$340.00		
Total debits			-\$340.00
Closing Balance			\$3,822.71
Will Boyle Memorial Fund - Opening Balance			
			\$7,385.79
Interest		\$0.05	
Total Credits			\$0.05
Total debits			\$0.00
Closing Balance			\$7,385.84
This report is accurate as of the 18 December 2013, Sarah Corrigan, Treasurer			



Attachment E – Treasurer's Report December 2013

Treasurer's Report				
December 2013				
		Debits	Credits	
Opening Balance - 1 December 2013				\$4,162.71
Transaction Record - 1 December 2013 till 31 December 2013				
Interest			\$2.95	
	Total Credits			\$2.95
Darwin 7s Flights		-\$617.45		
	Total debits			-\$617.45
Closing Balance - 31 December 2013				\$3,548.21
OUTSTANDING Amounts				
	Total Credits			\$0.00
Tracksuit Refunds to WBMF		-\$340.00		
	Total debits			-\$340.00
Closing Balance				\$3,208.21
Will Boyle Memorial Fund - Opening Balance				\$7,385.84
Interest			\$0.06	
	Total Credits			\$0.06
	Total debits			\$0.00
Closing Balance				\$7,385.90
This report is accurate as of the 10 February 2014, Sarah Corrigan, Treasurer				



Attachment F – Treasurer's Report January 2014

Treasurer's Report				
January 2014				
		Debits	Credits	
Opening Balance - 1 January 2014				\$3,548.21
Transaction Record - 1 January 2014 till 31 January 2014				
	Total Credits			\$0.00
Transaction Fee		-\$0.25		
	Total debits			-\$0.25
Closing Balance - 31 January 2014				\$3,547.96
OUTSTANDING Amounts				
2013 Sponsorship - National Plumbing			\$5,000.00	
	Total Credits			\$5,000.00
Tracksuit Refunds to WBMF		-\$340.00		
Development Night BBQs - 2012		-\$242.86		
Development Night BBQs - 2013		-\$338.74		
	Total debits			-\$921.60
Closing Balance				\$7,626.36
Will Boyle Memorial Fund - Opening Balance				\$7,385.90
Interest			\$0.06	
	Total Credits			\$0.06
	Total debits			\$0.00
Closing Balance				\$7,385.96
This report is accurate as of the 10 February 2014, Sarah Corrigan, Treasurer				

