



ACTRRA Monthly Committee Meeting Minutes

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

Attendees:

ACTRRA Committee	Coaching, Grading and Appointments Committee	Apologies
Robert Boyes (RB)	Charl Cromhout (CC)	Scott Izod (SI)
Robert Nelson (RN)		Jeff Stone (JS)
Sarah Corrigan (SC)		Brett Bowden (BB)
Geoff Palmer (GP)		Anne Nelson (AN)
		No Apologies
		Donna Storen (DS) (Absent)

1 Introductions & Apologies

Meeting commenced: 1930hrs

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

2 Under 19 Coordinator Report

i. Referee List.

- CC** thanked the committee for his appointment.
- CC** inquired about the state of registrations with the intent of creating a the Junior Panel list. **RB** explained the registration procedure and how the list will flow into the My Rugby database. **CC** requested **GP** to forward the latest list from My Rugby.
- RB** also suggested that **CC** work closely with **Caitlin Ryan (CR)** at the Brumbies for the weekly allocation, and to plan all of the pre-season competitions.

Action: *GP to forward latest My Rugby 2014 Referee Registration List to CC*

3 Meeting Minutes.

- Previous meeting minutes of February 2014 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.
- Members have fed back that the organisers of the Cowra 10s competition had looked after the ACTRRA members well and the accommodation organised was quite good.

Action: Nil.

6 Treasurer's Report

i. Financial Position

- As per Attachments B.

ii. Bank Account Signatories

- SC is in the process of data collection and will approach Westpac to action the change of signatories' administration.

iii. Audit Report

- SC advised the Executive that the Audit Report is ready for submission to the Auditor.

iv. General Financial Discussion

- **RB** spoke with Classic and has a good design for off-field apparel and will circulate the range amongst the Executive for comment. He also stated that the clothing items had the look and feel of good quality.
- In terms of the Brumbies providing a signed and framed 2014 team jumper for the ACTRRA to use to raise funds, **RB** asked **GP** to write a letter to the Brumbies requesting the delivery. Wording to include reference to all of the other clubs in the John I Dent Cup receiving the same.

Action: GP to draft letter requesting a framed and signed 2104 Brumbies jumper.

7 Vice President's Report

i. Referee Support Request from Milton

- **RN** had been contacted by a member of the Milton Rugby Club requesting referee support for a competition and had indicated that **BB** had approved appointments. When



RN checked with BB no such arrangements had been made. RN emphasised the need to ensure that any referee support is officially sanctioned by the ACTRRA Executive. POC at Milton was **John Appleton**.

Action: Nil.

8 President's Report

i. ACTRRA Executive Appointments

- **RB** discussed the need to replace the **Assistant Secretary** as she has not attended any meetings or responded to correspondence since the AGM in Dec 2013. All executive members concur with **RB**. Executive asked to scout the membership for a suitable and willing candidate.
- **Owen Keane** has agreed to be a non-executive Media Officer

Action: RB to call for nominations to appoint new Asst Secretary and consult the Executive to ratify final selection.

ii. Membership Subscriptions

- **RB** discussed the dire financial position and the urgent need for a cash injection to adequately fund the Association. The amount will be \$30 per member. This is to put to the membership at the GM 01 Apr 2014 and a decision needs to be made amongst the membership regarding which major expenditure items are to be dropped if the subs proposal is to be defeated. Such items are Fitness Training, Exchanges etc.
- General discussion followed regarding the linking of twitter, Facebook and Instagram for better engagement with the junior referees.

Action: GP to add \$30 annual subscription proposal to GM Agenda for 01 Apr 2014..

iii. 2014 Exchange Program

- 2014 Exchanges program discussed. **RB** will coordinate the incoming NZ exchanges from Canterbury and South Canterbury Associations. **RN** will coordinate outgoing NZ exchanges to Waikato Association, and possibly North Harbour if they can be contacted.

Action: RB and RN to coordinate incoming and outgoing NZ exchanges respectively. .

iv. Club Presidents' Meeting Report

- **RB** attended the last Club Presidents' Meeting. Referee levies funding a referee payment scheme were discussed without much push back from the Clubs. Brumbies' **Craig Leseburg** wants to put together a working group in the Community Rugby Committee at the meeting 12 March 2014. ACTRRA representative **Dennis Beissner** to also attend.

Action: Nil

v. General Discussion Items

- General discussion regarding the funding of **Caitlin Ryan**.



- Goulburn not in ACT competition in 2014 as they could not raise a Colts team
- Current My Rugby access for ACTRRA Executive has read-only privileges and controlled by the Brumbies Referee Dept.
- For Tuesday night training venues CGS, St Edmunds and Daramalan are not available. **CC** indicated that he will approach the Commandant of ADFA and/or RMC to request use of ADF Gym/pool facilities.

Action: CC request use of RMC/ADFA Gymnasium for Tuesday night training..

- Junior Seminar discussed and **CC** and **JS** to organise.

Action: CC and JS to organise Junior Seminar.

- RN to set up experimental Google Drop Box..

Action: RN to set up experimental Google Drop Box.

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 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.

Geoff Palmer JP

Assistant Secretary
ACTRRA
ACT JP #2420



Attachment A – Outstanding Action Items

Date	Issue	Action Required	Who
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
11 Feb 14	Management of inbound and outbound exchanges	RB and RN to organise inbound and outbound exchanges respectively.	RB & RN
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
11 Mar 14	Referee list for U19 Coordinators	GP to forward latest My Rugby 2014 Referee Registration List to CC	GP
11 Mar 14	Framed Brumbies Jumper for fundraising.	GP to draft letter requesting a framed and signed 2104 Brumbies jumper	GP
11 Mar 14	Appointment of new Assistant Secretary	RB to call for nominations to appoint new Asst Secretary and consult the Executive to ratify final selection.	RB
11 Mar 14	Use of RMC/ADFA Gym for Tuesday night training	CC to request use of RMC/ADFA Gymnasium for Tuesday night trainin	CC
11 Mar 14	Junior Seminar	CC and JS to organise Junior Seminar	CC & JS
11 Mar 14	Google Drop Box for records management and easy access.	RN to set up experimental Google Drop Box	RN

Closed Action Items from last meeting

Opened	Closed	Issue	Action Required	Comments
09 Apr 2013	11 Mar 2014	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 coomence in Feb	Completed by RB
11 May 2013	11 Mar 2014	Referee Complaints Process	ONGOING - RP to investigate as required..	Ongoing by RN



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10 Dec 2013	11 Mar 2014	Distribute Match Official Payment Proposal (MOPP) Correspondence	RB to distribute MOPP correspondence to ACTRRA Membership	Completed by Executive.
10 Dec 2013	11 Mar 2014	Download Current email List for Assn.	GP to download from My Rugby	Completed by GP
11 Feb 14	11 Mar 2014	2014 Presentation Date	GP to identify ACTJRU GF date and arrange for the Presentation Night to be the following Saturday	Date confirmed as Sat 06 Sep 2014



Attachment B – Treasurer's Report February 2014

Treasurer's Report				
February 2014				
		Debits	Credits	
Opening Balance - 1 February 2014				\$3,547.96
Transaction Record - 1 February 2014 till 28 February 2014				
	Total Credits			\$0.00
	Total debits			\$0.00
Closing Balance - 28 February 2014				\$3,547.96
OUTSTANDING Amounts				
2014 Sponsorship - National Plumbing			\$5,000.00	
	Total Credits			\$5,000.00
Tracksuit Refunds to WBMF		-\$340.00		
February Training		-\$640.00		
Development Night BBQs - 2012		-\$242.86		
Development Night BBQs - 2013		-\$338.74		
	Total debits			-\$1,561.60
Closing Balance				\$6,986.36
Will Boyle Memorial Fund - Opening Balance				\$7,385.96
Interest			\$0.05	
	Total Credits			\$0.05
	Total debits			\$0.00
Closing Balance				\$7,386.01
This report is accurate as of the 11 March 2014, Sarah Corrigan, Treasurer				