



# ACTRRA Operations Report

## Apr 2014

1800hrs, 14 Apr 2015, CGS Gymnasium

Present:

<i>ACTRRA Committee</i>	<i>Coaching, Grading &amp; Appointments Committee</i>	<i>Apologies</i>
Pres: Robert Boyes (RB)		Brett Bowden (BB)
V/Pres: Robert Nelson (RN)		Jeff Stone (JS)
Treas: Sarah Duncan (SD)		
Sec: Sam Whittle (SW)		
A/Sec: Ariel Miners (AM)		

### 1. Introduction and Apologies

- a. Meeting commenced: 1800hrs, Chair: RB.
  - i. Chair welcomed all to the monthly ACTRRA Committee meeting.
  - ii. Apologies as listed

### 2. Previous Minutes

- a. Previous meeting minutes of 9 Mar 2015 reviewed. Moved SW, seconded RB, carried unanimously to accept the Minutes as an accurate record of the business discussed.

### 3. Business Arising

- a. Action Items from previous minutes reviewed and amended as per Attachment A.

[See: Attachment A](#)

### 4. President's Report

- a. Match payment of officials agreed at last JRU meeting. As agreement for 1 year only, review at year's end.
- b. Payments to Referee Coaches will be from ACTRRA resources on a 'per submitted written report' basis. Greg Saphin has agreed to coordinate and send information to Treasurer to allow bi-annual payments to coaches.
- c. New comms process developed by Amy to be discussed at following Dev night
- d. Numbers of referees down on last year. To divide list of outstanding from 2014 for Executive ring around

Action: RB, all

- e. Working with Vulnerable People to be sent to ARU for ruling. Nil action by ACTRAA for now.

Action: RB

- f. Alternate Tops issue. Likely redesign in 2016, will canvas ideas later in year from membership but will need to account for sponsor wishes with colour / design etc. Alternate tops to be held by Brumbies and issued for games with known colour clash eg Boorowa. Referees will be responsible for wearing appropriate alternate top.



5. Vice President's Report

- a. Exchange [Canterbury in] locked in for 12-21 June from ACTRAA perspective
- b. Waikato suggest opening for visiting referees in their junior competition. If 2x ACTRRA reps to go, both to Waikato, if only one, explore Perth WA as alternate for 1x ACT Ref out.

Action: RN to liaise with BB for nominees

- c. Need for protocol on how to deal with member's passing. Newspaper only allows notices via funeral director

Action: RN to draft protocol on G drive

6. Secretary's Report

- a. Nil to report, see attachment A from last meeting
- b. Letter sent to Craig Leseberg for signed Brumbies jersey

7. Treasurer's Report

- a. Financial Report
  - i. As per attachments B [Once received]
- b. Booking for annual Dinner at National Press Club locked in.
- c. MYOB reconciled as of 12 April, [RB]
- d. All outstanding invoices paid
- e. Still to receive monies from Darwin / South Coast 7's from Brumbies
- f. Cash at Bank approx \$15,000, not expecting further funds in for remainder of season.

8. ACTJRU Liaison Officer

- a. Last meeting attended by RB
- b. MOPP passed at last meeting.
- c. Some new competition laws in the air – to be advised by JRU

Action: JS

9. Other Business

- a. No other business

10. Next Meeting

- a. 1830 Hrs on 19 May 2015 at RUC, Barton

Meeting closed: 1855hrs.

These minutes reflect a true account of the business discussed.

Sam Whittle  
Secretary  
ACTRRA



Attachment A – Outstanding Action Items

Date	Issue	Action Required	Who
12 Jun 14	Social Media Concerns	RB to draft a social Media Policy for the ACTRRA	RB
11 Dec 14	Johannesburg Flights for Exchange	RN to explore flight prices closer to the date	RN
9 Mar 15	Exchanges	Liaison with NZ Associations	RN
9 Mar 15	Passing of Bernie Sheville	Letter to family	RB
14 Apr15	Referee Registrations	Identify outstanding registrations for personal contact	RB
14Apr14	WVVP ARU ruling	Presidnt to write to ARU for Australia wide policy	RB
14Apr15	Waikato exchange referees	Liaise with B.Bowden to identify suitable individuals	RN
14Apr15	Protocol for dealing with members who pass away	Draft policy	RB
14Apr15	New JRU Competition rules	Monitor and advise	JS

Closed Action Items from last meeting

Opened	Closed	Issue	Action Required	Completed
11 Dec 14	9 Mar15	Annual ACTRRA Presentation Night	SC to book press club for the 5 <sup>th</sup> September 2015	SC
11 Dec 14	14Apr15	EFTPOS Facility	Approach NAB for 'sponsorship' – not to occur	RN
11 Dec 14	14Apr15	Aquaterro sponsorship	Letter to request to continue sponsorship in 2015 – Not occurring	RB
17 Feb 15	14Apr15	Monitor MOP issue from ACTJRU	Await advice	RB
9 Mar 15	14Apr15	Invoice preparation	3x outstanding + 2x 7's competition reimbursement	SD



Attachment B – Treasurer's Report Apr 2015 (See G-Drive)

April 2015			
	Debits	Credits	
<b>Opening Balance - 1 April 2015</b>			<b>\$15,254.95</b>
<b>Transaction Record - 1 April 2015 till 30 April 2015</b>			
Member Subs - Adult		\$700.00	
Member Subs - Junior		\$385.00	
Member Subs - New		\$20.00	
Interest		\$10.14	
Payment B Dale		\$150.00	
Off Field Kit Payments		\$82.00	
<b>Total Credits</b>			<b>\$1,347.14</b>
Off Field Kit Payment	-\$1,057.00		
Off Field Kit Payment	-\$189.50		
PO Box renewal	-\$120.00		
April Dev night BBQ - drinks	-\$78.42		
April Dev night BBQ - food	-\$119.65		
Preseason BBQ	-\$131.68		
Jan/Feb Training	-\$800.00		
March Training	-\$720.00		
Subs Reimbursement	-\$35.00		
Annual Audit Fee	-\$38.00		
<b>Total debits</b>			<b>-\$3,289.25</b>
<b>Closing Balance - 30 April 2015</b>			<b>\$13,312.84</b>
<b>OUTSTANDING Amounts</b>			
ACTRU travel subsidy - Darwin 7s		\$958.55	
<b>Total Credits</b>			<b>\$958.55</b>
<b>Total debits</b>			<b>\$0.00</b>
<b>Closing Balance</b>			<b>\$14,271.39</b>
<b>Will Boyle Memorial Fund - Opening Balance</b>			
<b>Will Boyle Memorial Fund - Opening Balance</b>			<b>\$7,365.21</b>
Interest		\$8.77	
<b>Total Credits</b>			<b>\$8.77</b>
<b>Total debits</b>			<b>\$0.00</b>
<b>Closing Balance</b>			<b>\$7,373.98</b>
This report is accurate as of the 14 July 2015. Sarah Corrioan, Treasurer			