



ACTRRA Operations Report

Nov 2014

1830hrs, 10 November 2014, RUC, Barton, ACT

Attendees:

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

1 Introductions & Apologies

Meeting commenced: 1930hrs

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

2 Meeting Minutes

- Previous meeting minutes of 11 October 2014 were not available, but the Action Items were presented and reviewed, and a motion moved by **GP** and seconded by **SC** was carried unanimously to accept the Minutes as an accurate record of the business discussed.

Action: Nil.

3 Outstanding Action Items

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

Action: Nil

4 Secretary's Report

i. Correspondence

- Routine correspondence in accordance with business as usual.

Action: Nil



ii. AGM

- GP advises that the ACTRRA Annual Report is completed and ready for circulation

Action: GP to circulate Annual Report

5 Treasurer's Report

i. Financial Position

- As per Attachments B (once received)

ii. 2014 Audit Report

- SC advises that a loan from the WBMF has been made to the Operations Fund and Auditor raised questions. Auditor was happy with explanation to maintain cash flow for a short period while awaiting outstanding debtors to pay..
- 2014 Financial Statement has been prepared and included into the Annual Report.
- Short discussion regarding presenting the Financial Statements at the AGM

Action: Nil

6 Vice President's Report

i. No report

Action: Nil,

7 President's Report

i. AGM and 2015 Subscriptions

- RB discussed the 2015 Subscriptions as follows:

Member Type	Subscription levied
Renewing Adults Members	\$70
Renewing Full Time Students	\$35
New Referees - Adults	\$20
New Referees - Students	\$0

- Peter Lawler has accepted the invitation to be 2015 ASCTRRA Patron



ii. Life Membership – Peter Janssens

- **RB** has received the nomination in accordance with the ACTRRA Rules and Objectives.
- Committee discussed the merits of the nomination and was in unanimous support of the nomination. Nomination therefore has Executive endorsement in accordance with the ACTRRA Rules and Objectives.
- GP to add to AGM Agenda

Action: GP to include the Life Membership nomination for Peter Janssens as an 2014 AGM Agenda Item.

8 Business on Notice

- Nil

Action: Nil.

9 Other Business

- Nil

Action: Nil

10 Next Meeting

- The next ACTRRA Monthly Committee Meeting is scheduled for **1830hrs 11th Dec 2014**, at the **RUC, Barton, ACT**.

Meeting closed: 1945hrs.

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
Secretary
ACTRRA



Attachment A – Outstanding Action Items

Date	Issue	Action Required	Who
12 June 14	Social Media Concerns	<i>AC to draft a social Media Policy for the ACTRRA</i>	AC
9 September 14	2014 Members Survey	<i>RB to work with Caitlin Ryan re End of Year Survey</i>	RB
10 October 14	Johannesburg flights for SA Exchange	<i>RN to investigate best Qantas flight costs.</i>	RN
10 November 14	Circulate Annual Report	<i>GP to send out to ACTRRA Membership</i>	GP
10 November 14	AGM Life Membership Nomination – Peter Janssens	<i>GP to include the Life Membership nomination for Peter Janssens as an 2014 AGM Agenda Item.</i>	

Closed Action Items from last meeting

Opened	Closed	Issue	Action Required	Comments
9 September 14	10 November 14	ACTRRA Operation Manual	RN amend the ACTRRA Ops Manual regarding Alternate Jersey,	Closed
9 September 14	10 November 14	Referee Abuse Protocol	RN to write and implement Referee Abuse Protocol,	Closed
9 September 14	10 November 14	Appointments Process Review	RN & AN to draft a Appointments Process for Executive discussion – meet with Brett Bowden	Closed
9 September 14	10 November 14	AGM	GP to compile and release, Annual Operations Report, Notice of AGM, and call for Executive nominations.	Closed
9 September 14	10 November 14	2014 Corporations Report & 2015 Budget	SC to compile the Corporation Report for the ACT Govt, and compile 2015 Budget	Closed
10 October 14	10 November 14	Notice of AGM	GP to compile and release Notice of AGM and call for Executive nominations ASAP	Closed



Attachment B – Treasurer's Report Nov 2014

Treasurer's Report

November 2014

	Debits	Credits
Opening Balance - 1 November 2014		\$1,683.93
Transaction Record - 1 November 2014 till 30 November 2014		
	Total Credits	\$0.00
Bank Fee	-\$1.25	
	Total debits	-\$1.25
Closing Balance - 30 November 2014		\$1,682.68
OUTSTANDING Amounts		
ACTRU APD subsidy		\$2,500.00
GF Catering Day Bonus		\$500.00
APD Payments		\$120.00
GF Catering Day		\$3,700.00
	Total Credits	\$6,820.00
Loan from WB account	-\$2,000.00	
	Total debits	-\$2,000.00
Closing Balance		\$6,502.68
Will Boyle Memorial Fund - Opening Balance		
Will Boyle Memorial Fund - Opening Balance		\$5,338.82
Interest		\$0.06
	Total Credits	\$0.06
	Total debits	\$0.00
Closing Balance		\$5,338.88

This report is accurate as of the 10 December 2014, Sarah Corrigan, Treasurer