



Preston Reservoir Little Athletics Centre

Edwardes Lake Park, Reservoir

www.prlac.com/

PRESTON RESERVOIR LITTLE ATHLETICS CENTRE MEETING

MINUTES

A Centre Meeting shall be valid meeting if it is attended by at least 50% + 1 Centre Committee Members and 50% + 1 of the General Committee Members.

MEETING DATE:	25 th May, 2011
MEETING OPENED:	7.55pm
MEETING CHAIR:	Anthony Pospisil (President)
PRESENT:	Enza Pascuzzi (Vice-President) – arrived at 9.15 pm; Marisa Argetto (Secretary / Registrar); Elda Carbone (Assistant Secretary / Records and Rankings); Joe Fratto (Treasurer); Paul Rusic (Technical); Grazia Egan (Fundraising); Travis Chenoweth (Marketing & Promotion); Di Christensen (Coach 2);.
APOLOGIES:	Connie Lacey (Canteen Manager); Michael Grenade (Cross Country Manager – 2011); Sean Egan (Coach 1 and Cross Country Manager – 2012); Ashley Dreier (Website Manager); Jess Mann (Fundraising).
CONFIRMATION OF MINUTES OF LAST MEETING DATED 27th APRIL 2011	
Minutes of last Meeting:	Moved by: Paul Rusic 2nd by: Grazia Egan
BUSINESS ARISING FROM PREVIOUS MEETING MINUTES:	ACTIONS:
1. PRLAC Actions and Requirements Running Sheet (Copy attached)	Please refer to attached Action Running Sheet
CORRESPONDENCE TABLED:	
a) March 2011 - Australian Track & Field Coaches Association News	Marisa gave this Newsletter to Grazia to pass onto Sean
b) 03/05/11 – Change to Generic Email address for Centres.	
c) 05/05/11 – 2011/2012 Championship Dates	
d) 06/05/11 – IGA Docket Competition – Deadline is 15 th June, 2011	Won't be presenting any dockets.
e) 09/05/11 – 50 Day Motions are due by Friday 3 rd June, 2011	
f) 09/05/11 – Nominations for Board of Management – nominations close 17 th June, 2011	
g) 11/05/11 – 2011 Centrefest	To be discussed in General Business
h) 29/04/11 to 18/05/11 – Correspondence relating to placing an advertisement in the Did U Know Magazine	
i) An invoice from Smash Gear for 3 discus - \$21.45	Invoice given to Joe.
j) A letter of welcome and Official Visitor Guide booklet from City of Ballarat / Ballarat Regional Tourism relating to State Cross Country.	



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k) An invoice from Leading Edge for servicing the photocopier for \$165.00. I will dispute this cost. Notwithstanding the call out fee (for a Saturday), Gary the technician did not do any servicing at all. He said even cleaning it or disturbing it would make the print quality / performance worse. He advised how we should operate it until we replace it.	An amended invoice to be received. Anthony will be organising to try and get the costs changed.
l) Minutes of NMR Meeting at Preston Reservoir on 04/05/11	NMR wants to know how much money we have raised for RCH from the beginning, we won't be able to work this out. We are unable to find where the records are kept for this.
m) 12/05/11 – LAPS – Little Athletics Program for Schools 2011 – Deadline is 14 th June, 2011	Anthony has been nominated as the Co-ordinator and the LAPS Forms will be sent by the 14 th June, 2011
n) 12/05/11 – Australian Little Athletics Championships – Hobart 2012	
o) 13/05/11 – Event Poster for 2011 State Cross Country	Anthony received a tourism guide for Ballarat as this is where State Cross Country will be.
p) 11/05/11 – SMR Cross Country & Walk Challenge	
q) 13/05/11 – NMR Division One Cross Country Open Day	
r) 13/05/11 – Essendon Little Athletics Inc Cross Country Open Day	
s) Anthony wrote a letter up to Bunnings.	
t) LAVic contacted us for Life Governor Award nomination. Anthony located information needed and sent this off to LAVic.	
u) Invitation to the NMR Annual General Meeting to be held on the 4 th July.	
Moved by: Anthony Pospisil 2nd by: Paul Rusic	
BUSINESS ARISING FROM CORRESPONDENCE:	ACTIONS:
REPORTS:	ACTIONS:
1. Presidents Report:	
For our consideration Anthony presented Diamond Valley's Handbook maybe we could look at for development and publicity. The NMR meeting held at PRLAC went well, they would like to us to contribute to the purchase of shades. The Region will contribute half the costs and they will be stored here but then they will be required at Region meets. There are three types to pick from.	We will purchase the less expensive type.
Moved by: Marisa Argetto 2nd by: Travis Chenoworth	



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2. Treasurer:

Joe presented the April Profit and Loss Financials.

Apr-11

	1/04/2011	4,066.27
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PLUS RECEIPTS - March 2011

	Income	- Subs	-		
		- Hire	-		
		- Championship Day/Night	-		
		- Canteen	-		
		- Other	-		-

LESS PAYMENTS - March 2011

	Expenses	- Stationery	71.60		
		- Equipment	167.31		
		- Other	-		
		- Championship Day/Night	978.38		1,217.29

	30/04/2011	2,848.98
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Grazia to bring information regarding creating an isaver account connected with the savings account.

Joe would like the Committee members to look at the budget and provide feedback.

Anthony to purchase seals for the fridge so that it will work better.

Joe also presented a Draft Budget for the next three years allowing for different registration numbers.

Items that need to be purchased should be put forward at our planning meeting. Joe would like to move it to an accrual system. We need to work out what we will be charging for registration fees. We need to look at the fee LAVic will be charging and then work out what our fees will be. Anthony presented a receipt to Joe for a few items for toilets.

Joe will arrange the new signatories

Anthony explained what the process was for sending out e:mails to all Committee members asking for their approval on whether we should go with the "Did you Know" publication. The deadline was prior to the next meeting so we needed a quorum so it could go ahead and we did get it. There was a discussion about what amount the Committee should approve for purchases. It was agreed that anything under \$200 doesn't need Committee approval.

Anthony Marisa and Joe will be the new signatories on the cheque book and Joe will arrange this.

Moved by: Anthony Pospisil **2nd by:** Paul Rusic

3. Registrar & Secretary:

Marisa reported that she will add the new dates for all the major Region and

Marisa to ensure that the Booklet



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<p>State events onto next year's calendar. Little errors that were picked up from last year's book will be corrected. State Track and Field will be on the 24th and 25th March so we are able to have Championship Day the week before which will make the season one week shorter.</p> <p>It was reported that the Registration fees for next season will be going up as per advice from LAVic and then the Centre will need to look at what our prices will be.</p> <p>There was discussion that every parent should be assisting on the day even though they may have little children, the children can go out onto the arena. A family member from every family should be assisting.</p> <p>Anthony will be adding to the website the statement of what age children can compete in Little Athletics.</p> <p>Marisa also mentioned that on the 4th June we will be getting a new desk from Paul Rusic to put into the office to make is more workable.</p>	<p>is ready with the new dates for the Strategy meeting.</p>
<p>4. Records and Rankings:</p>	
<p>Elda to report on how the records and rankings system works.</p> <p>A decision was put on hold until the next meeting as some Committee Members were not present for the discussion.</p>	<p>This item to be placed on next month's agenda for further discussion.</p> <p>We need to place in the Handbook how the scoring system works.</p>
<p>5. Team Manager:</p>	
<p>Nothing to report</p>	
<p>6. Technical:</p>	
<p>Paul will take the timer system to see what needs to be repaired or make it more reliable and service the system. High jump poles were broken for championship day and Paul said he will look at these.</p>	
<p>7. Arena Manager:</p>	
<p>Nothing to report</p>	
<p>8. Chief of Officials</p>	
<p>Nothing to report</p>	
<p>9. Canteen Manager:</p>	
<p>Nothing to report</p>	
<p>10. Fundraising</p>	
<p>Grazia has been looking at fundraising ideas on different websites. We have missed out on most grants for the year as they mostly start in September. We will register for grants and look at the ones that we can apply for.</p> <p>Grazia suggested that a template be created which has information regarding the Centre that we could send to apply for these grants. Our wish list needs to be prioritised. Grazia will look at each grant and see what they require. We</p>	<p>Grazia and Jess to work on getting grants for the Centre.</p> <p>A template to be created that has information regarding PRLAC to send with the grant applications.</p>



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<p>need to create templates for general questions. Grazia and Jess will work together on this.</p> <p>Calendar needs to be looked as to get sponsors and have them ready asap.</p> <p>Grazia to find out about purchasing black basketball shorts and selling them on Rego Day. Grazia will talk to Gilbert Road Shop.</p> <p>Connie would like us to send an email to everyone to get added to a mailing list and then whatever is purchased 5% will be donated to the club.</p>	<p>Grazia to look at a grant from NAB.</p> <p>Grazia to find about the black basketball shorts</p> <p>To be put on Clubs Online</p>
<p>11. Championship & Special Events::</p>	
<p>Nothing to report</p>	
<p>12. Marketing and Promotions</p>	
<p>Travis reported that the 'Did you know' final proof was sent off and said thank you for all the Committee's input. He said that this calendar is our main marketing tool, 9000 copies will be distributed. After 14th June schools will be receiving them please make sure that schools receive these. LAPS program, pamphlets and posters need to be organised.</p> <p>There was discussion regarding the Board from EJ Love to go at the front of Edwards Lake.</p> <p>We will use our advertisement from Did you Know for our pamphlets.</p> <p>Enza said she will advertise at her school. Registration day will be 3rd September 2011 from 9-12</p> <p>There was discussion to have a BBQ in the front of IGA as we can't get a date for Bunnings.</p>	<p>Enza will follow up for the Board from EJ Love to go at the front of Edwards Lake Park.</p> <p>Travis to enquire if we can use this artwork</p> <p>Enza will advertise at her school.</p> <p>BBQ instead of Bunnings do it in front IGA Travis to follow up for us.</p>
<p>13. Education Coordinator:</p>	
<p>Nothing to report</p>	
<p>14. Kids Committee:</p>	
<p>Nothing to report</p>	
<p>15. Coaches Report: Coach 1 & Coach 2:</p>	
<p>Sean to report on training sessions for the Centre, etc.</p>	<p>To add this item to next month's agenda.</p>
<p>16. Cross Country:</p>	
<p>Nothing to report</p>	
<p>17. Region:</p>	
<p>Umbrellas were discussed and agreed that we will be obtaining as per region meeting</p>	
<p>18. Pavilion Committee:</p>	
<p>GENERAL BUSINESS:</p>	
<p>a) 2011 Centrefest (To be handed out)</p>	<p>ACTIONS:</p> <p>Anthony will find out about funding. Registration closes 15th</p>



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Need to organise who will be going to Centrefest and if we can apply for the Grant through LAVic.

Grazia and Sean will definitely be attending. Also, Elda, Enza, Marisa, Anthony and Paul said that they might go to Centrefest as well.

July so it will be worked out after



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b) Uniform Licensees – All Centre Uniforms are to be changed according to the document tabled. A small group should be formed to get this process underway. By the 2013/2014 the uniforms should be implemented. Anthony, Marisa, Enza and Elda will look at the uniform.	Anthony, Marisa, Enza and Elda will look at the uniform according to the information sent out from LAVic.
c) Strategy Meeting – A separate meeting to be organised	Strategy meeting will be the 22 nd June starting at 7.30pm.
d) Making the 2011/2012 Season Shorter	To be looked at Strategy meeting
Meeting Closed:	10.45 pm
Next Meeting:	Wednesday 29th June starting at 7.30pm