

MINUTES OF INAUGRIAL SECERETARIES MEETING SILVERDENE
MEETING ROOM SATURDAY 26TH NOVEMBER 2001
MEETING OPEN 1.00 PM

PRESENT-: Mick Jarmain, Michael Galvin, Judy-Anne Wilms, Nicky McMaster, Marlene Voight, Steve Dobinson, Lisa Strong.

APOLOGIES-: Angela Berry, Sabine Ware, Lisa Freebairne, Amy Bowtel, Kim Templeton, Rebecka Poltorasky, Kimberly Hood, Nattalie Abbot.

Michael Galvin addressed the committee with the reasoning and ideas behind having a secretary meeting.

To lift the profile of the job the club secretaries do !

To assist the State secretary by ensuring all communications come from members through their club secretary.

To enable all secretaries to work together and help each other out i.e. formulate some draft draws and all use the same format etc.

Communication, mostly by email once again only club or Zone secretaries to contact State secretary

Other communication via website which will now be updated regularly.

OTHER ITEMS DISCUSSED

Nicky McMaster reminded everyone of her job as State promotions Officer all club Secretaries should tap into this resource.

Having a locked section on the website only secretaries could access like eft remittance forms etc

Discussion on best way to get playing fees in on time, after many different ideas suggested by Mick Jarmain we should only need to apply the rule pay B4 you play

Other discussions on team draw templates, running of tournaments, sponsorship, communication, presentations etc the meeting closed.

With I felt a really good atmosphere looking at having another meeting at an early tournament to gather some more ideas and feedback from the last meeting.

Hopefully by then I should a draw design ready to be checked

POINTS TO REMEMBER FOR NOW

Practice dates from all clubs to go to me so they can be logged and therefore covered by insurance as a gazetted event.

Send an email or carrier pigeon (if your like Judy and have members who don't/can't use email) , whatever works to all your members reminding them of the communication channel. Member to Club or Zone Secretary then to State Secretary

All Club AGM minutes and Financial reports to be in to Me by the end of November

Also I would like all Club insurance \$600.00 paid by then

All money owed to Zones **Must** be paid by the end of the month also

Thanks very much to the people that came to the meeting I know it can be difficult sometimes to make the time we are off to a great start.

Thanks again
Michael Galvin