

MONASH UNIVERSITY TENNIS CLUB (INC. NO. A12445)

MINUTES of ANNUAL GENERAL MEETING Held Sunday December 11^h, 2016, at 2.00pm

Present: Ken Kennedy, Philip Mannes, Vincent Ong, Philip Phung, Sam Soo

Apologies:

Absent:

Items discussed:

- **Treasurer's Report:** Phil Mannes presented Treasurer's report to the committee.
- **Election of 2017 Committee:** Being the only nominations, Sam Soo remains President, Vincent Ong becomes Vice-President, Ken Kennedy becomes Treasurer and Philip Phung becomes Secretary.
- **Retirement of Phil Mannes:** After many years on the committee, mainly as Treasurer, Phil Mannes announced his retirement from committee work and passed on relevant archives and other items to the appropriate committee members.
- **Change to Bendigo Bank Account Signatories - cheque account and term deposit:** Philip Mannes has completed the required form deleting his signature from these accounts. Committee members Sam SOO Aik Meng, Ken KENNEDY and Philip PHUNG are authorised to add their signatures to these accounts and also change the club's mailing address. Sam Soo to organise new signatories to go to Bendigo Bank (Notting Hill Pinewood branch) with the appropriate paperwork and complete the change of signatures. Sam will also discuss with Michael Jones of Monash Uni the possibility of changing the affiliation agreement condition to "one to sign".
- **2017 Affiliation Agreement with Monash Sport:** Sam Soo met with Michael Jones of Monash Uni in November to finalise the club's 2017 affiliation agreement.
- **Recording Wednesday Night Training Attendance:** Monash Uni now require clubs to record training attendance to confirm that clubs are making full use of training bookings. Philip Phung and Ken Kennedy will keep track of Wednesday night attendance.
- **Other Committee Responsibilities:** Sam & Philip Phung will handle team selection. Ken will handle team entries and general competition matters during the season. Sam will handle memberships and liaise with Dept of Consumer Affairs regarding annual return and other incorporation matters.
- **Date of Next Meeting:** Date to be decided.

Meeting Closed at 3.00pm – Minutes taken by Philip Mannes

Next Committee Meeting to be held at date to be confirmed in the clubhouse