

Location: Tennis World, Adelaide - Chelmsford Ave, Millswood  
Date: Thursday, August 29th, 2024  
Time: 1:00pm  
  
**AGM Agenda 2024**

Agenda Items:

1. Apologies
2. Welcome by the President, Janet Daws
3. Minutes Annual General Meeting held Thursday, 17 August 2023
4. President’s Report
5. Treasurer’s Report
6. Recorder’s Report
7. Constitution Review – proposed changes

To be added as 4.3 *(proposed by Carol Conley, seconded by Chris Flynn)*“Duties of Club Representatives include… See Appendix 1  
  
To be added to 6.1.2 *(proposed by Janet Daws, seconded by Carol Conley)*  
"If the same person is elected to two or more Office Bearer positions, the Association will elect further person(s) such that the total number of Office Bearers is five (5). They shall be called Executive Committee Member and will form the Executive/Permit Committee with the elected Office Bearers. A person may be an Executive Committee Member and a Club Representative."  
  
Change 7.7 *(proposed by Carol Conley, seconded by Janet Daws)*  
From “The Secretary, Recorder and Treasurer may each be paid an honorarium to be approved annually by the Management Committee. These officers shall not vote on this matter.”  
To “The five (5) Office Bearers on the Executive Committee may each be paid an honorarium to be approved annually by the Management Committee. These officers shall not vote on this matter. An honorarium can also be paid to any other person who has significantly contributed to the Association.”

Under “Duties of the Recorder”   
Change 11.1 *(proposed by Sandra Vallance seconded by Joanna Lydeamore)*  
From “Recording the results of all matches scheduled as part of the Association’s program of  matches;”  
To “Ensuring all results of all matches as scheduled as part of the Association’s program of matches are recorded;”  
11.2 can be deleted *(proposed by Carol Conley seconded by Janet Daws)*  
Now that premiership tables can be viewed in Match Centre, there is no need for the Recorder to send them out.

1. Election of Officers  
   President, Vice-President, Treasurer, Recorder, Secretary, Executive Committee Member (if required) and Club Representatives
2. Season Dates
   1. 2024 – 2025 Season
   2. Start: 17 Oct 2024 to 12 Dec 2025 (9 weeks)
   3. Recommence: 30 Jan 2025 to 20 Mar 2025 (8 weeks)
   4. Semi Finals: 27 Mar 2025
   5. Finals: 3 April 2025
3. Correspondence
4. Other Business
   1. ‘Rules of the Association’ Review
5. Meeting Closed

**Appendix 1**

* 1. Duties of Club Representatives include:
     1. To attend usually four (4) meetings per year – AGM (August), Grading Meeting (September), Presentation Lunch organisation meeting (February), End of Season review (May). To also attend any Special Meetings, if requested, to discuss any unforeseen issues that have arisen.
     2. After team gradings have been finalised, the teams for that Club will need to be entered into League Manager (the administrative side of Match Centre), either by the Club Representative or another person in that Club. Training will be provided on League Manager and Match Centre.
     3. To assist new players in that Club to create a Match Centre account and activate their UTRs (if they do not have this already).
     4. To assist the Team Captains with any Match Centre queries, eg how to enter/confirm scores, how to print off scoresheets, how to look up premiership tables.
     5. Ensure a process is in place, whether that be the Club Representative or another person in that Club, to enter or confirm scores on behalf of any of their teams, if the Team Manager and all the players in that team are unable to do it.
     6. Ensure a process is in place, whether that be the Club Representative or another person in their Club, to forward emails received from the WMGTA Secretary onto all their Team Captains.
     7. Be available to vote on Permit Committee matters, if requested by the Executive Committee (sometimes at short notice, as a quick decision is usually needed).
     8. Be familiar with the WMGTA website and use this as a reference point for answering individual and/or Captains’ questions during the course of the season and/or follow WMGTA Facebook site.
     9. Respond to Team Captain or individual player queries for assistance and if unable to resolve, on behalf of that person(s), initiate and manage queries with the Recorder.