

00:15:33 Tameeka (whittlesea city): I am a new club secretary rather than centre level

00:16:18 Elisabeth Albury LAC: 6th year lol

00:17:11 Julie Bicknell: That checklist looks great, perfect tool for even us that have been around for years

00:17:51 Katy Smith Waverley: Agree with Julie

00:18:17 Elisabeth Albury LAC: Nope I got a bag and a good luck! lol (first year on committee)

00:18:41 Katy Smith Waverley: Has this session been done before - was helpful

00:20:30 Ramona Browne (Geelong): Will all this week's conferences alone and Q & As stay on line to reference for some time?

00:21:22 Julie Bicknell: there is something in our rules about requesting leave of absence

00:24:26 Mike Cahill, Sandy LAC: expectations for attendance at cmte mtgs and contribution to cmte should be set bf AGM voting.

00:25:32 Tamara Jacobs: I think Google Docs is a great idea. Tamara - Brimbank

00:25:46 Katy Smith Waverley: Waverley is lucky we have automatic logging of emails in our email system / website. Just copy and paste into word or excel pdf and send to committee. Do it once a month, usually have meetings once a month.

00:25:48 Julie Bicknell: We currently use google docs

00:26:58 Elisabeth Albury LAC: We use Google Docs as well @ Albury

00:28:55 Rachelle Evans (Seaford): At Seaford we used to send out a monthly correspondence email with what had come in and out but it was extremely tedious and time consuming. We forward any emails to committee that would be of interest during the month and now only flag important emails at the monthly meetings.

00:31:47 Ramona Browne (Geelong): Do all the secretaries here have a centre specific Secretary laptop?

00:32:22 Julie Bicknell: No

00:32:29 Tamara Jacobs: No

00:32:29 Rachelle Evans (Seaford): No.

00:32:29 Katy Smith Waverley: Used own computer.

00:32:40 Elisabeth Albury LAC: Yes... I like to use my school laptop it's better haha thanks dept of Ed

00:32:43 Debbie Lawson: no - own computer

00:32:46 Ramona Browne (Geelong): Same, use own computer too.

00:33:06 Tameeka (whittlesea city): Yes but it has died

00:35:31 Mike Cahill, Sandy LAC: rule 1 - delegate

00:35:44 Mike Cahill, Sandy LAC: but only to people who can the work done

00:36:31 Rachelle Evans (Seaford): Get on to affiliation early. Remind Treasurer to do financials before agm!

00:36:35 Elisabeth Albury LAC: Ditto to Mike's comment. Don't afraid to ask for help especially early in. No one expect you to know it all straight away

00:37:05 Debbie Lawson: yes please - add me in

00:37:10 Rachelle Evans (Seaford): Ring LA Vic lots too. So helpful

00:37:28 Katy Smith Waverley: In the minutes write names next to action items and then follow up at next meeting

00:37:34 Ramona Browne (Geelong): Do you all do newsletters also? If so how frequently and how big is it? For both Track and Field and Cross Country?

00:38:01 Elisabeth Albury LAC: When we get out of lockdown I promise to get it signed and to you Taylah!

00:38:09 Tameeka (whittlesea city): I think having an action list with names and dates would be helpful

00:38:15 Tameeka (whittlesea city): Keeps people accountable

00:38:38 Rachelle Evans (Seaford): We don't do a newsletter as such but a weekly email to members and put on fbook

00:39:17 Tameeka (whittlesea city): Used to do newsletters but feel like no body reads them, might explore a digital video update might be better.

00:39:21 Mike Cahill, Sandy LAC: AGM question - going forward, will we be allowed to have virtual AGMs? they have been v successful

00:40:54 Mike Cahill, Sandy LAC: in our annual survey, 90% of our families prefer email, so we do regular digital newsletter.

00:43:47 Tameeka (whittlesea city): Thanks everyone, I have to go. Very helpful.

00:46:18 Fiona Vanotti: sorry unfortunately I also have to leave. Thanks for the session.

00:46:52 Elisabeth Albury LAC: agm first then trophies works a treat haha

00:47:24 Little Athletics Victoria: great suggestion Elizabeth

00:47:38 Katy Smith Waverley: Thanks everyone

00:47:48 Rachelle Evans (Seaford): we stop a meet part way through and resume once agm is over. kids play games while it is on

00:48:53 Elisabeth Albury LAC: thanks ladies, stay safe down there!

00:48:54 Ramona Browne (Geelong): Thank you.

00:49:11 Rachelle Evans (Seaford): maybe we should do this chat again a few times a year

00:49:30 Ramona Browne (Geelong): Sounds great.

00:50:31 Mike Cahill, Sandy LAC: thanks!