



MEETING MINUTES – Navy Running Committee

Purpose of Meeting:	The Committee Meeting of the Navy Running Association.		
Date & Time:	Friday 16 th December 2011 0830 hrs	Venue:	Campbell Park Offices and Teleconference
Meeting No.	02/2011		
Attendees:	CAPT Andrew Whittaker (AW) CMDR David Graham (DG) Miss Jodie Barker (JB) LEUT Jasmine Lauer-Smith (JLS) LS Dionette Wilson (DW)		
Apologies:	PO Michael Turner (MT) CPO Annie Schofield (AS)		

1. OUTCOMES

Item#	Description	Decision
1.1	<i>Agenda Item 1</i>	Updates by Committee members on issues.
1.2	<i>Agenda Item 2</i> Acceptance of Minutes of Previous Committee Meeting and review outstanding actions.	Minutes accepted. Actions matrix updated.
1.3	<i>Agenda Item 3</i> Issues arising from AGM.	Action matrix updated to incorporate AGM actions.
1.4	<i>Agenda Item 4</i> Appointed positions	As actioned below, item 11.3.02.
1.5	<i>Agenda Item 5</i> <i>Handover of Duties</i>	As discussed with relevant members, item 11.3.06.
1.6	<i>Agenda Item 5</i> <i>Development of 2012 Schedule of Activities</i>	As actioned and discussed, items AGM 11.02, AGM11.05, and 10.1.04
1.4	Next Meeting	To be held in late February 2012.

2. DISCUSSION

- Items addressed and discussed below.

Action Item #	Discussion	Item for action	Resolve by Date
11.3.05	Submarine Association Magazine	Committee agreed to publicity of NRA in Submarine Association Magazine. Action: DW	30 Jun 12
11.3.06	Handover of Duties	DW to organize handover with Jeff Rayner by end of January 2012. JLS - minimal handover (as no action from last year). DG – no specific handover.	

4. OUTSTANDING ACTION ITEMS

Action Item #	Discussion	Item for action	Resolve by Date
10.1.01	DVA / MCRS Claim	Action: CAPT Whittaker to respond to member following Legal Officers guidelines. Update, 13/4/2011: Wrote to NSC vide NRA/OUT/2011/110322(1). Awaiting Guidance from Fleet Legal Officer. Update, 12/7/2011: Ongoing. No response yet from NSC. To be discussed at NSC Focus Group on 26 Jul 11. Update, 16/12/2011: Ongoing issue. OHS responsibilities will change in the new year with the new legislation coming into action. Members are responsible to gaining Commanding Officers approval in accordance with DI(N) to participate in civilian sport.	Ongoing
10.1.04	Five Year Development Plan	Action: MT to write a 5 Year Development Plan (incorporating running clinics). Update, 13/4/2011: MT on deployment returns to HMAS Cerberus mid July. AW to liaise on the plan's development. Update, 12/7/2011: Ongoing, (possible document mid August). Updated to include closed item 10.1.05 on Running Clinics. Update, 16/12/2011: Action: JLS - aim to complete by June 2012. Action: JB to send JLS Arafura games qualifying times (from 2011) to put on website (for members to aims towards).	Ongoing
11.1.03	Brochures	Action: MK to develop Brochure, present to Committee for approval, then print through Defence Publishing. Update, 12/7/2011: Ongoing, nil update. Update, 16/12/2011: Convert to an internet brochure. Action: DG to follow up.	31 Jan 12

Action Item #	Discussion	Item for action	Resolve by Date
11.1.04	Posters	<p>Action: MK to contact HMAS Cerberus photography section to "capture normal runners" for the promotional posters.</p> <p>Update, 12/7/2011: Ongoing, nil update.</p> <p>Update, 16/12/2011: No progress. Committee to decide / contribute what to put in Brochure and on posters by end January. Out to committee by end of February for approval.</p>	28 Feb 12
11.1.06	FaceBook site	<p>Action: MK and BH to develop NRA Facebook site. It will be a closed site, with MK and BH as the administrators.</p> <p>Update, 12/7/2011: Ongoing, Nil Update.</p> <p>Update, 16/12/2011: DW to complete. Aim to have up and running by March 2012.</p>	March 12
11.1.08	FAQ page	<p>Action: all Committee members to develop a list of questions (and answers) which may come from members for posting on the website in a FAQ section.</p> <p>Update, 12/7/2011: Some responses received, but more work needed. Additional info incorporated into re-write of the NRA Handbook (updated 20 May 11).</p> <p>Update, 16/12/2011: AW to develop by next meeting.</p>	28 Feb 12
11.2.05	Running Clinics	<p>Action: JR to develop a proposal for a running clinic run over 1 weekend (Fri, Sat and Sun).</p> <p>Update, 16/12/2011: JLS to initiate. 3 clinics next year. Sydney area, Cerberus and Stirling.</p>	Ongoing
11.2.06	NRA Training / Racing gear	<p>Action: AW to post the following agreed prices on the website:</p> <p>Tracksuits - \$50.00.</p> <p>AW to source new shorts from New Balance, and singlet options.</p> <p>Update, 16/12/2011: New stock acquired. All stock listed on website. Plan to have a "Super Special" to move stock. Large amount of size L in old style singlet..</p>	28 Feb 12

5. CLOSED ACTION ITEMS FROM MEETING

Action Item #	Discussion	Item for action	Resolve by Date
11.2.01	Agreed Allocations for bases	Action: AW to advise bases of funding allocated to the by NRA. Update, 16/12/2011: Completed	Closed
11.2.02	C2S designated charity for NRA	Action: Committee agreed that Defence Special Needs Group would be the NRA designated charity for the 2011 C2S. Update, 16/12/2011: \$1,155.00 raised	Closed
11.2.03	Sydney Running Festival	Action: AW advised NRA Team has been created in the entry page. Request volunteer for Team Manager. Update, 16/12/2011: JR was team manager	Closed
11.2.04	Running / Triathlon Folder in Public Folders (of email)	Action: JB to post any relevant NRA information into the folder. Update, 16/12/2011: JB actioned	Closed
11.1.01	Audit of NRA Books	Action: JR to organise an audit of NRA books before the end of this FY. Update, 12/7/2011: Due to unforeseen circumstances, will have complete by end of July. Update, 16/12/2011: Completed by 29 th July 11.	Closed
11.1.05	Sponsorship Pack	Action: MK and JR to develop a "Basic Sponsorship" Pack. Update, 12/7/2011: Ongoing, Nil Update. Update, 16/12/2011: Nothing happened to date. Committee decided that due to the new funding approvals process, efforts required would be cumbersome for the amount of potential sponsorship received.	Closed
11.1.10	City to Surf	Action: AW to continue to develop plans for a major Navy participation in this year's C2S and report to Committee. Update, 12/7/2011: RANCCF has allocated \$5,000.00 for the event. E-mail and posters sent out. Intent is for this to be a fund raiser for charity. Event manager needed. Update, 16/12/2011: Activity Completed	Close
AGM 11.01	Random Drawer winners	Action: CAPT Whittaker to notify winners: 1. LS Dionette Wilson 2. LEUT Dave Dawes Update, 16/12/2011: AW advised winners.	Closed

Action Item #	Discussion	Item for action	Resolve by Date
AGM 11.04	Running kit purchase and management	Appoint inventory manager to manage current inventory and develop costing and ordering for specialist kit. – Committee Update, 16/12/2011: Closed and linked to 11.2.06 and 11.3.01	Closed
AGM 11.05 a. b.	Operating budget development	NRA running and activity program for 2012 to be developed. – Development Officer Members to provide input on events and activities they wish to see in next years program. – President Update, 16/12/2011: Closed and linked to 10.1.04 and 11.2.05.	Closed
11.3.03	Sponsorship payment from SALT	Committee agreed out of session to forgo next \$5,000.00 payment from SALT. NSC advised.	Closed

6. MEETING CLOSURE

- The meeting was closed at 1015 hrs.

Original signed by

Jodie Barker
Secretary

21 Dec 11

Original signed by

Andrew Whittaker
President

21 Dec 11