



CCJRU MINUTES EXECUTIVE COMMITTEE

DATE/TIME **07:00pm 21/12/2018** PREPARED BY: **MARC BOOKALLIL**

PLACE: **BREAKERS COUNTRY CLUB** MINUTES NO. **04**

ATTENDEES

CCJRU Committee:


Shane Orr **(SO)** - President
Graham McIntosh **(GM)** – VP Development
Marc Bookallil – **(MB)** Secretary
Adrian Thompson – **(AT)** Treasurer
Pippa Spinks **(PS)** – Registrar (via Phone Link)

		ACTION
1.1	APOLOGIES – Craig Adams (CA) – VP Administration and Adele Graham (AG) .	NOTED
1.1.2	Confirmation of Development Committee Minutes from 13/12/2018.	MOTION MB & SECOND AT
1.2	PRESIDENT REPORT	
1.2.1	Tuggerah Sporting Complex – Karen Lightfoot has allocated Sunday for the CCJRU and possibly (TBC) Saturday. Shane Orr to put together proposed game format.	NOTED SO – 07/01/2019
1.2.2	Adele Graham to organise the Gosford Race Day/Sportsman’s Lunch.	NOTED
1.2.3	Frank Cohen/Shane Orr – emails were discussed.	NOTED
1.2.4	All committee members to use generic Gmail Account. Marc Bookallil to set up Google Documents for management of all CCJRU documents.	MB – 07/01/2019
1.2.5	Shane Orr to contact Central Coast Council regarding the playing all CCJRU Grand Finals at Woy Woy	SO – 28/01/2019
1.3	DEVELOPMENT/MARKETING REPORT	
1.3.1	Graham McIntosh and Shane Orr to contact Max Malkin and put together executive plan and budget for Facebook/Instagram.	GM – 07/01/2019
1.3.2	DL flyers – Shane Orr to provide budget and plan of a CCJRU DL flyer.	SO – 07/01/2019
1.3.3	Bus Wrap – Marc Bookallil to provide budget and plan of a CCJRU Bus Wrap.	MB – 07/01/2019
1.3.4	Radio – Pippa Spinks to contact 104.5 star and 2GO for potential CCJRU editorial comments.	PS – 07/01/2019
1.3.5	Marc Bookallil to meet with Craig Adams to develop CCJRU a 3-5 year Development Plan (with measurable goals) to encourage more participation in the Central Coast Zone – with a focus on the under 14, 15, 16 & 17.	MB – 07/01/2019
1.3.6	Pippa Spinks to provide style templates for CCJRU all stationery.	PS – 07/01/2019

1.3.7	Sponsorships - Contact Existing Sponsors. - Target list of new sponsors – Confirm Packages. - Adele Graham, Adrian Thompson, Pippa Spinks and Kim McGinn to form a Sub Committee and meet with John Stevens to format a plan regarding CCJRU Sponsorship.	CARRIED FORWARD CARRIED FORWARD AT – 14/01/2018
1.4	ADMINISTRATION REPORT	
1.4.1	Nothing.	NOTED
1.5	SECRETARY REPORT	
1.5.1	Lodgement of 6 years of Annual Summary of Financial Affairs, Fair Trading – Total Fees \$456 (\$180 Late Fees).	NOTED
1.5.2	Nomination of Public Officer – Adrian Thompson to contact Fair Trading and nominate himself as the new CCJRU Public Officer.	AT – 14/01/2018
1.6	TREASURER REPORT	
1.6.1	Confirmation of Adrian Thompson as Treasurer.	MOTION MB & SECOND SO
1.6.2	Adrian Thompson to meet with Anita (2018 CCJRU Treasurer) regarding a general handover over CCJRU financial affairs - Login Details for QuickBooks, 2018 Financials and 2019 Management Accounts and Laptop computer (MB to provide contact details for Anita).	AT – 07/01/2019
1.6.4	Shane Orr to find/investigate cheaper and more convenient storage options.	SO – 14/01/2018
1.7	REGISTRAR REPORT.	
1.7.1	Pippa Spinks to contact Grant Smith (2018 CCJRU Registrar) to find out registration fee breakdown.	PS - 07/01/2019
1.7.2	Pippa Spinks to create an email for all participants to be ready for the meeting on the 7 th with the hope that we can launch the registrations immediately.	PS - 07/01/2019
1.7.3	2019 Club Fees – potentially get all clubs to charge standard \$100 registration fee	NOTED
1.8	REPRESENTATIVE REPORT	
1.8.1	Confirmation of Adele Graham	CARRIED FORWARD
1.8.2	Contact List of all Rep managers and coaches	AG - 14/01/2018
1.8.3	Notifications to be sent to all Coaches/Madam - Not allowed to train unless registered with a club - All rep players must have played minimum 5 club games in 2018 to be eligible for 2019 reps	AG - 14/01/2018
1.8.4	Adam Bevis to organise second trial against Eastwood on 01/04/2019 (TBC)	NOTED
1.8.5	Sharon Thompson to order rep clothing kits by the 15/01/2019	NOTED
1.9	COMPETITION REPORT	
1.9.1	Competition Manager – Vacant	NOTED
1.9.2	Twilight Rugby - Potentially play older age groups (under 15+) after seniors on a Saturday night	NOTED
1.10	OTHER BUSINESS	
1.10.1	CCJRU job descriptions to be completed for all positions	MB – 28/01/2019

Meeting closed at: 09:00

Next Council Meeting - 07:30pm - 07/01/2019– Breakers Country Club.

Signed: 
 Marc Bookallil
 Secretary CCJRU Date: 07/01/2019