

Tauranga Airsoft Club SGM  
Held at: TECT BBQ Area  
Date: 23rd January 2021

Present Tony, Glen, Brendin, Dylan, Hayden, Adam,  
Niki, Stan, Jordan, Jevon, Khan, Jackyl, Eric, Nick,  
Jared

## **Agenda for Meeting**

Voting to fill all roles within the club

### President

- First point of contact for anything club related, this should include interclub communications and dealing with business entities such as the pistol club and TECT Park management.
- Clear communication at bi-monthly committee meetings regarding future direction for the club.
- Health and Safety documentation and implementation.
- Fundraising and sponsorship coordinator.

Nomination Brendin, Tony  
Brendin voted in with majority  
Eric 2nd

### Vice President

- Supports the President in any roles that cannot be completed where possible.
- Account signatory.
- Leads the bi-monthly after game social meeting and club update.

Role currently empty  
Nomination Nick  
Nick voted in with majority  
Adam 2nd

### Secretary

- Recording of minutes during bi-monthly committee meetings.
- Recording of pertinent points during the bi-monthly social meetings.
- Second signatory.
- Maintains folder of records for all games for the year, filing the registration sheets for all social and club games

Nomination Justin

Justin voted in with majority  
Hayden 2nd

### Treasurer

- Annual accounts reporting.
- Responsibility for game day cash after rental or club games.
- Maintaining the game day cash float.
- Banking
- Financial records retention.
- Memberships, expiry tracking etc.

Nomination Adam  
Adam voted in with majority  
Justin 2nd

### Games Master

- Rostering of game slots on the field, balancing of club and rental games.
- Ensuring upcoming games have at least one club member allocated to run, and assisting with game ideas if needed. If more than 20 players are registered for a game, an assistant is required for the member running game day.
- Ensuring game day box is kept stocked and current (roster sheets, membership forms etc)
- Game ideas book is started and kept up to date.
- Planning of events, requesting funding through the committee, passing game outline to Social Media Mogul for FB event info.

Nomination Nick  
Nick voted in with majority  
Jared 2nd

### Field Maintenance Co ordinator

- Organises working groups with the assistance of Social Media Mogul.
- Brings and field issues to committee attention for action.
- Communicates any field improvement ideas from club members to the committee.
- Made aware of all games on the field, club or social.
- Prioritisation of working plans and projects

Nomination Hayden  
Hayden voted in with majority  
Brendin 2nd

## Social Media

- Keeps Facebook presence up, answering PM's if able or forwarding on if not.
- Keeping Event calendar up to date for club members including special events.
- Tracking RSVP's for games etc.

Nomination Jared

Jared voted in with majority

Hayden 2nd

Other;

Possible change in jobs to have sect responsible for updating of annual membership

Option of having eftpos on the field for game days

Operation manual (Adam)

Location for admin gear

20ft container instead of 10ft

Next meeting 21st Feb

Meeting Closed 6.43pm