

**AGENDA FORMAT & SAMPLE LAYOUT**

**AGENDA**

**UNDERWATER RUGBY AUSTRALIA EXECUTIVE MEETING**

<b>Time:</b>	20h00
<b>Date:</b>	27 <sup>th</sup> May 2016
<b>Venue:</b>	Queensland Rifle Association

- **Welcome by Chairman**
- **Apologies**
  - (Please fill in your name if you are unable to make the meeting at the QRA.)
- **Confirmation of Minutes of previous Meeting**
  - Adelaide 12<sup>th</sup> March 2016
- Meet with AUFQ President Russell Cox to discuss a matter of concern about AUF membership.
- **Matters arising from the Minutes of our last meeting**
  - **Bobby:** - Report on development of newsletter document discussed at last meeting.
  - **Sebastian:** - Feedback on UWRA financial standing and how many foundation members have signed up. AUF matters.
  - **Wayne:** - Feedback of development of UWRA documents, incorporation of UWRA, AUFQ matters.
  - **Ricardo:** - Feedback on NT selection process and NT development and training schedule.
  - **Nathalie:** - Feedback and updates on Nationals in Melbourne in September 2016.
- **General Business**
  - Election of new chair.
  - Discuss Nomination Offers for Chief Referee role and decide on the appointment.
  - Discussion on incorporation of the UWRA and looking at the Pro's and Con's.
  - Funding model suggestions and budget planning for UWRA as we move forward.

- Meet with UWRA NT Coach and members that have requested a meeting with the UWRA executive to discuss a matter of concern.
  - Discuss plans for the NT Training process and schedule with Ricardo.
  - Discuss the approval of the 1 player that has nominated to be on the NT Selection panel.
- **Inward and Outward Correspondence**
  - Letter/e-mail/FB document from the UWRA to the AUF, CMAS and all clubs, foundation members and players to keep them informed on the executive committees appointment of Chairman, Secretary, NT Coach and selection panel and Chief Referee for 2016/2017.
  - Furthermore inform them of all work, training camps and tournaments that we have plans for in the 2016/2017 UWR season.
- **Special Projects**
  - Feedback on proposal to CMAS to have **2019 UWR WORLD CUP** in Brisbane.
  - Development and revision of all Forms and Documents for UWRA and allocation of responsible persons for the various documents.
  - Development of a constitution and revision of by-laws of the UWRA if we go ahead with incorporation of the UWRA.
- **Closure**
  - Expected closure time 22h00
- **Date of next meeting**
  - Next meeting planned for Friday 17th September in Melbourne.

**Food:** Any suggestions