



Latrobe Valley 8 Ball Association



Registration No. A 0016389 V

Affiliated V.E.B.A. 1991

19th Annual General Meeting of the Latrobe Valley 8 Ball Association held at the Morwell Falcons Soccer Club on Monday the 6th February, 1995.

- **Chairman:** Meeting opened by President Alan Timmins at 7.30pm.
- **Attendance:** Scorer Abie Wilson, Secretary George Tutchell, Glen Bayley, Kerryn Baillie & Daniel Partridge (T.R.S.C.), Vice President Rick McAllister (T.F.C. Maroons), Tony Henderson, Treasurer Peter Mackrell & Peter Simpson (T.F.C. Blues), Jack Newton (T.B.C.), Glen A. Ross (M.H.M. Whites), Tom McKernan & R. O'Donnell (M.H.M. Blacks), Adrian Kearns (C.H.M.), John Burns & Steve Cousins (Merton Rush) and Walter Bastiani (Falcon Raiders).
- **Apologies:** Nil.
- **Minutes:** The minutes of the last Annual General Meeting and General Meeting were read.
 Moved: Daniel Partridge
 Sec: Jack Newton
 - Carried -
- **Correspondence:**
 Moved: Tom McKernan
 Sec: Daniel Partridge
 - Carried -
- **Treasurer's Report:** Showed our closing balance of \$2,647.30. With asset of pool table \$1,500.00.

Annual General Meeting Treasurer's Report 1995

<u>Date</u>	<u>Document</u>	<u>Income</u>	<u>Expenditure</u>	<u>Total</u>
14th Feb, 1994	Balance B/Forward			\$1,651.25
	Profit	\$8,822.56	\$7,826.51	\$996.05
1st Jan, 1995	Closing Balance			\$2,647.30
	Asset Pool Table			\$1,500.00

Moved: Rick McAllister
 Sec: Peter Simpson
 - Carried -

- **Scorer's Report:** Thanked all members for there efforts in sending scores in on time.
- **President's Report:** Thanked Executive for there efforts for 1994. Also for getting the 8 ball zone final in Latrobe Valley. Special thanks to all players for there conduct on the day concerned. Treasurer Peter Mackrell for his effort on the Annual Presentation night. To Vice President Rick McAllister towards his effort for sponsors for the year. To markers in finals a great job by all.
- **Election - Office Bearers 1995:**
 1. **President:** Alan Timmins

Moved: Peter Simpson

- Accepted -

Sec: Peter Mackrell

Elected unopposed

2. **Vice President:** Rick McAllister

Moved: George Tutchell

- Accepted -

Sec: Glen Batley

Elected unopposed

3. **Treasurer:** Peter Mackrell

Moved: John Burns

- Accepted -

Sec: Rick McAllister

Elected unopposed.

4. **Secretary:** George Tutchell

Moved: Glen Bayley

- Accepted -

Sec: Peter Mackrell

Elected unopposed.

5. **Scorer:** Peter Simpson

Moved: Jack Newton

- Accepted -

Sec: John Burns

6. **Delegates:** Victorian Eight Ball Association.

1) Alan Timmins

2) Rick McAllister

3) John Burns

• **Nomination Of Teams 1995:**

1) Churchill Hotel Motel

2) Traralgon Football Club Blues

3) Traralgon Football Club Maroons

4) Falcon Raiders

5) Traralgon Return Service Club

6) Morwell Falcons

7) Morwell Hotel Motel Blacks

8) Morwell Hotel Motel Whites

9) Traralgon Bowling Club

10) Glengarry Hotel

1. Draw for season to be left with Peter Simpson and Tony Henderson. Season to start on 7th March, 1995.

• **General Business:**

1. Rules we discussed and we will be playing World Rules.

- Was passed by all -

2. Tony Henderson moved a motion that subs for this season to be \$7.00 per registration player with rule book.

Moved: Tony Henderson

Sec: Daniel Partridge

- Carried -

3. Steve Cousins spoke against the motion that we raise the registration fee, asking can the league pay for the cost of the books.

Moved: Steve Cousins

Sec:

Vote: 7 For / 5 Against

- Carried -

In favour of the motion.

4. Team Affiliation to remain at \$20.00 per team.
 5. A round robin to take place on Sunday 5th March, 1995 at Top Pub Morwell.
 6. Enterprise Credit Union regarding trophy for most valuable contribution to the Latrobe Valley 8 Ball.
 7. Captain of each club to discuss same later
 8. Treasurer Peter Mackrell moved that the Association place \$150.00 for refreshments over bar.
- **Closing:** Next meeting be a held on Monday on 3rd April, 1995 at the Traralgon Return Service Club.

Meeting closed at 10.30pm.



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1st Special Executive Meeting of the Latrobe Valley 8 Ball Association held at the Traralgon Football Club on Thursday the 9th March, 1995.

- **Attendance:** All delegates in attendance.
- **Minutes:** Meeting held in regards to exit of the two teams from the Morwell Hotel Motel. Teams are the M.H.M. Blacks and M.H.M. Whites.
- **Business:**
 1. Peter Lewis Publican advised a team would represent the hotel. Name to be Tatts White. Tony Oliver Captain. Any team that draw Morwell Hotel Motel Blacks has a bye.
 2. Rec 2 points. Include Glengarry 2 points for round 1. Morwell Hotel Motel Whites forfeit to Churchill Hotel Motel 10 - 5, 2 points. Glengarry had the bye declared then 2 points.
 3. Rules remain the same as voted at Annual General Meeting by delegates.
- **Closing:**

Meeting closed.



Latrobe Valley 8 Ball Association



Registration No. A 0016389 V

Affiliated V.E.B.A. 1991

1st General Meeting of the Latrobe Valley 8 Ball Association held at the Traralgon Return Service Club on Monday the 3rd April, 1995.

- **Chairman:** Meeting opened by President Alan Timmins at 7.40pm.
- **Attendance:** Brian Graham & Craig Atkin (Glengarry Hotel), Jack Newton & Ian Duncan (T.B.C.), Vice President Rick McAllister (T.F.C. Maroons), Tony Henderson (T.F.C. Blues), Glen Bayley, Paul Wilson & Secretary George Tutchell (T.R.S.C.), Adrian Kearns & Daryl Kerr (C.H.M.), Non Attendance (Tatts Whites), Steve Cousins, John Burns & Neil Rainbow (Morwell Falcons) and Walter Bastiani (Falcon Raiders).
- **Apologies:** Nil.
- **Minutes:** The minutes of the last General Meeting were read and accepted.
 Moved: Walter Bastiani
 Sec: Wally Leshak
 - Carried -
- **Correspondence:**
 Moved: Neil Rainbow
 Sec: Malcolm Stephens
 - Carried -
- **Treasurer's Report:** Shows a credit of \$2,683.25.

Treasurer's Report 1995

<u>Date</u>	<u>Document</u>	<u>Income</u>	<u>Expenditure</u>	<u>Total</u>
1st Jan, 1995	Opening Balance			\$2,647.30
2nd Feb, 1995	L.V. Express (AD A.G.M.)		\$19.20	\$2,628.10
13th Feb, 1995	Repayment Canc Cheq A. Wilson	\$18.00		\$2,646.10
13th Feb, 1995	A.G.M. Refreshment Drinks		\$150.00	\$2,496.10
13th Feb, 1995	Left From A.G.M. Drinks	\$68.20		\$2,564.30
28th Feb, 1995	Office Of Fair Trading AGM Report		\$32.00	\$2,532.30
1st Mar, 1995	F.I.D. & Badt Feb, 1995		\$1.05	\$2,531.25
17th Mar, 1995	Affiliation Fees	\$40.00		\$2,571.25
17th Mar, 1995	Players Registrations	\$77.00		\$2,648.25
17th Mar, 1995	Match Fees	\$35.00		\$2,683.25

Moved: Jack Newton
 Sec: Wally Leshak
 - Carried -

- **Scorer's Report:** Was read and accepted as played round 4 on the 28th March, 1995.

Scores

Team	Fr	Set		Team	Fr	Set
Churchill Hotel Motel	9	4	defeated	T.F.C. Maroons	3	1
Falcon Raiders	8	4	defeated	Tatts Whites	3	1
T.F.C. Blues	8	4	defeated	T.B.C.	4	1
T.R.S.C.	8	4	defeated	Glengarry	4	1
Morwell Falcons	0	0	bye			

Ladder

Team	For	Against	Percentage	Pts
Morwell Falcons	24	12	200.00%	8
Churchill Hotel Motel	32	15	213.33%	6
T.F.C. Blues	24	14	171.43%	6
T.B.C.	26	24	108.33%	6
Falcon Raiders	25	27	92.59%	4
T.F.C. Maroons	20	30	66.67%	4
T.R.S.C.	22	26	84.62%	2
Glengarry	14	23	60.87%	2
Tatts Whites	8	15	53.33%	2

Moved: Glen Bayley

Sec: Steve Cousins

- Carried -

- **General Business:**

1. A discussion was taken regarding playing rules, namely World Rules or Australian 8 Ball Rules. After much discussion a vote was taken

- 1) World 8 Ball Rules

Vote: 12

- 2) Australian 8 Ball Rules

Vote: 4

In favour to play World 8 Ball Rules

2. A letter to be sent to Tatts Whites for non attendance. Fine \$10.00.
3. Annual Presentation Ball Committee to be elected at next meeting.

- **Closing:** Next meeting to be held on Monday the 1st May, 1995 at the Morwell Falcons Club.
Meeting closed at 9.15pm.



Latrobe Valley 8 Ball Association



Registration No. A 0016389 V

Affiliated V.E.B.A. 1991

2nd General Meeting of the Latrobe Valley 8 Ball Association held at the Morwell Falcons Club on Monday the 1st May, 1995.

- **Chairman:** Meeting opened by President Alan Timmins at 7.45pm.
- **Attendance:** Brian Graham (Glengarry Hotel), Ian Duncan (T.B.C.), Vice President Rick McAllister (T.F.C. Maroons), Treasurer Peter Mackrell (T.F.C. Blues), Paul Wilson & Secretary George Tutchell (T.R.S.C.), Non Attendance (C.H.M.), Tony Oliver (Tatts Whites), John Burns (Morwell Falcons) and Monica Keijzer (Falcon Raiders).
- **Apologies:** Nil.
- **Minutes:** The minutes of the last General Meeting were read and accepted.
Moved: Ian Duncan
Sec: Brian Graham
- Carried -
- **Correspondence:** Were read and accepted.
Moved: John Burns
Sec: Ian Duncan
- Carried -
- **Treasurer's Report:** Shows a credit of \$2,806.14.

Treasurer's Report 1995

<u>Date</u>	<u>Document</u>	<u>Income</u>	<u>Expenditure</u>	<u>Total</u>
31st Mar, 1995	Opening Balance			\$2,683.25
31st Mar, 1995	Credit Union Interest	\$11.29		\$2,694.54
1st Apr, 1995	F.I.D. & Badt March, 1995		\$0.40	\$2,694.14
3rd Apr, 1995	VEBA Meet Travel (A.T. & R.M.)		\$50.00	\$2,644.14
3rd Apr, 1995	Affiliation Fees	\$60.00		\$2,704.14
3rd Apr, 1995	Match Fees	\$35.00		\$2,739.14
3rd Apr, 1995	Player Registrations	\$67.00		\$2,806.14

Moved: Brian Graham
Sec: Tony Oliver
- Carried -

- **Scorer's Report:** Round 6 as played 11th April, 1995.

Scores

Team	Fr	Set		Team	Fr	Set
Morwell Falcons	9	4	defeated	T.B.C.	4	1
Churchill Hotel Motel	9	4	defeated	Falcon Raiders	3	1
Glengarry	10	5	defeated	Tatts Whites	4	0
T.F.C. Blues	7	3	defeated	T.R.S.C.	5	2
T.F.C. Maroons	0	0	Bye			

Ladder

Team	For	Against	Percentage	Pts
Morwell Falcons	40	22	181.82%	12
Churchill Hotel Motel	41	18	227.78%	10
T.F.C. Blues	39	22	177.27%	10
T.B.C.	36	39	92.31%	6
T.F.C. Maroons	23	40	57.50%	6
T.R.S.C.	37	36	102.78%	4
Falcon Raiders	34	43	79.07%	4
Glengarry	27	35	77.14%	4
Tatts Whites	18	31	58.06%	4

Moved: Paul Wilson

Sec: George Tutchell

- Carried -

- **General Business:**

1. An Annual Presentation Ball Committee was formed. Namely
 - 1) Peter Simpson
 - 2) Rick McAllister
 - 3) George Tutchell
 - 4) Peter Mackrell
2. Raffle to be left in hands of Annual Presentation Ball Committee.
3. Finals venues to be in by letter at next meeting and also Annual Presentation Ball venue.
4. Churchill Hotel Motel to be fined \$10.00 for non attendance.

- **Closing:** Next meeting to be held on Monday the 5th June, 1995 at the Traralgon Return Service Club.

Meeting closed at 8.45pm.



Latrobe Valley 8 Ball Association



Registration No. A 0016389 V

Affiliated V.E.B.A. 1991

3rd General Meeting of the Latrobe Valley 8 Ball Association held at the Traralgon Return Service Club on Monday the 5th June, 1995.

- **Chairman:** Meeting opened by President Alan Timmins at 7.40pm.
- **Attendance:** Brian Graham (Glengarry Hotel), Ian Duncan (T.B.C.), Vice President Rick McAllister (T.F.C. Maroons), Daniel Partridge (T.F.C. Blues), Paul Wilson, Secretary George Tutchell & Kerry Baillie (T.R.S.C.), Darryl Kerr & Adrian Kearns (C.H.M.), Tony Oliver & Jamie Ancilleri (Tatts Whites), John M. Burns & Steve Cousins (Morwell Falcons) and Monica Keijzer & Wally Bastin (Falcon Raiders).
- **Apologies:** Treasurer Peter Mackrell and Neil Rainbow.
- **Minutes:** The minutes of the last General Meeting were read and accepted.
 Moved: Daniel Partridge
 Sec: Walter Bastiani
 - Carried -
- **Correspondence:** Were read and accepted.
 Moved: Ian Duncan
 Sec: Rick McAllister
 - Carried -
- **Treasurer's Report:** Shows a credit of \$3,175.07. With asset of pool table \$1500.00.

Treasurer's Report 1995

Date	Document	Income	Expenditure	Total
1st May, 1995	Opening Balance			\$2,806.14
1st May, 1995	Match Fees	\$260.00		\$3,066.14
1st May, 1995	Tatts Whites Fine (Non Attend)	\$10.00		\$3,076.14
1st May, 1995	Players Registrations	\$169.00		\$3,245.14
1st May, 1995	Team Affiliations	\$80.00		\$3,325.14
1st May, 1995	F.I.D. April, 1995		\$0.07	\$3,325.07
2nd May, 1995	Churchill Fine (Non Attend)	\$10.00		\$3,335.07
4th May, 1995	V.E.B.A. (Players Registrations)		\$168.00	\$3,167.07
10th May, 1995	Match Fees	\$15.00		\$3,182.07
10th May, 1995	Players Registrations	\$14.00		\$3,196.07
24th May, 1995	V.E.B.A. (Players Registrations)		\$21.00	\$3,175.07

- **Scorer's Report:** Was read and accepted as played round 11 on the 30th May, 1995.

Scores

Team	Fr	Set		Team	Fr	Set
Glengarry	7	3	defeated	Falcon Raiders	4	2
Morwell Falcons	7	3	defeated	Churchill Hotel Motel	5	2
T.R.S.C.	7	3	defeated	T.B.C.	5	2
T.F.C. Maroons	6	3	defeated	Tatts Whites	4	2
T.F.C. Blues	0	0	bye			

Ladder

Team	For	Against	Percentage	Pts
Morwell Falcons	81	43	188.37%	22
T.F.C. Blues	72	39	184.62%	18
Churchill Hotel Motel	74	46	160.87%	16
T.F.C. Maroons	52	71	73.24%	12
T.R.S.C.	61	62	98.39%	10
Glengarry	47	63	74.60%	10
T.B.C.	60	65	92.31%	8
Falcon Raiders	53	74	71.62%	8
Tatts Whites	40	68	58.82%	6

Moved: Steve Cousins

Sec: Adrian Kearns

- Carried -

• **General Business:**

1. Quotes for Annual Presentation Ball were received, after much discussion a vote was taken and the Falcons Soccer Club to hold Annual Presentation Ball. Other applications were informed of there position regarding Annual Presentation Ball.
2. Also venues were informed that they will hold finals of Association as follows
 - 1) 1st & 2nd Semi Final - Hotel Motel
 - 2) Preliminary & Grand Final - Traralgon Return Service League
3. Times for Inter-League game in Melbourne were read out.
4. Steve Cousins moved that the Latrobe Valley 8 Ball Association purchase refreshments for journey home.

Moved: Steve Cousins

Sec: Ian Duncan

- Carried -

- **Closing:** Next meeting to be held on Monday the 3rd July, 1995 at the Morwell Falcons Club.
Meeting closed at 10.15pm.



Latrobe Valley 8 Ball Association



Registration No. A 0016389 V

Affiliated V.E.B.A. 1991

4th General Meeting of the Latrobe Valley 8 Ball Association held at the Morwell Falcons Club on Monday the 3rd July, 1995.

- **Chairman:** Meeting opened by President Alan Timmins at 7.40pm.
- **Attendance:** Brian Graham & Craig Atkin (Glengarry Hotel), Ian Duncan (T.B.C.), Vice President Rick McAllister (T.F.C. Maroons), Treasurer Peter Mackrell & Scorer Peter Simpson (T.F.C. Blues), Secretary George Tutchell (T.R.S.C.), Adrian Kearns (C.H.M.), Tony Oliver (Tatts Whites), Steve Cousins (Morwell Falcons), Monica Keijzer (Falcon Raiders) and Lauri Sheen (V.E.B.A.).
- **Apologies:** Walter Bastiani.
- **Minutes:** The minutes of the last General Meeting were read and accepted.
 Moved: Tony Henderson
 Sec: Steve Cousins
 - Carried -
- **Correspondence:** Were read and accepted.
 Moved: Ian Duncan
 Sec: Tony Henderson
 - Carried -
- **Treasurer's Report:** Shows a credit of \$3,190.73. With asset of pool table \$1500.00.

Treasurer's Report 1995

Date	Document	Income	Expenditure	Total
1st Jun, 1995	Opening Balance			\$3,175.07
1st Jun, 1995	Slater & Gorden (Trophy Spon)	\$100.00		\$3,275.07
1st Jun, 1995	F.I.D. & Badt May, 1995		\$1.34	\$3,273.73
4th Jun, 1995	Doubles C'Ship Raffles	\$59.00		\$3,332.73
5th Jun, 1995	Match Fees	\$210.00		\$3,542.73
5th Jun, 1995	Players Registrations	\$68.00		\$3,610.73
7th Jun, 1995	Traralgon Printers Raffle Tickets		\$100.00	\$3,510.73
13th Jun, 1995	Players Registrations	\$7.00		\$3,517.73
18th Jun, 1995	V.E.B.A. Bus Refreashments		\$100.00	\$3,417.73
19th Jun, 1995	L.V. Bus Lines (V.E.B.A. Trip)		\$227.00	\$3,190.73

- **Scorer's Report:** Was read and accepted as played round 15 on the 25th June, 1995.

Scores

Team	Fr	Set		Team	Fr	Set
Churchill Hotel Motel	10	5	defeated	Falcon Raiders	2	0
T.F.C. Blues	10	5	defeated	T.R.S.C.	3	0
Tatts Whites	8	4	defeated	Glengarry	4	1
T.B.C.	6	3	defeated	Morwell Falcons	7	2
T.F.C. Maroons	0	0	bye			

Ladder

Team	For	Against	Percentage	Pts
Morwell Falcons	107	54	198.15%	28
T.F.C. Blues				26
Churchill Hotel Motel				24
T.R.S.C.				14
Tatts Whites				14
T.F.C. Maroons				14
T.B.C.				12
Glengarry				10
Falcon Raiders				10

Moved: Steve Cousins

Sec: Adrian Kearns

- Carried -

- **General Business:**

1. Lauri Sheen from Melbourne was welcomed to the meeting who discussed rules with delegates.
2. Executive to discuss with Wonthaggi regarding inter-league game.
3. Delegates were reminded about selling of raffle tickets and return as soon as possible.
4. Money for stamps and receipt book to be taken from petty cash.

- **Closing:** Next meeting to be held on Monday the 24th July, 1995 at the Traralgon Return Service Club.

Meeting closed at 9.20pm.



Latrobe Valley 8 Ball Association



Registration No. A 0016389 V

Affiliated V.E.B.A. 1991

5th General Meeting of the Latrobe Valley 8 Ball Association held at the Traralgon Return Service Club on Monday the 24th July, 1995.

- **Chairman:** Meeting opened by President Alan Timmins at 7.45pm.
- **Attendance:** Brian Graham (Glengarry Hotel), Ian Duncan (T.B.C.), Kevin Davenport & Vice President Rick McAllister (T.F.C. Maroons), Treasurer Peter Mackrell, Scorer Peter Simpson & Tony Henderson (T.F.C. Blues), Secretary George Tutchell, Paul Wilson & Glen Bayley (T.R.S.C.), Non Attendance (C.H.M.), Non Attendance (Tatts Whites), Steve Cousins & John Burns (Morwell Falcons) and Walter Bastiani & Monica Keijzer (Falcon Raiders).
- **Apologies:** Neil Rainbow.
- **Minutes:** The minutes of the last General Meeting were read and accepted.
 Moved: Monica Keijzer
 Sec: Walter Bastiani
 - Carried -
- **Correspondence:** Were read and accepted.
 Moved: Tony Oliver
 Sec: Ian Duncan
 - Carried -
- **Treasurer's Report:** Shows a credit of \$4,082.42. With asset of pool table \$1500.00.

Treasurer's Report 1995

<u>Date</u>	<u>Document</u>	<u>Income</u>	<u>Expenditure</u>	<u>Total</u>
1st Jul, 1995	Opening Balance			\$3,190.73
1st Jul, 1995	Credit Union Interest	\$12.80		\$3,203.53
1st Jul, 1995	F.I.D. & Badt June 1995		\$0.91	\$3,202.62
3rd Jul, 1995	Match fees	\$80.00		\$3,282.62
3rd Jul, 1995	Players Registrations	\$42.00		\$3,324.62
3rd Jul, 1995	New Recript Book		\$2.40	\$3,322.22
3rd Jul, 1995	Postage for Ladders (Year)		\$28.80	\$3,293.42
3rd Jul, 1995	Singles C/Ship Raffle	\$42.00		\$3,335.42
4th Jul, 1995	Players Registrations	\$7.00		\$3,342.42
20th Jul, 1995	Raffle Money	\$420.00		\$3,762.42
20th Jul, 1995	Enterprise Credit (Sponsor)	\$100.00		\$3,862.42
22nd Jul, 1995	Match fees	\$40.00		\$3,902.42
22nd Jul, 1995	Raffle Money	\$180.00		\$4,082.42

Moved: Steve Cousins
 Sec: Brian Graham
 - Carried -

- **General Business:**

1. Letter that appears in Sunday Sun regarding Latrobe Valley 8 Ball Association in 9th July, 1995 regarding Peter Harris comments.
2. Tony Henderson moved that money outstanding from Churchill Hotel Motel be placed at Churchill Hotel by 12.00 noon tomorrow. If not ineligible to play in finals next team on ladder to take place of Churchill Hotel Motel.

Moved: Tony Henderson

Sec: Walter Bastiani

- Carried -

3. John Burns moved that any member of teams can umpire final games. Walter Bastiani to be head adjudicator.

Moved: John Burns

Sec: Rick McAllister

- Carried -

- **Closing:**

Meeting closed at 9.15pm.



Latrobe Valley 8 Ball Association



Registration No. A 0016389 V

Affiliated V.E.B.A. 1991

1st Executive Meeting of the Latrobe Valley 8 Ball Association held at the Traralgon Football Club on Wednesday the 20th December, 1995.

- **Chairman:** Meeting opened at 7.00pm.
- **Minutes:** Meeting was held to forward notices to all members and further clubs.
- **Business:**
 1. Teams for season 1996
 - 1) Traralgon Football Club Maroons
 - 2) Traralgon Football Club Blues
 - 3) Traralgon Return Service Club
 - Then to check on following
 - 1) Churchill Hotel Motel
 - 2) Morwell Falcons
 - 3) Falcon Raiders
 - 4) Rosedale
 - 5) Monash University
 - 6) Morwell Football Club
 - 7) Morwell Golf Club
 - 8) Morwell Men's Club
 - 9) Morwell Return Service Club
 - 10) Traralgon Indoor Cricket Club
 2. Notice of Annual General Meeting to be placed in paper by mid January.
 3. Annual General Meeting to be held Traralgon Return Service League at 7.30pm on the 12th February, 1996.
 4. Executive to follow up on teams in New Year.
 5. Letter was drafted and forwarded to printer for him to make letter presentable for paper with one letter logo.
- **Closing:**

Meeting closed at 9.00pm.