

# BALLINA TOUCH ASSOCIATION INC.



ABN 85 397 162 442

PO BOX 505  
BALLINA NSW 2478

Email: [admin@ballinatouch.com.au](mailto:admin@ballinatouch.com.au)

## MINUTES – BALLINA TOUCH ASSOCIATION MONTHLY MEETING

**DATE – 20 May 2025**

**MEETING OPENED – 6.30pm (Chaired by Scott Turner)**

### **ATTENDANCE:**

Name	Present	Apology	Absent
<b>Committee</b>			
Scott Turner	X		
Secretary - vacant			
Paul Bradford		X	
Mike Kelly	X		
Norm Headford	X		
Ben Robinson	X		
Jamie Black	X		
Mark Cribb	X		
Ben Baum		X	
Tony Webb	X		
Ben Franklin	X		
Lincoln Raudonikis	X		
Blake Donovan		X	
Karen Wilson			X
<b>General Committee Members</b>			
Ken Jones		X	

**APOLOGIES –** Paul Bradford, Ben Baum, Blake Donovan, Ken Jones

Moved- Ben Franklin, 2nd – Ben Robinson -That the apologies be accepted – Carried.

### **MINUTES FROM PREVIOUS MEETING –**

As the secretary position is vacant, the minutes from the previous minutes have not been prepared. Jessica has offered to complete them and they will be distributed once ready.

### **CORRESPONDENCE IN –**

- Emails from NSW Touch regarding North Coast All Schools.
- NSW Touch Governance and Operating Model review.
- Ballina Shire Council Capital Works Grants.
- Quotes for insurance of new trailer.
- E-mail from Dickfos Dunn Accountants regarding proposed audit.
- McLaughlin Sports – invitation for interview as part of TFA Governance review

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- Ben Baum Requesting support for funding of his State Blazer on achieving his Level 4 Referee qualification.

## CORRESPONDENCE OUT

- E-mails to NSW Touch Regarding North Coast All Schools.
- Request to NSW Touch and Northern Eagles to provide letter of support to Ballina Council for funding in their 2025/26 budget for preparation of plans for clubhouse upgrade.
- McLaughlin Sports – accepting invitation for interview for TFA Governance Review.
- Request to Dickfos Dunn for Audit Proposal.

Moved – Lincoln Raudonikis, 2<sup>nd</sup> Mark Cribb - That Inwards and Outwards correspondence be accepted.  
Carried.

## BUSINESS ARISING FROM PREVIOUS MINUTES

Nil – all covered in reports below.

## REPORTS

### PRESIDENT – Scott Turner:

#### Last Month:

1. Looking into Constitution and membership as it relates to positions on the committee. There is an issue we will need to address and I am waiting on some advice from NSW Touch. I will expand further at the meeting. See also recommendations to my report.
2. Met with Directors to discuss plans for the year ahead. Good discussions and look forward to seeing the improvements that each area has in mind.
3. Received a request to participate in an interview for a governance review that Touch Football Australia are doing. Same consultancy that did the NSW Touch review. Had the interview yesterday - Monday.
4. Progressed Audit with Norm. Waiting for formal proposal and cost from Dickfos Dunn Accountants before accepting and getting it under way.
5. Finalised draft Representative Policy that I had been working on for some time and provided to Technical and Representative Directors for review. They will take it from here and bring back to the committee for formal adoption ahead of next season.
6. Arranged handover of Referee Director and Technical Director e-mails to our new committee members. Will have the Secretary e-mail diverted to me and monitor this until we have a new Secretary. Discussion needed at meeting about finding a replacement.
7. Wrote to NSW Touch and Northern Eagles requesting their support for a submission to Ballina Council for the progression of plans for the clubhouse upgrade. Both agreed to provide and will send it through this week. Committee had previously agreed to commit some funding to construction as a way of demonstrating our commitment to the project. Seek confirmation that current committee also supports this. See recommendation below.

#### Next Month:

1. Further work on item 1 outlined above before making a recommendation to the committee on sorting it out.
2. Progress Audit.
3. Attending on-line meeting with NSW Touch tomorrow night to discuss new individual membership model. Will have ramifications for our fee structure.
4. Make submission to Ballina Council budget supporting allocation of funds for the preparation of plans to upgrade the clubhouse.

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5. Commence process with Engagement Team to modify the website and create a section for documentation - policies, procedures, meeting minutes etc.

#### Recommendations:

1. That the report be noted.
2. That the committee confirms the appointment of Ruth Foster, as a former Treasurer and life member of the Association, as an authorised person to operate the club bank accounts, being a second authoriser of online transactions initiated by the Treasurer.
3. That the Committee confirm appointments to the roles of Sports Club representatives – Tony Webb, Blake Donovan and Ben Franklin, Public Officer – Tony Webb, Judiciary Chairperson – Paul Bradford and Licensee – Tony Webb.
4. That the Committee re-commits to the decision of a previous Ballina Touch Committee to make a financial contribution to the upgrade of the Saunders Oval clubhouse in the amount of \$100,000. Such amount to be used for construction only, not preparation of plans or other documentation required to gain approval for the work.

#### VICE PRESIDENT SENIOR- Paul Bradford (JP): Nil - Apology

#### VICE PRESIDENT JUNIOR- Michael Kelly:

Report for Juniors and Representative for this month

- Finalised EOI's for coaches for Seniors and Juniors
- Drafted EOI's for players for Seniors and Juniors
- Investigated Chiller ice baths for representative events
- Met with President and Technical Director for preliminary representative season planning

Items for further action

- Post coaching EOI's to facebook page and current coaches. Seniors to close on June 27th and Juniors July 4th
- Finalise and post EOI's for players both Seniors and Juniors
- Finalise Junior selection procedure structures. Most likely a 3 week process from Sunday August 24th to September 7th, 5 sessions to include 3 Sundays and 2 Wednesdays.

Recommendation: That the report be received and noted.

#### TREASURER- Norm Headford:

Financial reports sent to committee members prior to meeting & tabled at meeting.

New Trailer is insured including signage. Marquees are insured under separate policy regardless of location – general insurance.

#### COMPETITIONS DIRECTOR – Ben Robinson:

##### Completed this month

1. Winter Competition finalised, and an email went out which I've posted below with some updated information (just to keep everyone informed)
  - We will require 5 fields for the first time slot. Already spoken with Ken and JP on the circumstances around the fields.
  - 18 teams this year, with an increase of 2 teams from the 2024 season.
  - Two time slots, 5 games at 6.00 pm and the remaining 4 games at 6.50 pm.

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- Draw provided, which is completed for the whole year  
<https://touchfootball.com.au/Competitions/Competition/mixed-social-winter-competition-2025-61319869>
- 2. Communicated with Deacon from NSW touch about the increase in fees, which I'm sure Scott will discuss in more detail later.

## Next Month

Answer members emails and make changes to suit the availability of teams for Wednesday night's draw.

## Recommendations:

Report be received and noted.

## TECHNICAL DIRECTOR – Jamie Black:

Last Month:

- Had meeting with Mike and Scott as planning for the coming season.
- Met with NSW Touch Referees Coordinator with Ben Baum. Info session only.

Next Month:

- Planning for “Coach the Coach” session in early part of the rep season. Targeting Tony Trad and Paul Sfeir. Will require the club to meet costs of airfares and accommodation for them both.

Recommendations: That the report be received and noted.

## REPRESENTATIVE DIRECTOR – Mike Kelly:

See Junior Vice-President's Report

## ENGAGEMENT DIRECTOR: Mark Cribb:

### MONTHLY REPORT

- \* Engagement team had meeting with Scott last week to discuss season ahead
- \* Arranging a letter so we can start getting prizes for major raffle fundraiser for juniors
- \* Myself, Linc and Ben had a meeting to discuss sponsorship prices for next contract- slight increase and more sponsors. Discussing 2nd major sponsor
- \* Still want to have an invitational game against All Abilities, aim for start of next summer senior comp - any ideas on who to invite would be much appreciated

### NEXT MONTH

- \* update on raffle progress

## JUDICIARY CHAIR – Paul Bradford: Nil - Apology.

**CANTEEN OPERATIONS** – Nil. Payments from canteen proceeds from summer comp have been made. Was split into 2 payments.

## BALLINA SPORTS CLUB REPORT – Tony Webb: Nil.

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**LIQUOR LICENSEE – Tony Webb:** Nil

**PUBLIC OFFICER: Tony Webb:** Nil

**GRANT APPLICATION OFFICER- Norm Headford:**

Council Capital Works grants are open again.

Moved – Mark Cribb, 2<sup>nd</sup> Ben Robinson that all reports be accepted and recommendations adopted.  
Carried,

## **GENERAL BUSINESS**

- Trailer. With purchase of the new trailer, as decision is needed as to what we do with the old trailer. It was agreed that the old trailer would be put up for sale after the All Abilities Team return from NTL. Moved Tony Webb – 2<sup>nd</sup> Mark Cribb. Carried.
- Defibrillator. Is beeping again. Scott to follow up with Anne Drinkwater on replacement of pads and battery. Should become responsibility of the Sports Club as it is available all year round for use by anyone that is here. For info only.
- Ice Baths. Mike is following up on some different Ice Baths. Are a self contained unit that only has to be filled once – had a filter and requires a generator for power. Mike to provide a detailed quote for consideration. For info only.
- Corro from Ben Baum regarding State Blazer. Club has paid for all referees in the past that have achieved their State Referee level. It was agreed that the club pay for the blazer. Moved T Webb, 2<sup>nd</sup> Ben Franklin. Carried.
- Representative Coordinator Honorarium. Mike raised the matter of payment for the Rep Coordinator role that he undertook for the last rep season. Club collected \$10 per rep player (seniors and juniors) for the paid position. Estimated we collected around \$2,000 in total. In previous seasons payment has been on an hourly rate. Proposed that payment be on the basis of actual amount collected as an honorarium. Agreed to pay on this basis - Scott to check amount and arrange payment. Moved T Webb, 2<sup>nd</sup> Mark Cribb. Carried.
- Matter of paid positions for coming season to be discussed at next meeting. Also general financial support for players, coaches, referees etc. and cost reimbursement for members where required. For info only.
- First Aid Course. 3 people have done a First Aid course – Webby, Blake, Bob Stutfield. Agreed that club reimburse them upon lodgement of a receipt showing cost of the course. Moved T Webb, 2<sup>nd</sup> Norm Headford. Carried

**MEETING CLOSED - 7.59pm**

**NEXT MEETING – Tuesday 17 June 2025 – 6.30pm @ Clubhouse**

## **ITEMS TO BE ACTIONED:**

*\*\*Please advise secretary when completed*

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<u>Item</u>	<u>Person to Action</u>	<u>Timeframe</u>	<u>Due Date</u>	<u>Ongoing or Completed</u>
Referee Rookie of the Year to be decided	Blake	To be confirmed		Complete for 2023/24 and Scott completed for 2024/25.
Framed uniform sponsor gift	Linc	3 months	June	
Policy/Procedure re – Undesired Guests on grounds	Committee	Before next season	Sept 2024	
Cupboard for Policies and First Aid kit	Committee	Before next season	Sept 2024	Installed. – complete.
Reimbursement to Junior players in Senior comp	Scott	TBA		No further action as this matter is from the 2023/24 season.
New committee members FB post	Ben F	Over coming months	After AGM	
Merchandise Proposal	Ben F/Scott		Preferably next meeting or AGM	
Ken and JP life membership fb post	Ben F	Over coming month		