

BALLINA TOUCH ASSOCIATION INC.



ABN 85 397 162 442

PO BOX 505
BALLINA NSW 2478

Email: admin@ballinatouch.com.au

MINUTES – BALLINA TOUCH ASSOCIATION MONTHLY MEETING

DATE – 20 January 2026

MEETING OPENED – 6.33pm (Chaired by Scott Turner)

ATTENDANCE:

Name	Present	Apology	Absent
Executive			
Scott Turner	X		
Secretary - vacant			
Paul Bradford	X		
Mike Kelly	X		
Norm Headford	X		
Directors and Appointed Positions			
Ben Robinson			X
Jamie Black	X		
Ben Baum	X		
Mark Cribb	X		
Ben Franklin	X		
Karen Wilson		X	
Sports Club			
Tony Webb	X		
Blake Donovan	X		
General Committee Members			
Ken Jones			X
Lincoln Raudonikis	X		

APOLOGIES – Karen Wilson

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

MINUTES FROM PREVIOUS MEETING –

Minutes of the meeting from 25 November 2025 were moved to be adopted.

Moved – Mark Cribb, 2nd – Jamie Black - Carried.

DECLARATIONS OF INTEREST

Nil.

CORRESPONDENCE IN –

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- NSW Touch various correspondence including newsletter, State Cup and Junior State Cup Updates, Referee Uniform requirements for JSC, Tender for State Cup, Junior State Cup and Country Championships and Annual Reports.
- Corro from Mike McLaughlin Sports requesting input to NSW Touch strategic planning process.
- Various Corro from Council regarding progress with ground renovations, response following my much earlier meeting with Matt Wood.
- Karen Wilson requesting support for car hire to take All Abilities team to NTL
- TFA newsletter

CORRESPONDENCE OUT

- E-mails to NSW Touch seeking clarification of tender process for State Cup, JSC and Country Champs.
- Various E-mails to NSW Touch via Rep Coordinator regarding State Cup.

Moved – Ben Franklin, 2nd Norm Headford - That Inwards and Outwards correspondence be accepted.
Carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

Nil – all covered in reports below.

REPORTS

PRESIDENT – Scott Turner:

Last 2 Months.

1. Follow up and clarification of operation of electric brakes system for trailer.
2. Engagement with McLaughlin Sports regarding NSW Touch Strategic Plan.
3. Continuing discussions with Council.
4. Assisting Representative Director and Technical Director with matters regarding senior and junior rep sides.

Next Month

1. Continue to engage with Council as required on general relationship with the club.
2. Reconsider approach to Auditor with Norm. No progress with this as yet.
3. Continue support to directors for Ballina Gala Day, NEJC and JSC.

Recommendation.

That the report be received and noted.

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VICE PRESIDENT SENIOR- Paul Bradford (JP):

- Good break. Thanks to Ken and the Donovan family for work to keep lines marked over the holidays.

Recommendation:

1. That the report be received and noted.

VICE PRESIDENT JUNIOR - Michael Kelly:

- Working through State Cup, JSC NEJC and Ballina Gala Day logistics.
- Use e-mail on sides for junior gala day – 35 sides. 6 full size and 2 juniors fields needed. Makenzie R to help on the day.
- Juniors competition resumes 30 January.

Recommendation: That the report be received and noted.

TREASURER- Norm Headford:

Treasurer's Report to Committee Meeting on 20 January 2026

Financial Reports incorporating the Main, Canteen and Bar Bank Accounts:

The following Financial Reports were attached to Norm's report to the committee for information and adoption. Note that only the Profit and loss statement is attached to these minutes:

- Profit and Loss Account (with comparative Operating Results) from 1 April to 31 December 2025.
 - 2025-26 - Net Operating Profit of \$62,899.31. 2024-25 – Net Operating Profit of \$74,981.03
 - Summary Coding Report for November and December 2025
 - Detailed Coding Report for November and December 2025
 - NAB Bank Balances as at 16 January 2026 (Screen Shot)
 - Auspost Prepaid Debit Card – 22 October to 21 December 2025 Transactions (Screen Shots)

Note: The above Financial Reports do not include any transactions in the NAB Rep Bank Account.

Bank Balances as at 16 January 2026

The attached Screen Shot show the Club has an overall credit balance of \$506,308.61 with \$318,533.88 of it on TD.

Sponsorship Invoices for 2025-26

Invoices totalling \$12,100 (incl GST) were issued on 2 September 2025 with no outstanding amounts

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Further invoices were issued on 27 October 2025 to:

- B and H Stone - \$880.00 – **Paid 4 November 2025**
- 1 Time Waterproofing - \$880 – Unpaid as at 16 January 2026
- Grant Knight Painting – \$330 – **Paid 15 December 2025**

NSW NEJC and JSC Championships – Rep Account as at 31 December 2025

It is my intention to incorporate transactions related to the NSW NE and JSC Championships into the MYOB accounting system from the start of the next financial year on 1 April 2026.

Associated Income and expense accounts will be identified as Rep items. The MYOB system has the capacity to produce Rep related financial reports if required.

Incorporating these transactions into MYOB will also improve compliance with GST legislation.

An example of transactions from the rep account was tabled to show how this could be achieved.

Recommendation:

THAT the Treasurer's report for November and December 2025 be noted and adopted.

COMPETITIONS DIRECTOR – Ben Robinson:

No report – absent.

TECHNICAL DIRECTOR – Jamie Black:

- Following success of our coaching weekend with Tony Trad and Tony Eltakchi have investigated having them attend NEJC. Not going to be possible but they are available to come to Dubbo. This is being organised following approval from Scott as President and Mike as Rep Director. Club is paying accommodation for them.
- Recommend the club look into a way for coaches to video training or games and provide immediate feedback to players to watch what has happened. Ben Franklin will be trialling a system this week and see how it goes.
- Level 2 Coach upgrades are being progressed for Mick Broadbent and Joel Jukes.

Referees

- Referee nominations in for NEJC and JSC have been done. We have bare minimum numbers and a couple of injuries that are being dealt with.
- NSW Touch issued a reminder about ref uniforms and requirements for upcoming JSC in regard to wearing of the New Balance uniforms – not Inferno. Ben Baum investigating and we may need to purchase more.

Recommendation: That the report be received and noted.

REPRESENTATIVE DIRECTOR – Mike Kelly:

See Vice President – Juniors report.

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ENGAGEMENT DIRECTOR: Mark Cribb:

Last Month

- Major raffle completed approx.. \$16000 in sales
- Around \$13000 back to players and roughly \$3000 back to club - will have better figures next meeting.
- Last Cherry St raffle this Sunday
- Junior uniform orders have gone out to players
- INTERSPORT very happy with what they got back from giving every junior player a 20% off voucher - have asked if possible to give out earlier next season as it clashes with their Black Friday sales and unfortunately can't give any further discounts.
- Need to credit card for purchasing fruit, Powerade etc for upcoming tournaments. - I'll discuss with Norm
- Generator for ice baths. Need to purchase. Some discussion and agreed to trial a member's generator at Gala Day with a view to purchasing before we go to NEJC and JSC.

Next meeting

- Exact figures for raffles
- Update on JSC

Referenced e-mail from Karen Wilson requesting support for car hire to transport All Abilities players to NTL. **Agreed to pay cost of vehicle hire - \$671.95.**

Recommendation – that the report be received and noted and agreements reached be implemented.

JUDICIARY CHAIR – Paul Bradford: Nil

CANTEEN OPERATIONS – Gala day - Webby to coordinate ordering of supplies for the BBQ with Kelly Bond.

BALLINA SPORTS CLUB REPORT – Tony Webb/Blake Donovan:

- E-mail received advising of inspection by Council's insurer.
- Still working through processes to account for signage sponsors. Webby and Ben F to sort it out.
- Meeting and some issues with lighting levels.
- Cleaning costs to be paid by Sports Club now.
- Power bills still being sorted out. No account received since changes made and the meter upgraded to a smart meter.

Recommendation:

1. That the report be received and noted.

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LIQUOR LICENSEE – Tony Webb: Need extra people with RSA as Webby will be away for a bit over the next few months. Upcoming course in Ballina. Members requested to attend if possible.

PUBLIC OFFICER: Tony Webb: Nil.

GRANT APPLICATION OFFICER- Norm Headford:

Nil

ADOPTION OF ALL COMMITTEE MEMBER REPORTS AND RECOMMENDATIONS

Moved – Lincoln , 2nd JP - That all reports be accepted and recommendations adopted. Carried.

GENERAL BUSINESS

- Tony Webb – Marking of fields on new area that is now available. To be marked next week.
- Blake – Made a suggestion for a “gala day” involving teams to nominate as “park day”. Competitive and social divisions. Try to attract people from QLD and park touch teams. Considering mid – late winter or early spring. General agreement that this was an option for further consideration. Needs to be developed further to allow some good discussion and a decision on how to proceed.
- Ride on mower needs a service – agreed to organise.

MEETING CLOSED - 8.05 pm

NEXT MEETING – No meeting for December - Dinner at Cherry Street Sports 16 December. 2025. First meeting for 2026 is 20 January 2026 – 6.30pm @ Clubhouse.

ITEMS TO BE ACTIONED:

***Please advise secretary when completed*

<u>Item</u>	<u>Person to Action</u>	<u>Timeframe</u>	<u>Due Date</u>	<u>Ongoing or Completed</u>
Framed uniform sponsor gift	Linc	3 months	June	
Policy/Procedure re – Undesired Guests on grounds	Committee	Before next season	Sept 2024	
Ken and JP life membership fb post	Ben F	Over coming month		
Sale of Old Trailer	Scott/ Ben F	Over next month	September	Complete.

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Survey of participants and general public regarding our competition.	Scott/publicity	At end of season	By June 2026	
Blake's idea for tournament.,	Blake			

Attachment – Treasurer's Report

Profit and Loss Account - Monthly YTD

Cash mode

01 Apr 2025 - 31 Dec 2025

Total Income

231 Donations Received	0.00
237-1 Poppa Bruce Fund	221.00
239 Grants Received	0.00
246-1 Interest - Term Deposit	9,810.04
252 100 Club	907.59
253 Raffles	1,749.60
255 Registration Fees	135,064.51
260 Sponsorship	5,600.00
265 Tournament Income	0.00
279 Other Income	47.19
4-1450 Service Income	49.49
92 Canteen Outsourced	2,000.00
94 Bar Sales	4,656.58
96 Merchandise Sales	365.83
Total Income	160,471.83

Cost Of Sales

112 Merchandise Purchases	3,998.44
113 Bar Purchases	4,473.87

Total Cost Of Sales

8,472.31

Gross Profit

151,999.52

Expenses

285 Affiliation & Insurance	4,145.45
295 Bank Fees	448.19
306 Cleaning	2,018.18
307 Clubhouse Expenses	77.51
321 Development/Courses	680.00
330 Electricity & Gas	2,157.29
333 Equipment	3,684.55
347 General competition expenses	11,203.36
400 Office Expenses	40.28

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401 Player Assistance	0.00
412 Printing & Stationery	214.08
413 Prizes, Trophies & Banners	5,613.64
422 Raffle Expenses - Vouchers	909.09
423 Referees Fees - Senior	10,200.00
424 Referees Fees - Junior	13,095.00
425 Repairs & Maintenance	0.00
426 Linemarking and Field Expenses	1,322.46
450 Sponsorship Expenses	500.00
450-1 Sponsorship expenses - Graphics, Design & Materials	0.00
462 Software Subscriptions	1,197.49
463 Subscriptions & Memberships	272.73
470 Telephone & Internet	1,108.83
472 Senior State Cup Expenses	(167.27)
473 Junior State Cup Expenses	1,803.09
474 Subsidies - State Cup Champs	24,500.00
475 Tournament Expenses	0.00
475-1 Coaches and Managers Support	2,083.38
475-2 Referee Support	42.89
475-3 Referees Fees	200.00
490 Web Hosting	364.00
6-1420 Donations	0.00
6-1540 Insurance Expenses	
6-1550 Insurance	1,220.00
Total Insurance Expenses 1,220.00 0.00	
6-1640 Merchant Fees	165.99
6-4000 Payroll Expenses	
283-1 Administrator - Net Wages	0.00
283-2 Administrator - Tax Withheld	0.00
283-3 Superannuation	0.00
Total Payroll Expenses 0.00 2,449.88	
Total Expenses	89,100.21
Operating Profit	62,899.31
Other Income	0.00
Other Expenses	0.00
Net Profit	62,899.31