

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 – 24 February 2026

MEETING OPENED – 6.35pm (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, Mike Kelly, Tony Webb, Norm Headford, Ken Jones

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

MINUTES FROM PREVIOUS MEETING –

Minutes of the meeting from 20 January 2026 were moved to be adopted.

Moved – Paul Bradford, 2nd – Jamie Black - Carried.

DECLARATIONS OF INTEREST

Nil.

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CORRESPONDENCE IN –

- NSW Touch various correspondence including newsletter, Junior State Cup Updates, registration, player pool, Referee Uniform requirements for JSC, WWC queries and requesting potential locations for Beach Touch etc.
- Various Corro from Council regarding re-opening of grounds and further maintenance to complete works.
- Requests from parents for letter to schools advising of absence to attend JSC.
- Northern Eagles updates on NEJC.
- E-mail from U12 Boys Coach regarding coaching arrangements for team.
- Ballina Sports Club notice of AGM – 10 March.
- Request from Christian Schools for support to run their tournament on 3 March 2026.
- E-mail from parent of player involved with rep team regarding some concerns about activities occurring at and around training.
- Request for support from Poppa Bruce fund to 2 players in U14 girls side.
- Feedback from parent about improvements for referee support.

CORRESPONDENCE OUT

- General letter to schools with list of players attending JSC.
- E-mails to NSW Touch clarifying WWC queries.
- Responses to Christian Schools regarding available support for tournament.
- Response to parent regarding actions taken in response to concerns raised.

Moved – Ben Franklin, 2nd Jamie Black - 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. Assisting Representative Director and Technical Director with matters regarding senior and junior rep sides.
2. Working with Al Kirchen to secure accommodation for the club at potential venues for senior state cup and junior state cup.
3. Engagement with NSW Touch Directors through affiliate chat group on process to announce venues and dates for State Cup and Junior State Cup.

Next Month

1. Continue to engage with Council as required on general relationship with the club.
2. Continue working with Al Kirchen on accommodation.

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3. Post event survey of coaches and parents to get feedback for planning for next season.
4. Continue liaison with NSW Touch regarding announcement of dates and venues for State Cup and JSC.
5. Work with Norm on Auditor.

Recommendation.

That the report be received and noted.

VICE PRESIDENT SENIOR- Paul Bradford (JP):

- Enjoyed JSC. Senior Competition going well.

Recommendation:

1. That the report be received and noted.

VICE PRESIDENT JUNIOR - Michael Kelly:

Apology – see written report from Representative Director

TREASURER- Norm Headford:

Apology. Written report provided as follows.

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 January 2026:
 - 2025-26 - Net Operating Profit of \$59,036.05
 - 2024-25 – Net Operating Profit of \$74,981.03
 - Net Operating Profit for 2025-26 is slightly down by \$15,000 from 2024-25 at this stage of the Financial Year. Primarily due to a reduction in Registration Fees and the recognition of the Club's contribution to costs associated with representative commitments.
- Summary Coding Report for January 2026
- Detailed Coding Report for January 2026

NAB Bank Balances as at 12 February 2026 (Screen Shot)

Auspost Prepaid Debit Card – 22 December 2025 to 21 January 2026 Transactions

Bank Balances as at 12 January 2026

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The attached Screen Shot show the Club has an overall credit balance of \$476,508.79 with \$318,533.88 of it on TD.

Additional Signatory for Ballina Touch Association Inc NAB Bank Accounts

The Club currently has three signatories to its NAB Bank Accounts:

- President - Scott Turner
- Life Member – Ruth Foster
- Treasurer – Norman Headford

It is proposed to appoint an additional signatory to all of the Club's Bank Accounts including current and future Term Deposits, namely:

- Main Bank Account [REDACTED]
- Bar Account [REDACTED]
- Canteen/Working Account [REDACTED]
- Term Deposits [REDACTED]
- Term Deposit [REDACTED]
- Term Deposit [REDACTED]

Vice President, Paul Raymond Bradford is willing to become a signatory to the Club's NAB Bank Accounts.

Recommendations:

THAT the Treasurer's report for January 2026 be noted and adopted.

THAT Vice President **Paul Raymond Bradford** be approved as a signatory to the Club's Bank Accounts and Term Deposits listed below and to any future Term Deposits:

Main Bank Account [REDACTED]
Bar Account [REDACTED]
Canteen/Working Account [REDACTED]
Term Deposits [REDACTED]
Term Deposit [REDACTED]
Term Deposit [REDACTED]

COMPETITIONS DIRECTOR – Ben Robinson:

- Adjustments to junior competition to make up for wash outs – double headers.
- Looking to extend season if further wet weather.
- Line marking - Council has marked fields and has created an issue. Will manage for the remainder of the season. Look to engage with Council for next season.

Recommendation: Report be received and noted.

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TECHNICAL DIRECTOR – Jamie Black:

- Tony Trad attended JSC with the club. Good feedback. Will provide a written report. Will feed into a program for next year.
- Work with referees for some technical issues and being stronger on these issues at local level to assist with handling better refs at JSC.
- Looking to develop a Coach and Manager pack for next year.
- Exploring opportunities for more match practice for our older teams next year.
- Level 2 Coach upgrade for Mick Broadbent.

Referees – Ben Baum

- Good performances at JSC. Younger refs gained good experience and made great improvement. No upgrades achieved but all improved. To get from Affiliate to Representative requires . Feedback provided from Phil Rainger to Mackenzie McDonald.
- Referee development – Discussion about running a weekend for ref development. Write to NSW Touch seeking support to provide 4 elite refs to be in Ballina for a weekend. Have referee workshop followed by some games. To be considered for next season.
- Waiting announcement of referees for junior regionals. 15 refs to be selected. Caleb Berry under consideration for that event and TRYS program.
- Ben Baum selected for State Finals this weekend.

Recommendation: That the report be received and noted.

REPRESENTATIVE DIRECTOR – Mike Kelly:

Apology – written report provided.

A very successful month for our junior rep teams. Ballina won 5 divisions at NEJC and were in the final series in 6 divisions at JSC with our 16 girls making semis.

The off field set up of tents, food and ice bath went well. As always there is fine tuning to be done.

To continue our program of development within the juniors perhaps we need to consider a junior mixed competition to run over our winter season. This would keep players involved and be a good lead up/promotion for our representative selections.

Ben Robinson has finalised the structure for the rest of our Friday night competition. Both semis and final will be played on the one night to create a good atmosphere. The 7s and 9s will finish a week earlier to assist with referees needed for the finals evening.

Big thanks to all who have put in efforts over this past month. It has been busy but the players sure have benefited from your work.

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Recommendation: That the report be received and noted.

ENGAGEMENT DIRECTOR: Mark Cribb:

Last Month

- Xmas Raffle sales \$15584. Payments to players \$12744. Money to club \$2840.
- 2 players declined their payments back. In total they were to get \$600 back so we have done the following with their money
 - \$100 cash back to under 12 girls team in Dubbo
 - \$100 INTERSPORT voucher to players that declined the return of their funds
 - \$400 into Poppa Bruce fund
- 10 girls didn't attend Dubbo so we have given them \$200 back from Cherry St Sports raffles so they can have their own pizza night.
- All the above payments were done in consultation with Norm.

Next Month

- Now JSC is over we will be contacting sponsors to discuss next 3 year contract.
- Will send survey out to all families to get feedback on JSC. Coordinate with general survey of parents and players on overall experience.

Recommendation – that the report be received and noted and actions to redistribute the funds declined by the 2 players from the 12 girls be endorsed.

JUDICIARY CHAIR – Paul Bradford: suspensions handed out to 2 players sent off 2 weeks ago. Letters sent to teams involved.

CANTEEN OPERATIONS – Going OK.

BALLINA SPORTS CLUB REPORT – Tony Webb/Blake Donovan:

- AGM 10 March. Financial Statements to be requested. Scott to write to Sports Club on behalf of Touch and request a copy of the latest Financial Statements to be provided.
- 6-a-side Soccer. Some issues. Rubbish collection and clubhouse access.
- Electricity bills overdue. Re-send to Norm. Sports Club to be requested to send these directly to the treasurer for payment. Can copy President if required.
- Still working through processes to account for signage sponsors. Webby and Ben F to sort it out.

Recommendation:

1. That the report be received and noted.

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LIQUOR LICENSEE – Tony Webb: Apology. No report.

PUBLIC OFFICER: Tony Webb: Apology. No report.

GRANT APPLICATION OFFICER- Norm Headford: Apology. No report.

ADOPTION OF ALL COMMITTEE MEMBER REPORTS AND RECOMMENDATIONS

Moved – Paul Bradford, 2nd Jamie Black - That all reports be accepted and recommendations adopted.
Carried.

GENERAL BUSINESS

- Request contact with Albie (has had both knees replaced) to assist for remainder of the season with junior referee support.
- All Abilities Come and Try – please distribute flyers. Facebook post going up after Dubbo posts are finished.
- All Abilities at NTL next week - logistics. Blake supporting. Gazebos, Ice Bath etc. Agreed to support the team up to \$200 for costs associated with fruit, ice etc, for players.
- Suggest that Life Members be invited to junior presentation, and table be provided for Ken, Jan, Glenn and Donna.
- Invite to referees for junior presentation – attendance & meals to be ordered ASAP. Ben Baum to follow up with referees.
- Ben Baum – work with Webby & Ben F on proposal for referee awards at senior and junior GF's.
- Line marking. Prices for line marking from contractor – GPS driven. To be considered at a future meeting once we have firm proposal.
- Debrief for rep coordinator role and logistics of attending tournaments and meeting all expectations.
- Poppa Bruce fund – review requirements for players to contribute further to the club if seeking assistance.
- JP doing RSA when returns.

MEETING CLOSED - 8.07 pm

NEXT MEETING – 17 March 2026 – 6.30pm @ Clubhouse.

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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	
Survey of participants and general public regarding our competition.	Scott/publicity	At end of season	By June 2026	
Blake's idea for tournament. More detailed proposal needed.	Blake & Competition Director	By mid year	30 June 2026	
Insurance cover for building. Check our insurance cover and whether it covers cost of the building. Also need to check what insurance the Sports Club has.	Blake, Webby, Scott	Next meeting	17 March 2026	
Review qualification and process for Poppa Bruce Fund support	Rep Director	Before 2026-27 junior rep season	31 October 2026	
Proposal for awards for senior and junior referee of the year.	Ben Baum	ASAP		
Survey of players and parents on JSC processes etc.	Scott & Technical Director & Rep Director & Engagement team	1 month	31 March 2026	

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Attachment – Treasurer’s Report

Profit and loss report

Cash mode

01 Apr 2025 - 31 Jan 2026

Income

237-1 Poppa Bruce Fund	221.00
246-1 Interest - Term Deposit	9,810.04
252 100 Club	907.59
253 Raffles	4,014.60
255 Registration Fees	135,243.06
260 Sponsorship	6,400.00
265 Tournament Income (Ballina Jnr Challenge)	2,290.92
266 JSC Income	200.00
279 Other Income	47.19
4-1450 Service Income	64.36
92 Canteen Outsourced	2,000.00
94 Bar Sales	4,872.04
96 Merchandise Sales	365.83
Total Income	166,436.63

Cost Of Sales

112 Merchandise Purchases	3,998.44
113 Bar Purchases	5,062.11
Total Cost Of Sales	9,060.55

Gross Profit

157,376.08

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	4,127.19
347 General competition expenses	15,648.40
400 Office Expenses	587.98
412 Printing & Stationery	214.08
413 Prizes, Trophies & Banners	5,613.64
422 Raffle Expenses - Vouchers	2,090.90
423 Referees Fees - Senior	12,140.00
424 Referees Fees - Junior	13,095.00
426 Linemarking and Field Expenses	1,322.46
450 Sponsorship Expenses	500.00

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462 Software Subscriptions	1,254.76
463 Subscriptions & Memberships	272.73
470 Telephone & Internet	1,208.83
472 Senior State Cup Expenses	32.73
473 Junior State Cup & NEJC	1,803.09
473-1 JSC Exes Funded via Sponsor Raffles 100Club funded	259.14
474 Subsidies - State Cup Champs	24,500.00
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
6-1540 Insurance Expenses	
6-1550 Insurance	1,220.00
Total Insurance Expenses	1,220.00
6-1640 Merchant Fees	232.21
Total Expenses	98,340.03
Operating Profit	59,036.05
Other Income	0.00
Other Expenses	0.00
Net Profit	59,036.05