

# 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 – 25 November 2025**

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

**ATTENDANCE:**

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

**Ben Baum and Ben Robinson arrived 7.02pm.**

**APOLOGIES – Karen Wilson**

Moved – Mike Kelly, 2<sup>nd</sup> – Ben Franklin - That the apologies be accepted – Carried.

**MINUTES FROM PREVIOUS MEETING –**

Minutes of the meeting from 21 October 2025 were moved to be adopted.

Moved – Paul Bradford, 2<sup>nd</sup> – Mike Kelly - Carried.

**DECLARATIONS OF INTEREST**

Nil.

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## **CORRESPONDENCE IN –**

- NSW Touch various correspondence including outcome of governance changes, newsletter, recipients of annual awards and updates for Country Championships and State Cup.
- Further replies from Council to e-mail regarding ground availability and preparations for upcoming season.
- Thank you from Jared Smeal thanking club for support for proposed 6-a-side soccer competition at Saunders Oval.
- Confirmation from Ballina Council 6-a-side competition will proceed on trial basis for one term and be reviewed after that.
- Confirmation from NSW Touch of acceptance of alternate uniform design for U20 Womens No. 2 side.
- Henrik Anthony from NSW Touch querying some of our set up in Mysideline.
- Copy of correspondence from NSW Touch to Jasbir Bhullar (Mens O40's player for State Cup) reminding him of NSW Touch rules regarding being an interstate player participating at NSW State Cup.
- E-mail from Tony Trad thanking Ballina Touch for invitation and involvement in coach development. Also provided general feedback and recommendations on our processes and how the club should move forward.

## **CORRESPONDENCE OUT**

- E-mails to Council regarding ground issues and upcoming season and follow up e-mails.
- Advice to Jared Smeal regarding support for 6-a-side soccer competition at Saunders Oval.
- Nomination of president to attend special general meeting of NSW Touch to consider changes to constitution – governance model review.
- Response to Henrik Anthony of NSW Touch answering his questions.

Moved – Ben Franklin, 2<sup>nd</sup> 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 Month.**

1. Continuing discussions with Council regarding ground renovations and ongoing relationship issues.

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2. Engagement with proponents of proposed 6 a side competition at Saunders Oval.
3. Reviewing proposal from NSW Touch to change constitution including attendance at online forum.
4. Attended Northern Eagles AGM.

## **Next Month**

1. Attend NSW Touch Special General Meeting to change constitution.
2. Continue to engage with Council on ground issues and general relationship with the club.
3. Reconsider approach to Auditor - no progress with this as yet.

## **Recommendation.**

That the report be received and noted.

## **VICE PRESIDENT SENIOR- Paul Bradford (JP):**

- Good start to summer competitions.
- Ball delivery happened. Being handed out to teams.
- Good to see increased numbers in the clubhouse on Wednesday nights.

## **Recommendation:**

1. That the report be received and noted.

## **VICE PRESIDENT JUNIOR - Michael Kelly:**

- Juniors competition continues to run smoothly with the assistance of many helpers
- Interest in running a 'tiny touchy tots' program for the start of next year for 5 year olds
- Very positive outcomes from Grafton Day. All teams enjoyed themselves and the trailer is an outstanding success
- Initial preparation for Ballina Gala Day started. Information sent to affiliates from Grafton and others. Need to put notice on Facebook
- Administration with NSWTA for Senior State Cup ongoing
- Excellent outcomes from our Australian coaches work with junior coaches. I have initiated arrangements to have them attend Coffs Champs as a follow up
- Still finalising accommodation at both Port and Dubbo.
- Appointment of junior club captains, Khallum Cook and Manu Harding, has raised the profile. Suggest we take photos of team captains and coaching staff for Facebook posting

**Recommendations.** That the report be received and noted.

## **TREASURER- Norm Headford:**

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Expressed his thanks to Ruth Foster for her ongoing support with managing the associations; bank accounts. And requested that Ruth be invited to the Christmas dinner function.

## **Financial Reports:**

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 2025-26 which had a Net Operating Profit of \$82,454.62 as at 31 October 2025.
- Summary Coding Report for October 2025
- Detailed Coding Report for October 2025

**Note: The above Financial Reports do not include any transactions related to the Rep Bank Account.**

NAB Bank Balances as at 12 November 2025 (Screen Shot)

Auspost Prepaid Debit Card – 22 August to 21 October 2025 Transactions (Screen Shot)

## **Bank Balances as at 15 October 2025**

The Club has an overall credit balance of \$526,250.75 with \$318,533.88 of it on TD

## **Sponsorship Invoices for 2025-26**

Invoices were issued on 2 September 2025 to:

CNW Electrical Wholesale \$2,200 – **Paid 23 October 2025**

Valli Private Wealth \$2,200 - **Paid 18 September**

Rob Ward Electrical \$2,200 - **Paid 24 October 2025**

Cherry Street Sports \$2,750 – **Paid 25 September 2025**

Dewbrook P/L – McDonald's \$2,750 – **Paid 15 September**

**Total \$12,100 (incl GST)**

**Total \$11,000 (Excl GST)**

## **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 14 November 2025

Grant Knight Painting – \$330 – Unpaid as at 14 November 2025

NSW NE and JSC Championships – Rep Bank Account

**The Rep Bank Account had an effective balance of \$38,687.14 as at 14 November 2025.**

## **Recommendation:**

### **THAT:**

1. The Treasurer's report for October 2025 be noted and adopted.

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2. Ruth Foster be invited to the Christmas dinner for the committee to thank her for her role in managing the Association's bank accounts.

## COMPETITIONS DIRECTOR – Ben Robinson:

- Makenzie doing a great job.
- Juniors round for senior state cup – will have to be a general bye. Agreed. Look at double headers after Christmas.
- Unsupervised kids upstairs – junior refs only. Adults OK.
- Payment for referees coaching – Spending a lot of money. Suggest having a dedicated session which provides more value. Wind back the Friday night coaching. Agreed.

**Recommendation** – The report be received and noted and agreements reached be implemented.

## TECHNICAL DIRECTOR – Jamie Black:

- Working with coaches.
- Held a successful coaches weekend with Tour coaches being tutored by Tony Trad and Tony Eltakchi. Looking to see if we can get them involved for us at NEJC.
- Upcoming Level 1 Coaching Course.

**Recommendation:** That the report be received and noted.

## REPRESENTATIVE DIRECTOR – Mike Kelly:

See Vice President – Juniors report.

## ENGAGEMENT DIRECTOR: Mark Cribb:

### Last Month

- Raffle Tickets, 100 Club and Cherry Street Raffles going well.
- Juniors Uniform Order completed and sent
- Progressing First Aid Kits for each team.

### Next Month

- Looking at doing a promotional video – quote to be obtained before any further action.
- Costs to tow trailer to events raised. \$100 to Gold Cast/Grafton, \$150 to Coffs/Port, \$300 to Dubbo. Agreed.
- Request a key to fridge to be provided so that meat tray raffle can be stored on Friday nights. Key to be stored in a lockbox in cupboards. Fridges with alcohol must remain locked at all times during junior competition nights.
- Recommendation to have an electronic brake system fitted to the new trailer as back-up in case we cannot source a person with a vehicle that has electronic brakes to tow it. Cost will be \$800 -

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\$1,000. Can be done this week before SSC and might mean trailer is not available to go to QLD State Cup with the All Abilities team. Won't know until later in the week exactly when it can be fitted. Old trailer is still available and will be registered this week. Some discussion about the need for the larger trailer to go to QLD and whether this is the priority over getting an electric Bluetooth brake system fitted. Agreed that the electronic Bluetooth system should be fitted given the old trailer is available as a back-up.

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

**JUDICIARY CHAIR – Paul Bradford:** Nil

**CANTEEN OPERATIONS** – Scott advised that following concerns raised about the Sno-Cone mand recently he has had discussions with both Gary and Kelly Bond. Both indicated to Scott that they were OK with him being there and if things changed they would let us know. Scott apologised to both that we sent him direct to them – we should have had a committee member have the discussion.

Blake raised staffing of the canteen. Kelly to provide info to Ben R on what's involved and if/when help is needed and Ben R will email all team contacts.

**BALLINA SPORTS CLUB REPORT** – Tony Webb/Blake Donovan:

- Power Bills. Still sorting out. Some changes/repairs to women's amenities downstairs.
- Hot water system has been replaced.
- Cleaning. New Vacuum, Blower vac etc. Arrangements with cleaner changing 1 January. Some changes to what is done when.
- Request that if any maintenance is to be undertaken on the clubhouse during match nights that Competition Director be advised.

**Recommendation:**

1. That the report be received and noted.

**LIQUOR LICENSEE** – Tony Webb: Be aware of check ups happening for Schoolies. Ensure we are following requirements of licence.

**PUBLIC OFFICER: Tony Webb:** Nil.

**GRANT APPLICATION OFFICER- Norm Headford:**

Nil

## **ADOPTION OF ALL COMMITTEE MEMBER REPORTS AND RECOMMENDATIONS**

Moved – Tony Webb, 2<sup>nd</sup> Mike Kelly - That all reports be accepted and recommendations adopted.  
Carried.

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## GENERAL BUSINESS

- Tony Webb raised that as a committee we need to be mindful of the structure we have adopted and work with it. We have a great committee with more volunteers than ever and if there are issues, questions or people want to get involved in something they should go to the right person to talk about things in the first instance. If people are unhappy with the response or have a matter that can't be resolved, please bring it to Webby or Scott for further discussion.
- With Ben Baum's change in circumstances he is available to come back onto the committee in his former role. Moved Lincoln Raudonikis and seconded Jamie Black that ben be re-appointed. Carried.
- Question was raised about bins for school events. This should be managed through the clubhouse booking.
- All Abilities team is attending QLD State Cup this weekend. Agreed to pay \$320 to reimburse Karen for cost of car hire and fuel and \$100 to Blake to tow trailer to QSC.
- Question raised around use of our Facebook page to promote a private business recently. They are a sponsor. Monitor and review. Perhaps need to look at some regular posts highlighting all sponsors.
- Question from Blake around use of shadows at carnivals and process of bringing shadows into teams. Suggested that Blake have a discussion with the relevant team coach and Jamie Black will be involved in the discussion.
- JP suggested we do a survey for reasons why people haven't joined up this year? To be considered as part of end of season review – put into actions list.

**MEETING CLOSED - 8.10pm**

**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	
Merchandise Proposal	Ben F/Cribby		Ongoing	Chairs and umbrellas presented to meeting of 19

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				August. Ongoing as required.
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	

## Attachment – Treasurer’s Report

### Profit and Loss Account - Monthly YTD

Cash mode

**01 Apr 2025 - 31 Oct 2025**

#### Income

231 Donations Received	0.00
239 Grants Received	0.00
246-1 Interest - Term Deposit	9,810.04
252 100 Club	164.59
255 Registration Fees	133,411.17
260 Sponsorship	4,500.00
279 Other Income	44.28
92 Canteen Outsourced	2,000.00
94 Bar Sales	2,401.09
<b>Total Income</b>	<b>152,331.17</b>

#### Cost Of Sales

112 Merchandise Purchases	5,330.94
113 Bar Purchases	2,552.49
<b>Total Cost Of Sales</b>	<b>7,883.43</b>
<b>Gross Profit</b>	<b>144,447.74</b>

#### Expenses

285 Affiliation & Insurance	4,145.45
295 Bank Fees	301.47
306 Cleaning	818.18
307 Clubhouse Expenses	77.51
321 Development/Courses	680.00
330 Electricity & Gas	2,157.29
333 Equipment	1,351.74
347 General competition expenses	5,434.49
400 Office Expenses	29.91
401 Player Assistance	0.00

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412 Printing & Stationery	70.44
413 Prizes, Trophies & Banners	5,613.64
423 Referees Fees - Senior	4,205.00
424 Referees Fees - Junior	4,050.00
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	1,043.67
463 Subscriptions & Memberships	272.73
470 Telephone & Internet	853.33
472 Senior State Cup Expenses	0.00
<b>Total</b>	
<b>Actual Last Year</b>	
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	1,157.20
475-2 Referee Support	0.00
490 Web Hosting	364.00
6-1420 Donations	0.00
<b>6-1540 Insurance Expenses</b>	
6-1550 Insurance	1,220.00
<b>Total Insurance Expenses</b>	<b>1,220.00</b>
<b>6-1640 Merchant Fees</b>	<b>21.52</b>
<b>6-4000 Payroll Expenses</b>	
283-1 Administrator - Net Wages	0.00
283-2 Administrator - Tax Withheld	0.00
283-3 Superannuation	0.00
<b>Total Payroll Expenses</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>61,993.12</b>
<b>Operating Profit</b>	<b>82,454.62</b>
Other Income	0.00
Other Expenses	0.00
<b>Net Profit</b>	<b>82,454.62</b>