

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 – 28 April 2026

MEETING OPENED – 6.30pm (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 – Norm Headford, Ben Robinson, Jamie Black

Moved – Mark Cribb, 2nd – Lincoln Raudonikis - That the apologies be accepted – Carried.

MINUTES FROM PREVIOUS MEETING –

Minutes of the meeting from 17 March 2026 were moved to be adopted.

April 2025 minutes.

Moved – Paul Bradford, 2nd – Ben Baum - Carried.

DECLARATIONS OF INTEREST

Nil.

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CORRESPONDENCE IN –

- NSW Touch various correspondence including newsletter, introduction from new CEO Daniel Rushworth, resignation of board member Joel Begnell, resignation of Dean Russell.
- NSW Touch regarding new referee registration process in mysideline.
- NSW Touch requesting information for reimbursement of costs of referee accommodation at JSC.
- Corro from Council setting next meeting for Clubhouse upgrade design.
- Response from Ballina High School regarding information on career of Ballina Touch member.
- Justine Elliot with grant opportunities.
- Ballina Council confirming Winter ground booking.
- Various nominations for positions at AGM.
- WCA Accountants – Questions regarding Audit.
- Request from Tony Ellem, Principal of Summerland Christian College requesting any feedback on running of Christian Schools gala day.

CORRESPONDENCE OUT

- Acceptance to Council of meeting invite.
- Responses to Auditors.
- Notice of AGM and postponement to all members.
- Lodgement of EOI for grant with Justine Elliot's office.
- Response to Tony Ellem, with feedback regarding management of referees.

Moved – Paul Bradford, 2nd 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. Finishing up senior and junior competition.
2. Ran surveys for JSC rep players and junior competition generally. Summary of results to be provided to new committee to consider moving forward.
3. Commenced putting positions descriptions together from TFA and NSW Touch templates.
4. Meeting with Council and Sports Club for commencement of Clubhouse upgrade design.
5. Meeting with Sports Club to resolve methodology for allocating charges on electricity accounts.
6. Work with Norm on audit.

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Next Month

1. Summarise survey results for consideration.
2. Continue attending meetings on Clubhouse design with Council.
3. Progress position descriptions.

Recommendation.

That the report be received and noted.

VICE PRESIDENT SENIOR- Paul Bradford (JP):

No report – been on leave.

VICE PRESIDENT JUNIOR - Michael Kelly:

- Junior Competition finished really well.
- Congratualtions to Makenzie and Ben R on running of the competition.

Recommendation.

That the report be received and noted.

TREASURER- Norm Headford:

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

Audit in progress.

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

1. Profit and Loss Account: 2025-26 - Net Operating Profit of \$20,457.87

Note: The above result does not include Rep Bank Account transactions.

Transactions related to the 2025-26 Financial Year but not included in the above NOP because the Club operates on a Cash system of accounting are listed below:

- The contribution of \$5,000 from the Canteen operators was received on 7 April 2026.
- Payment of \$6,850 to the Ballina Sports Club for Sponsor signage for 2026 was made on 7 April 2026
- Payment of \$6,350 to Cherry Street Sports Club for Seniors 2026 Presentation night was also made on 7 April 2026
- Electricity Accounts from the Ballina Sports Club have only been received and paid for usage up to 1 November 2025.

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2. NAB Bank Balances as at 4 April 2026 (Screen Shot)

The attached Screen Shot show the Club has an overall credit balance of \$420,243.03 with \$327,275.24 of it on TD. An amount of \$50K was placed on Term Deposit on 8 April for 90 days at 4.6%. Interest payable \$567.13.

3. Auspost Prepaid Debit Card – 22 February 2026 to 21 March 2026 Transactions

Recommendation:

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

COMPETITIONS DIRECTOR – Ben Robinson:

Apology – no report.

TECHNICAL DIRECTOR – Jamie Black:

Apology – no report.

Referees – Ben Baum

- Referee awards to be presented at respective GF's.
- 3 referees went to Junior Regionals – Ben Baum, Caleb Berry, Lila Elliot. Ben B appointed to U14 Boys GF. Caleb and Lilah assessed for TRYS program. No announcement as yet.

Recommendation: That the report be received and noted.

REPRESENTATIVE DIRECTOR – Mike Kelly:

No report – rep season finished.

ENGAGEMENT DIRECTOR: Mark Cribb:

Last Month

- Held meeting with Cherry St Sports to discuss next sponsorship contract. Offered \$7,500 per year. Looking to increase with some other things given how much we spend with them.
- Working on other sponsors. Hope to finalise for next meeting.
- Have received quote from people that did the Cherry Street. To be further considered after AGM.
- Preliminary work on uniforms for next season once sponsors confirmed.
- Stocktake completed for Norm.

All Abilites – Karen Wilson

- Two teams playing in Winter comp. 6 additional players confirmed from the come and try day.

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- Takes approx. 5 years to get a new player to the level they could play Rep Touch.
- Anno has “retired” from rep touch but will stay involved.

Recommendation – that the report be received and noted

JUDICIARY CHAIR – Paul Bradford: Nil.

CANTEEN OPERATIONS – Payment/donation to the club for the season has been received.

BALLINA SPORTS CLUB REPORT – Tony Webb/Blake Donovan:

- Meeting to resolve how electricity accounts are shared.
- New cupboard at bottom of stairs for cleaners. Small fridge also moved downstairs for winter for drinks.
- Request from soccer to double bin collections. Committee doesn't agree. Any extra pick ups during winter to be paid for by soccer.
- New sign on back of small grandstand. Some further info to be included on field numbers for the season in progress.

Recommendation:

1. That the report be received and noted.

LIQUOR LICENSEE – Tony Webb: Nil to report.

PUBLIC OFFICER: Tony Webb: Nil to report.

GRANT APPLICATION OFFICER- Norm Headford:

Apology - Written report provided.

An Expression of Interest in the Richmond 2025-26 Volunteer Grants Program was lodged with Justine Elliot's office on 28 March 2026. The EOI seeks funding of \$5,000 to engage suitably qualified referee coaches to support our Junior Referees in their ongoing development.

ADOPTION OF ALL COMMITTEE MEMBER REPORTS AND RECOMMENDATIONS

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

GENERAL BUSINESS

- Line Marking. New fields – Touch 7 and 8 have been marked using poison. Query to be lodged with Council. Also 6-a-side soccer markings mean that we can't use back fields for Touch –

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especially school tournaments. Needs further discussion with 6-a-side and Council to have better coordination of line marking so that markings can be used for multiple sports. Liaison to be undertaken with soccer and 6-a-side. Ben R has a plan for Winter - to be followed up. Map of agreed field markings required for summer and winter season. Webby will start conversation with Jared Smeal.

- Need flexibility with fields to shift games in wet weather. Need at least 4, preferably 6 back fields suitably marked for Touch.
- Clubhouse upgrade. Scott, Blake and Webby provided summary of meeting with the Council. Contributions of touch – reconsider if we can get approval to build a shed for storage
- Lights – more people to be trained/have code to operate. JP and Scott.
- Rep Uniforms for coming season. Tweak enough to be different. Needs some changes because some sponsors have not returned.

MEETING CLOSED – 8.04 pm

NEXT MEETING – 19 May 2026 – 6.30pm @ Clubhouse following AGM.

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		
Survey of participants and general public regarding our competition.	Scott/public ity	At end of season	By June 2026	Complete
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	Blake, Webby, Scott	Next meeting	17 March 2026	

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insurance the Sports Club has.				
Review qualification and process for Poppa Bruce Fund support	Rep Director	Before 2026-27 junior rep season	31 October 2026	
Consider financial support for families with multiple children playing in junior competition via discounts for second and subsequent children.	President, Junior Vice-President, Treasurer and Competition Director	3 months	July 2026	In progress
Consider measures to increase interest and participation in our competitions.	President, Senior and Junior Vice Presidents, Competition Director, Engagement Director.	3 months	July 2026	In progress

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Attachment – Treasurer’s Report

BALLINA NSW 2478
0428811303

Profit and loss report

Cash mode

01 Apr 2025 - 31 Mar 2026

	Total
Income	
237 Fund Raising	2,641.00
246-1 Interest - Term Deposit	14,210.04
252 100 Club	1,489.59
253 Raffles	5,015.60
255 Registration Fees	135,152.15
260 Sponsorship	6,400.00
265 Tournament Income (Ballina Jnr Challenge)	3,219.15
266 JSC Income	26,065.00
279 Other Income	767.19
4-1450 Service Income	121.94
92 Canteen Outsourced	2,000.00
94 Bar Sales	6,717.86
96 Merchandise Sales	7,022.80
Total Income	210,822.32
Cost Of Sales	
112 Merchandise Purchases	9,052.08
113 Bar Purchases	6,359.38
Total Cost Of Sales	15,411.46
Gross Profit	195,410.86
Expenses	
285 Affiliation & Insurance	4,145.45
295 Bank Fees	448.19
306 Cleaning	2,318.18
307 Clubhouse Expenses	77.51
321 Development/Courses	670.91
330 Electricity & Gas	6,822.12
333 Equipment	5,380.69
347 General competition expenses	19,554.08
400 Office Expenses	587.98
412 Printing & Stationery	472.26
413 Prizes, Trophies & Banners	12,615.64
422 Raffle Expenses - Vouchers	2,090.90
423 Referees Fees - Senior	17,500.00
424 Referees Fees - Junior	20,090.00
426 Linemarking and Field Expenses	1,322.46
450 Sponsorship Expenses	500.00
450-2 Sponsorship expenses - Uniforms JSC	14,348.00
462 Software Subscriptions	1,414.95
463 Subscriptions & Memberships	272.73

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	Total
470 Telephone & Internet	1,408.83
471 NEJC Support Refs Coaches Managers	6,800.00
472 Senior State Cup Expenses	1,132.73
473 Junior State Cup & NEJC General Expenses	6,379.91
473-1 JSC Exes Funded via Sponsor Raffles 100Club funded	3,292.99
473-2 JSC Support Coaches and Managers	5,400.00
473-3 Representative Co-ordinator	1,300.00
473-4 JSC Ref Support and Accommodation	8,646.23
474 Subsidies - State Cup Champs	24,500.00
475 Tournament Expenses (Ballina Jnr Challenge)	1,094.57
475-1 Coaches and Managers Training Courses	2,228.83
475-2 Referees Training Courses	42.89
475-3 Referees Fees and reg'n - Other	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	309.96
Total Expenses	174,952.99
Operating Profit	20,457.87
Other Income	0.00
Other Expenses	0.00
Net Profit	20,457.87