

# Darwin Table Tennis Association Inc.

## Minutes of Meeting



Monday 3 September 2018, D.T.T.A. Marrara Multi-Purpose Hall

Distribution: Attendees/Apologies + Notice-board

<b>Present</b>	<b>Apology</b>	<b>Name</b>	<b>Initials</b>
1		Robert Ho	RH
2		Robert D'Arcy	RD
3		Gavin Gerschwitz	GG
4		Khalid Khan	KK
5		Chris Depasquale	CD
6		Gavin Bedford	GB
7		Michael Yaxley	MY
8		Andrew Barton	AB
9		Christine Marshall	CM
10	Mazhar Khan		MK
11	TY Lee		TY
Guest		Graham Symons	GS

**1) Meeting opened 7:30pm**

**2) Attendance / Apologies**

**3) Previous Minutes Accepted – Moved by GB, Seconded by MY**

**4) Previous Actions Update:**

**ACTION 1:** GG to draft Coaching/Remuneration Policy for consideration.

Action CLOSED pending outcome of NT Table Tennis Development Committee to be coordinated by TTNT.

**ACTION 4:** GG to contact Graham Symons (TTNT) to confirm requirements (particularly relating to 'associate members') and consider ways to digitise membership in time for the 2019 Season.

Action CLOSED. GG has now obtained required detail for census and other reporting. 2019 membership will be captured digitally to be coordinated by GG.

**ACTION 5:** GG to add Fees and Payments as a Policy Development priority (incl role of Convenors/Treasurer).

Action CLOSED. Agenda item 8 of this meeting addresses matter.

**(New) Action 1:** TY to follow up with PGC (re invoice/sponsorship) and advise Committee.

Carried over (TY away)

**(New) Action 2:** KK to provide outline of current CDU arrangements in place for information of Committee

Carried over – KK spoke to the action and agreed to submit a paper (subsequently emailed 4/9 - for consideration/discussion at October meeting)

**(New) Action 3:** Order replacement numbers for damaged score boards

Action CLOSED. GG ordered replacement cards (25 sets). They have been delivered.  
**Invoice of \$410 (Aussie Table Tennis) approved.**

- 5) Guest Graham Symons (TTA Board Member, TTNT Board Member) attended and presented to the Committee on developments in TTA and TTNT (including the new TTNT Budget). Preliminary information relating to 2019 fee increases per registered and social players, insurance, etc. (Committee will need to consider impact on DTTA fees for 2019 – precise figures to be obtained after meeting by GG). Further discussion ensued around Arafura Games (29/4 - 4/5 2019), potential for barrier replacement through sponsorship, the need for 6 local umpires to be trained/available (GB and KK indicating interest) and a range of other matters of interest. (GS departed the meeting).

**The Committee APPROVED formally adopting a pro rata (1/2 price – 6 months) registration fee for entrants registering in the second half of a season (not quarterly)** – (noted that CM was dissenting on the issue of not allowing members to pay in 6 monthly instalments from the beginning of a new season).

- 6) Discussion paper submitted by GG on establishing a plan/strategy. Floor opened for discussion. Widespread acceptance of the value in doing so. CD advised he had tried earlier (2012) to stand up a plan. Previous work to be sought to examine re-use. Also consider S&R 'StarClub' ([www.starclub.nt.gov.au](http://www.starclub.nt.gov.au)) accreditation.

**Action 3 The Committee stand up a sub-group comprising GG, CD, RD, GB to draft a DTTA strategy/plan suitable for consultation with the general membership. Target date to Committee: Mon 1 Oct 2018.**

- 7) Discussion paper submitted by GG on hours of opening, key holders and Ochre cards. Discussion ensued around the issues including proposal to first focus on a structured engagement for new participants to encourage the transition into membership. Volunteer Ochre Card forms provided with potential volunteer's encouraged to get their Ochre cards.

**Action 4a The sub-group (formed under action 3) design and plan structured participation weekend sessions to attract, retain and develop new participants.**

**4b The sub-group is authorised to spend up to \$200 on (to be identified) props to facilitate the structured/fun activities.**

**4c GG seek 6 additional key sets from John Withers (expenditure authorised if required) and that numbered key tags be purchased to better manage/track key sets and their holders.**

- 8) Discussion paper submitted by GG on 'Remuneration', volunteers and the TTNT Volunteer Policy (that applies to DTTA). Discussion ensued. The TTNT Volunteer Policy (page 2) states that *'The rationale for roles which are remunerated rather than voluntary will be clearly defined, documented and communicated.'* In compliance with this policy:

**The Committee APPROVED that the Secretary maintain a register of remunerated roles and publish on the DTTA Noticeboard. All future remuneration is subject to being included on the register.**

- 8) (continued) Discussion paper submitted by GG on 'Grants'. Discussion ensued.

**The Committee APPROVED that all future grant application proposals on behalf of the DTTA are presented to the Committee (even if out of session) for feedback covering details on the attached template. All grant applications on behalf of the DTTA are to be endorsed by at least 3 of the 4 Executive Committee members before being submitted.**

- 9) **The Committee APPROVED access to DTTA tables outside normal hours to facilitate juniors training for National Competition. Access to be arranged between keyholders/parents/juniors.**

**10) Questions on notice**

- a) 'ear marked' funds received by DTTA are not currently separately recorded. To date this had not caused an issue as when the ear marked funds are received, they are shortly thereafter expensed as required. The \$600 earmarked for a disability table has raised this as an accounting/record keeping issue for DTTA.
- b) What are the arrangements for managing casual visitors, collecting funds (\$5), receipting, etc? Currently informal. CD suggested that each time the venue is opened – it is opened by a 'Convenor'. The convenor's duties entail managing this aspect.

**Action 5: GB to draft a proposed instruction for 'Convenors' in relation to this role. Taking into account 'convenors' for non-comp nights (Mon, Fri), cash handling procedures and receipting (if purchase of a suitable receipt book is required – authority to purchase). Target – to distribute out of session prior to 1 October for endorsement.**

- c) Management of good quality bats (care instructions, register, security, accountability etc) about to be received from 50/50 TTA grant.

**Action 6: GB to draft a proposed instruction/procedure. Target – to distribute out of session prior to 1 October for endorsement.**

- d) Is a budget required. Discussion followed by unanimous endorsement.

**A budget will be prepared by CD and RD for presentation at the next AGM.**

- e) Promotion of TTNT umpire training/commitment during Arafura Games (interest is currently sought by note on noticeboard). GB and KK expressed interest. General discussion ensued around Committee members encouraging people to apply. CM raised question about lifting the umpiring standard within DTTA (ie access to local training). It was identified that TT is a 'State' level accredited umpire.

**Action 7: GG to approach TT to seek his services in facilitating some local umpire skills/training advice for all grades.**

- f) Outstanding DTTA member debt to TTNT raised. Strategies discussed to remedy. Committee members agreed to assist encouraging debt to be repaid.

11) **Cheques approved as follows:**

- a) Invoice for replacement Stiga Score cards \$410 (Aussie Table Tennis)
- b) Reimbursement for wall clock/timer, power cord/board, fittings (parts only – receipts provided ) to Gavin Gerschwitz - + \$60 credit from unused coaching – total \$407.14
- c) Invoice for promotion work of DTTA (with Kay Crowell and media engagements) - \$1,056
- d) Arrangements to reimburse CDs funds used to facilitate Kay Crowell's visit to occur after CD meets with TTNT to discuss funding arrangements.

**The Committee recognised and thanked CD for going 'above and beyond' in relation to this initiative and those who participated in the coaching spoke appreciatively of the opportunity.**

- e) MY produced a receipt for key cutting (drinks machine). MY to be reimbursed \$17 from Match fees.
- f) MY emptied **drink machine coins (\$98)**. Funds to be used to purchase drinks to replenish machine with excess provided to Treasurer (with receipts) for banking.  
**COMMITTEE endorsed a Standing Agenda item for all future meetings that the drinks machine coins be collected, counted and tabled at the meeting for minuting and appropriate record keeping/governance.**
- g) Invoice for Table Tennis World (\$3000 – 50/50 TTA equipment grant) received and approved for payment once the goods are received. Goods were subsequently received by GG (4/9).

RH advised that website hosting have not provided bank account details so a cheque has not been able to be approved and paid 1 year in advance.

**Action 8: RH to write to hosting company to get details such that a cheque can be used to pay them 1 year in advance.**

12) Grass Roots funding from S&R for Professional Coach (Kay Crowell) has been approved.

**Action 9: CD to complete agreement and return to S&R BEFORE 25/9/18. CD to compile acquittal and submit prior to 6/11/18. GB to assist by providing photos from event.**

- 13) School Cluster activity occurred on Wednesday 29 August – run by Elfrida. Committee requested to submit invoice to School for \$500 and reimburse Elfrida for \$500. Brief discussion on need to have these events and arrangements considered by Committee *before* agreeing to them/terms (ie owing to electricity costs / equipment wear and tear – DTTA has in effect lost some funds from this event). It was noted that agenda item '8) (continued)' grants will redress this issue.

**Action 10: GG to advise Elfrida of new arrangements so that future / similar events are considered by the Committee prior to agreement.**

14) Upcoming event - Family Day 10am Sat 8 September – Media advertorial

- a) GG to bring BBQ tools / outdoor table
- b) CD to bring esky/ice
- c) MY has offered to assist with BBQ duties
- d) GG, CD, MY to assist with 'structured activities'
- e) CD to further chase up Community Media opportunities.
- f) RH to communicate to encourage member participation

15) Treasurer's report

- a) Distributed prior to the meeting. Taken as read. No issues raised.

16) Grade competition report: Not addressed this meeting.

17) Close 10:05pm. Next Meeting 7:30 Mon 1 October.

Darwin Table Tennis Association Inc.  
Treasurer's Report Aug 2018.

Overview:

NAB Cheque Book Account 50-816-2377	
Opening balance at 01/08/18	\$26119.07
Total income Aug	\$12725.88CR
sub total	\$38844.95
Total expenses July	\$3817.00DR
Closing balance at 31/08/18	\$35027.95

## Where the Money Comes From - Last Month

Today's Date: 1 September 2018

From 1 August 2018 till 31 August 2018

	Category	Amount	Total
■	Grants - non government	1,500.00	1,500.00
■	Match/Playing Fees	2,673.00	2,673.00
■	Misc. Income	4,072.88	4,072.88
■	Registration fees	80.00	80.00
■	Sponsorship	4,400.00	4,400.00
Grand Total:			12,725.88

## Where the Money Goes - Last Month

Today's Date: 1 September 2018

From 1 August 2018 till 31 August 2018

	Category	Amount	Total
■	Coaching Fees	-470.00	-470.00
■	Junior Training	-1,300.00	-1,300.00
■	Legal/Financial Fees	-40.00	-40.00
■	Minor equipment	-200.00	-200.00
■	Misc. Expenses	-1,807.00	-1,807.00
Grand Total:			-3,817.00

NAB Cheque Account 50-816-3377 Transactions for August 2018

31-Aug-18	50	INTER-BANK CREDIT	LINDSAY	LINDSAY WRIGHT	35027.95
31-Aug-18	288	DEPOSIT			34977.95
30-Aug-18	4400	INTER-BANK CREDIT	8235959	CHARLES DARWIN U	34689.95
24-Aug-18	686	INTER-BANK CREDIT	Week 4 cash	CHRISTOPHER DEPA	30289.95
23-Aug-18	-1700 '0001101'	CHEQUE	CHEQUE 0001101		29603.95
21-Aug-18	295	INTER-BANK CREDIT	Week 3 cash	CHRISTOPHER DEPA	31303.95
17-Aug-18	1500 '000000000000'	INTER-BANK CREDIT	Table Tennis Aus	Table Tennis Aus DARWIN TABLE TEN	31008.95
14-Aug-18	-103 '0001099'	CHEQUE	CHEQUE 0001099		29508.95
13-Aug-18	161.68 '000000000000'	MISCELLANEOUS CREDIT		4.33688E+15	29611.95
10-Aug-18	395 '000000000000'	INTER-BANK CREDIT	Week 2 cash	CHRISTOPHER DEPA Darwin table ten	29450.27
9-Aug-18	-1004.65 '0001098'	CHEQUE	CHEQUE 0001098		29055.27
9-Aug-18	-365.35 '0001097'	CHEQUE	CHEQUE 0001097		30059.92
7-Aug-18	3616.2 '000000000000'	INTER-BANK CREDIT	Crowell project	CHRISTOPHER DEPA Darwin table ten	30425.27
3-Aug-18	80 '000000000000'	INTER-BANK CREDIT	Sze thanks	SZE TAY Darwin table ten	26809.07
3-Aug-18	406 '000000000000'	INTER-BANK CREDIT	Week 1 all grades	CHRISTOPHER DEPA Darwin table ten	26729.07
2-Aug-18	50 '000000000000'	INTER-BANK CREDIT	Viqar	VIQAR ALI Darwin Table Ten	26323.07
2-Aug-18	91 '000000000000'	INTER-BANK CREDIT	Elfrida Comp Fee	ELFRIDA KALICH Darwin Table Ten	26273.07
2-Aug-18	98 '000000000000'	INTER-BANK CREDIT	Dennis Evans	DENNIS CHARLES E Darwin Table Ten	26182.07
2-Aug-18	140 '000000000000'	INTER-BANK CREDIT	Rodney Hee	RODNEY HEE DTTA	26084.07
2-Aug-18	140 '000000000000'	INTER-BANK CREDIT	Burlinson 14 wks	STEVEN BURLINSON Darwin Table Ten	25944.07
1-Aug-18	-400 '0001094'	CHEQUE	CHEQUE 0001094		25804.07
1-Aug-18	85 '000000000000'	INTER-BANK CREDIT	Dallas Graetz	DALLAS GRAETZ Darwin Table Ten	26204.07
31-Jul-18	40 '000000000000'	TRANSFER CREDIT	DARCY ALAN ROBERT	rego fee	26119.07