

# Darwin Table Tennis Association Inc.

## Minutes of Meeting



Meeting 1 - Monday 28 January 2019 D.T.T.A. Marrara Multi-Purpose Hall

Distribution: Attendees/Apologies + Notice-board

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

1) Meeting opened 7:30pm

2) Attendance / Apologies

3) Previous Minutes Accepted – 21/12/2018 Moved by RD, Seconded by MY

3/12/2018 Moved by RD, Seconded by CD

4) Other Business (not currently on agenda)

- i) Reimbursement to CD for DTTA flyer printing costs \$414 (receipt provided)
- ii) RD shared a referral for Chinese online TT equipment website from fellow member.

5) Previous Actions Update:

- A180904a** The sub-group (formed under A180903) design and plan structured participation weekend sessions to attract, retain and develop new participants. – (see also item 4b – 21/12/18 **CLOSED - Replaced** by item 6. below)
- A180905** **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). **CLOSED – see item 9.**
- A180906** **GB** to draft a proposed instruction/procedure (for the management of TTA grant bats– **CLOSED - see item 9**). (Note: also need to communicate in Newsletter / acknowledging TTA once done and provide photos – as part of TTA Grant)

- A181001 – GG/GB** to draft an information sheet suitable for Convenors to provide to visitors with key information – practice times, web/facebook/email/phone contacts, basic rules, etc. – completed/**CLOSED – Brochure now completed by RH.**
- A181002 – GG** to finalise remuneration register and place copy on Noticeboard.(pg12) – **CARRIED OVER.**
- A181009 – CD** to update/re-word and circulate revised sponsorship fact sheet out of session. (see also item 3 – 21 December) **CARRIED OVER**
- A181010 – RH** to consider / revise the artwork/icon for DTTA branding (circulate out of session and once endorsed for adopting as the DTTA branding – including on the Information Sheet for Sponsors). Completed/**CLOSED**
- A181101 CD/RD** to conduct stocktake (scheduled for 5/1/19). Proposed to photograph items and briefly note – with estimated values including robot and drink machine. Camera and tripod to be returned to DTTA clubrooms. Completed/**CLOSED**
- A181102 MY** Receipt to be forwarded to RD by MY . Drink machine Balance of \$116 + \$19 = **\$135** to be **retained** by MY for further drink purchases. Accounted for by Treasurer/**CLOSED**
- A181103 GG** to circulate key holder list to all Committee members Completed – **CLOSED**
- A181104 CD** to order name plates (and Grade name plate – ‘B Grade’ & ‘C Grade’ for perpetual trophies. **CARRIED OVER**
- A181105 CD** Invoices be sent from DTTA to TTNT for the following amounts/activities: i) Junior Coaching \$2,400 ii) Costs associated with Transition Programs \$3,250, iii) Travel to Alice Springs for NT Open \$1,000. Completed/**CLOSED**
- A181106 – RH** The Committee **resolved** to re-communicate that all general members are invited to attend at any Committee meeting. To be included in Newsletter 1 – **CLOSED.**
- 6) **Junior Program 2019** – (CD) Spoke to circulated paper. The Committee approved the proposed approach of TY coaching the NT Squad (Saturday am), Elfrida coordinating (Mitch Bedford assisting) and Oscar coaching the under 13’s on Monday afternoons, Michael Y coordinating and Jonathon T coaching over 12’s (and C grade) on Tuesday afternoons (**D190101**). Further discussion with convenors/coaches/ committee to occur on Sun 3/2.
- 7) **Italian Festival Saturday 11 May 2019** – (CD) informed Committee of invitation to manage waste/recycling at the biennial Italian Festival for fund-raising. The Committee accepted the invitation with Michael Yaxley, Gavin Bedford and Gavin Gerschwitz to assist with coordinating volunteers and logistics. It was determined that the funds raised would be allocated to assist offset costs for DTTA Juniors selected to attend the Junior Nationals for both 2019 and 2020 (**D190102**).
- 8) **NT News Sport & Rec feature** – (CD) Discussion ensued over whether to pay for an advert in the NT News Sport and Rec feature. The Committee determined to buy a \$600 space (**D181103**). **Action (A190101) GG to draft the advert. CD to draft advertorial content with a view to getting it published.**
- 9) **DRAFT Instructions - Cash / Voucher Handling, Convenor Roles, Bat Care** (GG) Draft instructions discussed – to be finalised at out-of-session meeting on Sunday 3 February.
- 10) **TT Office Printer** (GG) – Office printer not working. Merits of upgrading printer discussed. Committee approved the purchase of a new printer at around \$287 (**D180104**).

- 11) **Sport Vouchers** – Clarification sought by RD as to NTG policy on Sport Voucher redeemed for services that are not subsequently used by child. **Action – GG to draft an email containing relevant scenario and seek advice from Sport and Recreation (A190102)**
- 12) **Registration Fees and Casual Players / Interest on banking** (RD) seeking clarification for players visiting the centre at the start of the season who have paid casual attendance fees and subsequently want to use those paid fees toward annual registration or membership. The Committee determined that previously paid casual fees cannot be used to offset registration/membership. All players are encouraged to register as soon as they attend in the new year (**D180105**). RD also raised issue around interest earnings on checking account. It was determined that due to the majority influx of funds occurring by around April/May that the decision would be revisited at the May meeting.
- 13) **Revolutionise Sport** GG discussed current exploration of an online Sports Club management platform – (further info: <https://www.revolutionise.com.au/>). Graham Symons, Robert Ho and GG are holding a teleconference with vendor on Thursday 31/1 to further explore. To be reported back in due course.
- 14) **Drink Machine Takings**  
AB and MY re-stocked drinks machine and MY retained takings of \$26 for further purchases.
- 15) **Treasurer's Report**  
i) December report distributed, no issues raised.  
ii) The Committee **APPROVED** the reimbursement to CD for \$414 brochure printing costs (receipt provided) **D190106**  
iii) CD advised that the Draft Financial Reports have been forwarded to President and Treasurer for approval. Once approved reports to be forwarded to Auditor for processing.
- 16) **Grade competition report.** Not applicable. Pre-season comp starts on Tuesday 5 February.
- 17) **Next Meeting: Monday 4 March 2019**
- 18) **Close.**