

Darwin Table Tennis Association Inc.

Minutes of Meeting



Meeting 10 - Monday 5 November 2018 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		Khalid Khan	KK
5		Chris Depasquale	CD
6		Gavin Bedford	GB
7		Christine Marshall	CM
8	Andrew Barton		AB
9	TY Lee		TY
10	Michael Yaxley		MY
11	Mazhar Khan		MK

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

2) **Attendance / Apologies**

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

4) **Other Business (not currently on agenda)**

- i) Bank balance in current account and whether arrangements need to be made to earn interest (RD)
- ii) Payment for Mitch – assisting Elfrida with coaching on Monday afternoons (GB)
- iii) Ratification of DTTA support for members representing NT/Australia

5) **Previous Actions Update:**

(**Action naming convention** 'A' = 'Action' 'D' = 'Decision' numbers – first 2 digits = year ('18'), second 2 digits = meeting number from commencement of each calendar year ('09'), last two digits = action/decision number ('01'). This should assist traceability moving forward).

- A180901: TY to follow up with PGC (re invoice/sponsorship) and advise Committee.
CLOSED. TY advised no further funds forthcoming this year. TY will follow up in 2019.
- A180904a The sub-group (formed under A180903) design and plan structured participation weekend sessions to attract, retain and develop new participants.
ONGOING – CD/GG reported that discussions and work is underway to further develop this approach. – Aim to commence at beginning of 2019.

- 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). **ONGOING** – Draft in circulation with Committee. Refinement underway for finalisation prior to 2019.
- A180906 GB to draft a proposed instruction/procedure (for the management of bats received from TTA grant). **ONGOING** – Draft provided. Refinement underway for finalisation prior to 2019.

6) Draft DTTA Plan for success 2018-2020

Plan had been circulated to general membership. Comments received and discussed.

D181001 – APPROVED – The Committee approved and adopts the DTTA Plan 2018-2020.

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.

7) Register of remunerated roles

Publishing (on noticeboard) a register of remunerated roles by DTTA was previously approved (3/9/18). Discussion occurred to clarify remuneration arrangements for populating the register.

A181002 – GG to finalise remuneration register and place copy on Noticeboard.

8) Draft Events Calendar

Discussion on planning and populating an Events Calendar to maximise planning, contribution, participation and communication. Discussion also occurred around which events (and the rationale) for being prepared to run at a loss and which events should not occur unless at least break-even can occur. Fundamental to populating this was determining the grade competition season/duration. Discussion around maximising the competition timing to coincide with the dry season.

A181003 – CD to propose some season/comp options for the Committee to consider out of session. (This will then inform the development of the Events Calendar)

9) TTNT update (following 27 October 2018 Board Meeting)

GG provided a verbal briefing on TTNT Board Meeting.

A181004 – GG to circulate draft TTNT Board minutes to Committee Members.

10) DTTA / TTNT / TTA fee arrangements for registered and social players

TTA has finalised their fee structure for 2019 membership categories. Discussion ensued around what DTTA will need to charge for 2019 in light of this decision. Committee determined that more information is required from TTNT on which census data is used to determine our membership numbers and why we conduct a census four times each year instead of only once. Suggestion raised to have only one full membership and one full social membership (instead of the recently approved pro-rata arrangement) in 2019 with the idea being that dependent on when the member signed up, there membership would be for either a calendar or a financial year. **A181005 – GG** to follow up with TTNT to confirm which census arrangements are used to inform fee commitments and why 4 census are conducted (instead of 1).

11) DTTA Postal Address

The Committee approved and confirmed the change of official Darwin Table Tennis Association Inc postal address to be: 9 Bleaser Street, Fannie Bay, NT, 0820

12) Townsville – Junior Nationals 2018

The Committee noted the paper written by GG to assist future potential parents of attendees to the Junior Nationals to understand what is involved.

13) Drink Machine Takings

Drink machine is currently sufficiently stocked. Takings to be held over to following meeting.
Note: MY currently retains \$37 from previous takings to put toward future drinks purchases.

14) Opening Times during ‘off season’

Discussion ensued re opening times. Committee agreed that greater access/use of facility needs to occur. This needs to be managed through establishing a roster of responsible persons who can be rostered to ‘Convene’ practice sessions and be responsible for equipment and persons at the club.

D181002 – The Committee confirmed that identified ‘responsible’ persons for Convening practice sessions do not have to necessarily be Committee Members.

A181006 – GG to draft communications for inclusion on the new ‘front page’ of the newsletter calling for members interested in becoming a Convenor. The newsletter will also promote the practice/opening times as a roster gets developed.

15) Purchase authorisation – Agility Ladder

TY is seeking purchase authorisation for some quality black tape to make agility ladders adjacent to the front edge of Courts 1 and 2 (estimate <\$40). GB advised that it may be even more economical to purchase agility ladders that can then be removed/stored in office.

A181007 – GB to report back on cost of acquiring portable agility ladders. Executive members authorised to approve purchase of tape/or portable ladders as appropriate after GB reports back.

16) New ‘Front Page’ for Newsletter

Proposal to populate a new front page to the newsletter to enhance communications, call for contributions, reiterate rules/arrangements, etc. Committee endorsed proposal.

A181008 – GG to provide RD draft content for next edition.

17) Fact Sheet – Information to Sponsors

CD raised the need to update the Information Sheet for Sponsors - a number of elements are quite dated. Discussion ensued.

A181009 – CD to update/re-word and circulate revised sponsorship fact sheet out of session.

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).

18) Correspondence

- i) Email **NOTED** from Dae Gerschwitz thanking Committee for financial support to attend the Junior Nationals
- ii) Forward works submission proposing a shade structure and lighting supported. **GG to submit.**
- iii) **Noted** that the July to Sept TTA census was submitted by GG (76 full members/61 social)

- iv) **APPROVED – D181003** – reimbursement to GG \$39.28 (key cutting/garbage bags)
- v) **APPROVED – D181004** – Payment to TY for Seniors Week \$252.00. The Committee **NOTED** that this was the last of the arrangements conducted/arranged before the new governance procedures were adopted. All future grants will now be subject to the enhanced quality controls, governance and approval processes adopted.
- vi) **APPROVED – D181005** – Payment to CD of \$4,489.60 (after grant funds and TTNT contribution – cost to DTTA was \$634.48) for Kay Crowell coaching visit.
- vii) **APPROVED – D181006** – Payment of invoice for 1,000 training balls (\$603.40) once delivery received.
- viii) **APPROVED – D181007** – Payment of invoice to TTNT for 25 bats (\$250).
- ix) Discussion ensued regarding request by a C grade member wishing to move into B Grade but the weekday of regularly set B Grade prevent this. Member is aware of 3 other C grade competitors in a similar position. Lengthy discussion. Ultimately **DECIDED – D181008** – that current Grade comps will remain on the same nights for 2019 (as was the case for 2018). Noting that the potential to create a weekend competition is being explored for 2019.
- x) Group Activity Enquiry – email corro discussed re running an activity session. Requestor is currently away – details still to be determined.
- xi) Tabled corro showing projected impact on Marrara due to Arafura Games (potentially from 22 April – 7 May). To be factored in as Event Calendar is developed.

19. Other Business (from item 4 above)

- i) Consideration of parking surplus cash from current account to accrue interest. It was determined that due to the higher number of payments expected during November and December that the current account balance would become more reasonable. **DECIDED – D181007** – that funds to remain in current account for time being. **A181011** – RD to advise the expiry dates on the two different term deposit accounts held. DTTA to use these upcoming (and staggered) expiry dates to prompt a discussion around what funds to commit to a term deposit.
- ii) Remuneration for Mitch Bedford coaching raised. Committee confirmed that these type coaching fees are paid twice yearly. Next payment will be in December. **DECIDED – D181008** – that DTTA coaching payment is \$40 p/h for coaching duties.
- iii) Discussion occurred on ratifying a Committee decision with regard to supporting future members who represent either the NT or Australia in Table Tennis. **DECIDED – D181009** – It is the Committee's intention to contribute a minimum of \$300 toward individual members selected to represent the NT or Australia in future Table Tennis competitions.

20. Meeting Close

Meeting closed at 9.55pm.

Outstanding Actions

- A180904a The sub-group (formed under A180903) design and plan structured participation weekend sessions to attract, retain and develop new participants.
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- A181002** – **GG** to finalise remuneration register and place copy on Noticeboard.
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Darwin Table Tennis Association Inc.
Treasurers Report Oct 2018.

Overview:

NAB Cheque Book Account 50-816-2377

Opening balance at 01/10/18 \$28921.87

Total income Oct \$5512.00CR

sub total \$34433.87

Total expenses Oct \$600.00DR

Closing balance at 31/10/18 \$33833.87

Term deposits:

#3908 \$27822.24 due 20/12/18

#4802 \$5549.93 due 27/08/19

Where the Money Comes From

From 1 October 2018 till 31 October 2018

	Category	Amount	Total
■	Government grants	4,040.00	4,040.00
■	Match/Playing Fees	1,392.00	1,392.00
■	Registration fees	80.00	80.00
Grand Total:			5,512.00

Where the Money Goes

From 1 October 2018 till 31 October 2018

	Category	Amount	Total
■	Tournament support	-600.00	-600.00
Grand Total:			-600.00

30 Oct 18	1800.00		INTER-BANK CREDIT	TOURISM & CULTURE Northern Territo	33833.87
29 Oct 18	292.00		INTER-BANK CREDIT	Week 12 cash CHRISTOPHER DEPA	32033.87
25 Oct 18	885.00		TRANSFER CREDIT	CHRISTINE MARSHALL C grade+seniors	
	31741.87				
19 Oct 18	286.00	'000000000000'	INTER-BANK CREDIT	Week 11 cash CHRISTOPHER DEPA Darwin table ten	31656.87
19 Oct 18	2240.00	'000000000000'	INTER-BANK CREDIT	TOURISM & CULTURE Northern Territo DARWIN TABLE TEN	31370.87
18 Oct 18	10.00	'000000000000'	INTER-BANK CREDIT	size thanks Tay S Darwin table ten	29130.87
18 Oct 18	95.00	'000000000000'	TRANSFER CREDIT	CHRISTINE MARSHALL C grade+seniors	
	29120.87				
17 Oct 18	7.00	'000000000000'	TRANSFER CREDIT	GERSCHWITZ G Dae 17 Sept Match Fe	
	29025.87				
15 Oct 18	50.00	'000000000000'	INTER-BANK CREDIT	Viqar VIQAR ALI Darwin Table Ten	
	29018.87				
12 Oct 18	40.00	'000000000000'	INTER-BANK CREDIT	Funds transfer Tay S Darwin table ten	
	28968.87				
12 Oct 18	317.00	'000000000000'	INTER-BANK CREDIT	Week 10 cash CHRISTOPHER DEPA Darwin table ten	28928.87
11 Oct 18	-300.00	'0000175'	CHEQUE	CHEQUE 0000175	28611.87
11 Oct 18	95.00	'000000000000'	TRANSFER CREDIT	CHRISTINE MARSHALL c grade + seniors	
	28911.87				
09 Oct 18	-300.00	'0000174'	CHEQUE	CHEQUE 0000174	28816.87
09 Oct 18	80.00	'000000000000'	TRANSFER CREDIT	CHRISTINE MARSHALL c grade for 25/9	
	29116.87				
08 Oct 18	115.00	'000000000000'	TRANSFER CREDIT	CHRISTINE MARSHALL C grade+rego+seniors	
	29036.87				
28 Sep 18	105.00	'000000000000'	INTER-BANK CREDIT	Week 9 B grade CHRISTOPHER DEPA Darwin table ten	28921.87