



Darwin Table Tennis Association Inc.

Minutes of Committee Meeting

Meeting 1 – Monday 08 Jan 2024 @ DTTA Marrara Multi-Purpose Hall, 7.00pm

Distribution: Attendees/Apologies + Notice-board

Present	Apology	Name	Role	Initials
1		Rodney Hee	President	RH
2		Ann Webb	Treasurer	AW
3		Deepesh Panchal	Secretary	DP
4		Michael Yaxley	General Committee	MY
5		Graham Symons	General Committee	GS
6	Robert Ho		General Committee	RHO
7	Christine Marshall		General Committee	CM
8	Patti Brown		General Committee	PB
9	Geni O'Brien		General Committee	GB

1. Meeting opened 7.03 pm - Chair: RH

2. Attendance / Apologies: See above.

3. Previous Minutes (4 Dec 2023) Accepted: By AW, seconded by RH

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Set up Secretary/Public Officer Deepesh Panchal as another signatory on NAB bank account

- Action: Ann to finalise signatory form for NAB account, visit branch – AW/DNP

5. NEW BUSINESS

- RH proposed purchase of 2 new tables suitable for easy transporting and outdoor use for demos and outside events. Committee agreed to purchase. GS and RH to recommend options. AW asked GS if TTNT could buy and DTTA pay TTNT.
- GS to recommend options. –
- Next meeting, we can finalise this

6. FINANCIAL

6.1 Main Business Account # 50-816-2377 - 1 December 2023 to 31 December 2023.

- Credits \$1250; Debits \$7659; Opening balance \$16,101.83; Closing balance Cr \$9692.59
- Major expenditure:
 - Utilities & cleaning Q4 quarterly fee \$3750 x 1 paid to TTNT -\$3750. We are now up to date.
 - TTNT will issue invoice at end of each quarter of usage. Dec 2022 Split payment to TTNT \$1307 – this had not been paid last year – the split payments are to recoup the fees due to TTA and TTNT for members entered manually onto the RevSports database. \$321 and \$853 – split payments to TTNT/TTA. We are now up to date.
 - Payment to coaches EK and NP for Term 4 junior coaching - \$600 and \$405. Reimburse RH practice balls - \$228
 - Monthly Telstra bill (Internet) \$114.99; monthly fee appears to have gone up from \$110 to \$114.99.
- Notable Income:
 - TTNT – table fees for NT Juniors - \$227.50
 - Seniors Thursday \$495; Tuesday \$183
 - Junior coaching fees Term 4 cash collected by EK - \$570
 - Remaining B grade – cash from convenor Rick Gibson \$180

6.2 Debit card account # 085-928 Account number: 928518886

- Opening balance \$797; Closing balance \$797

6.3 Term Deposit #3908, BSB: 085-949 Acc: 944423908

- \$29,955 @3.5%. Renewed 15 December. Interest earned \$256.31

6.4 Term Deposit #4802, BSB: 085-949 Acc: 740934802

- \$11,319, Maturity date 27 August 2024. @4.85%pa.

6.5 Upcoming major expenditure in Jan/Feb/Mar 2024

- Q1 2024 Payment to TTNT – part payment facility fee \$3750

6.6 Upcoming major income in Jan/Feb/Mar 2024

- Membership fees; Seniors attendance fees; Comp Match fees; Nepali event hire fee

Other financial

- NAB correspondence address has been changed to Treasurer's home address but actual posted letters did not arrive. Had to get the letters emailed to AW.
- Additional signatory on NAB bank account. Committee has agreed to add Secretary/Public Officer Deepesh Panchal added as another signatory on bank accounts. Action: AW and DP to finalise arrangements.

7. COACHING

Junior coaching

- **Term 1 Monday Junior coaching** to commence from 29 Jan 2024 (Nick + Elfrida)
- **Monthly Summary** – Action: AW to check with Elfrida for a monthly proforma to include number and age of juniors and money income
- Paying Elfrida for 2 hours; Extra \$150 paid in Term 4 of 2023; Agreed to go ahead in 2024 and review end of each term; Action: GS to speak with EK/NP regarding Monday juniors monthly plan; Action: AW to write to EK for a report every 4 weeks

Spinneroos

- Nick's proposal to conduct coaching on Wednesdays – Action: AW has acknowledged Nick's proposal
- Movement/progress of Spinneroos – Action: NP can do the progress tracking on this.
- Need to promote Spinneroos in primary schools – RH to update further on this

NT Junior Squad program

- Jono to have a focussed approach on NT Juniors coaching
- Jono had a session with the NT Jr. team and parents in Dec after the camp/clinic he conducted. Committee suggested this should continue on a regular basis to assess their improvement. Action: GS to discuss this with JonoT.

Coaches profiles

- AW wrote to the coaches last year to request information to populate a coach's profile, however, there has been no response on this yet. To follow up in 2024 – not discussed

8. REGISTRATION AND MEMBERSHIP - AW

- 10 members paid so far. Membership enrolment is slow, needs to pick up by end of Jan 2024. Action: AW to write again to ask payment by end January.
- **TTA/TTNT fee increase** means online registration is costing extra \$4.50 (comp) or \$2.50 (social incl seniors) plus merchant fee. EFT paid and manually entered memberships cost what we said BUT club is absorbing extra charges of \$4.50 and \$2.50. Action: AW to investigate these extra charges with TTA and TTNT and RevSports, Action: AW to write to members about these costs to explain.
- **Pro rata memberships:** TTA has announced it will start a pro rata class which means they will not charge full fee for our pro rata memberships. That means we retain more of the payments. GS said other states e.g. NSW had also requested this.
- **Reimbursements/refunds:** Refunds/credits: TT Lee \$140 credit for 2024. next year. Tom Randle has a credit \$30 for next year. Antara credit \$17 (used sport voucher for season 2 match fees & some credit for Club Champ entries.)

- **Jono/Oscar access agreement:** AW emailed draft agreement updated from current agreement that expires on 27 Feb 24 to all committee for review. Meeting agreed with proposed document. **Action:** AW to send new agreement to Jono and Oscar.

9. COMP REPORTS (RHO, CM)

A Grade (RH): RH to continue with convening for A Grade

B Grade (RHO): Rick Gibson was B grade convenor in Season 2 of 2023 and did a good job.

Action: DNP to write to Rick to ask if he will continue.

C Grade (CM): Committee hoping CM would continue with convening of C Grade though we know she would like to find a replacement; CM is away for another week or so.

Try outs & Selectors

- Rodney for A Grade
- Robert Ho & Michael Ndukwe for B Grade
- Christine does selection for C grade

Match fees

- Same as last year: \$10 for A and B grade; \$7 for C grade; \$7 for junior players any grade.
- Offer discount for paying upfront
- Players who play 3 times or more have to be registered. Players who are subs do have to pay (50% if subbing up from C to B or B to A otherwise full match fee)

Rules document

- RH said the Rules document had proved very useful for end of Season 2 comp for eligibility of subs, etc. Agreed to review the rules document **Action:** AW to review/comment and forward to Rodney for his review and aim to get Rules Doc finalised for end of Season 1 Comp for any disputes on eligibility etc

Competition Newsletter: RHO to continue doing the comp newsletter in 2024 for fee of \$500/y paid in 2 instalments at end Season 1 and end Season 2. DP to write to Robert to confirm.

10. OTHER COMPETITION AND PRACTICE SESSIONS

Club Practice Sessions

- Discussed Convenors & their duties for Monday, Thursday and Friday practice sessions. Do need a dedicated Convenor to switch on buzzer (check the written instructions for buzzer); ensure no-one sits out too long; include new players/visitors; collect casual fees for non-members. Agreed to keep Thursdays going.

11. TTA/TTNT (GS)

- Strategic planning session of the TTA is in Feb 2024. MY attends as DTTA rep. Will need new DTTA rep when Michael travels. **Action:** Appoint new DTTA rep to TTNT meetings.
- Key priorities are mentioned on the TTA website

12. SENIORS (CM)

- Numbers at start of year: 2 Jan – 4 people; 4 Jan – 18 people
- Agreed to keep Tuesday going.
- EK and GB attending and giving coaching. EK does formal coaching. Neither are paying attendance fee.

13. WEBSITE, GMAIL AND OTHER DIGITAL COMMUNICATION (AW)

- Club Brochure – GS/AW draft is good to go ahead. **Action:** AW to get copies printed for upcoming events including Nepali event on Sat 13 Jan.
- AW suggested we do more FB posts
- Had to buy extra web site storage \$25 for 500MB. It expires whether used or not at end of each calendar year.
- Office 365 to be renewed on DTTA laptop – **Action:** DNP/MY. How is this being paid? From DTTA credit card?

- Recovery email for Gmail account – change from MY (email unreliable and will be away) to DP. **Action:** DP and MY
- Everyone - checking calendar of events on website before booking in an event or telling someone the time is available - <https://www.revolutionise.com.au/dtta/events/calendar/>
- Reminder: various documents are stored/available through the RevSports website eg membership form (if you need to print out some more yourself), and various fliers
- 2023 members list with ID number on Noticeboard – ready for renewal membership
- Data storage for DTTA documents accessible to committee in to future? Rodney suggested Microsoft 365 Cloud storage.

14. FACEBOOK AND NEWSLETTER (RHO)

Facebook

In the last 28 days:

- Followers: 311
- Net Followers: 8
- Post reach: 543
- Impressions: 590
- Post engagement (Number of clicks, people liking, commenting, etc.): 69
- Majority of engagement was from the Are you missing your table tennis post
- AW suggested we do more FB posts
- DP has corrected the opening times of the club on FB page

Newsletter

- Secretary to write to RHO to ask him if he will do Newsletter again and agreement on fee. **Action:** DP to write
- Use Newsletter to send letter from Pres/Club to all Contacts before Comp starts. **Action:** AW to update MY's 2023 Call-Out to member's letter.

Posts to be put up. Action: DP/RHO

- Memberships due
- Start of comp & players wanted
- Festival of Us – Australia Day 26 Jan
- Open Day – Sun 11 Feb

15. MAINTENANCE & SECURITY (PB)

- Patti not at meeting: PB reported that painting work to be carried out at the club, starting 15 Jan 2024
- Working bee – cleaning up the club – **Action:** discuss during the next meeting

16. SOCIAL EVENTS & OUTREACH

- Nepalese Community: Sat 13 January 10am to 4pm – Fee \$500 to cover 6h Elfrida Convenor. Sent out Quote and Rules.
- Palmerston Rec Centre – 18 January - MY/JP and volunteers (cannot keep relying on same people to transport tables etc.)
- Festival of Us – Australia Day 26 Jan MY coordinating
- Club Open Day – Sun 11 Feb 10 to 12 + BBQ – MY coordinating
- Gymnastics and Judo bookings: AW has asked both for their competition dates when they want to “borrow” our space
- 18 & 20 Sept.
- Any other school's bookings

JANUARY 2024	
Tuesday 2 Jan onward	Open for New Year & club practice sessions
Tue 2 Thur 4 Jan onward	Seniors
Sat 13 Jan	Nepalese Day 9.30am to 3.30pm
Mon 15 to Thur 25 Jan	Painting Louvres
Thur 18 Jan	ClubHouse Territory Palmerston Rec MY/JP
Fri 26 Jan	Festival of Us Australia Day – Netball Centre
Mon 29 Jan	Term 1 Junior coaching
FEBRUARY 2024	
Sat 3 Feb	Chung Wah Society Chinese New Year Festival – Rodney coordinating
Sat 3 Feb	Launch FebFit Palmerston Shopping Centre 9 to 12
Sun 11 FEB	CLUB Open Day, 10am to 2pm incl lunch
Tue 13 Feb	Start Comp

17. PRESIDENT'S LETTER

- President's Letter was sent out at end of 2023.

18. GRANTS & SPONSORSHIP

- **Northern Transportables proposal** – Action: **MY** to follow up on this
- **NT Grassroots Active Participation Grant** – **RH** mentioned that we can apply for this grant. This grant will cover things like software, laptops, microphone/audio equipment for the club. AW asked if noticeboards and some other small office equipment (in her email) could be considered. Action: **RH**
- **Sponsorship Strategy** – Update the pdf slide shared by **MY** & share it with the committee. Action: **DP**
- Community Benefit Fund

19. OTHER BUSINESS

- **Drink Machine:** Drinks machine is ticking along without any issues. Ann has the update on monies coming in, and expenditure on drinks purchases. Thanks to Patti for looking after drinks machine and restocking

20. FUTURE DISCUSSION ITEMS

- Club rules document – being actioned
- CDU sponsorship

21. DATE of NEXT MEETING: Monday 12th February 2024 @ 7pm

22. MEETING CLOSED at 8:47 pm