



Darwin Table Tennis Association Inc.

Minutes of Committee Meeting

Meeting 7 - Monday 3 July 2023 @ 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 7.05 pm - Chair: RH
- 2) Attendance / Apologies: See above.
- 3) Previous Minutes (5 June 2023) Accepted: By MY, seconded by AW
- 4) BUSINESS ARISING FROM PREVIOUS MINUTES

Cyber issue

- RH to sort out his access to DTTA Gmail

Working with children clearance

- List of DTTA people who need to have Working with children clearance prepared by AW.
Action: DP to get copy of Working with children cards from listed people and maintain the records

Club rules document

- Small working group to be formed. To be taken up in Oct-Nov monthly meeting

Appointment of Public Officer

- Completed and submitted "Change of Public Officer form" to Territory Business Office.
Deepesh is new Public Officer.

Club shirts/sponsorship

- MY continues to work on the sponsorship including shirts.

5) FINANCIAL

Treasurer's Monthly Report - AW

- Main Business Account # 50-816-2377 – 1 June 2023 to 1 July 2023
Credits \$3489.64; Debits \$6120.02; Closing balance \$19,788.91 Cr
Total credits \$3,415.90; Total debits \$1,815.95
- Debit card account # 085-928 Account number 928518886
Opening balance \$952; Closing balance \$961. RH now has access to the Debit card
- Term Deposit #3908, BSB: 085-949 Account: 944423908
\$29,264.30, Maturity date – 18 June 2023, 3%pa. Interest earned \$216.48. \$29,480.78 rolled over into new 3-month term at 3%pa
- Term Deposit #4802, BSB: 085-949 Account: 740934802
\$10,989.37, Maturity date 27 August 3%pa

Upcoming major expenditure:

- Closed Championship expenses – medals/engraving/certificates/BBQ gas, meat, salads, fruit/drinks. Power/water (venue usage); estimate not available – Rodney to use Debit Card
- \$2000 to TTW for equipment order (50% is covered by TTA equipment grant)

Budget tracking – GS

- Budget tracking/forecast – **Action:** AW to schedule in meeting for this with GS

Tap & Go payment

- RH has procured a device for \$300

6) COACHING

Junior coaching

- Nick and Elfrida to provide a monthly update on the Monday Juniors coaching program to include a week-on-week summary. A template needs to be developed for this.
Action: Discuss reporting and development of suitable template with coaches EK and NP

NT Junior Squad program

- **Action:** GS be requested to design/develop a Junior Developmental Plan for the NT Junior squad
- **Action:** AW to research examples of Junior development plans to be used as a reference

Monday “Under-12s” to change to just Monday Juniors

- Monday under-12 to be called Monday Juniors from now and they will be accepting juniors up to under 18 in this group. EK and NP can be grouped according to age and/or ability.
- Next Monday Juniors starts on 17th July 2023, 5.30pm to 7pm

Spinneroos Promotion (MY)

- Proposed start date at DTTA from 26th July 2023, 5.30 to 6.30pm. Will depend on the number of applications we receive

Coaches profiles

- Profile of DTTA coaches to be produced and made available on Club Board and website/Facebook. **Action:** RH to come up with a design/format of coach profiles

7) REGISTRATION AND MEMBERSHIP - AW

- 105 paid up members
- Pro rata payment classes for membership now available online and on paper form.
- \$5 fee for short-term visitors on practice nights

8) COMP REPORTS (MY, RHO, CM)

- Season 1 – Finals went off successfully with good quality games with very high standards shown by the Grade A, B & C players and the night ended with pizza and drinks.
- Send out a FB post for Season 2 enrolments & Try out sessions (2 separate posts) – **Action:** DP to work on this
- Season 2 nomination list is being collected by AW. **Reminder email to members to nominate for Season 2 Action: AW**
- **Start Season 2 is a listed Event on Website**

9) OTHER COMPETITION AND PRACTICE SESSIONS

- Darwin Closed Sat 22 July: entries close Wed 19 July.
 - John Pudney and RH to run the event
 - RH collecting the physical forms
 - AW collecting entries confirmed via email
 - **Need to record payments. Action AW**
- Sunday Social – income since 30 April - \$360
 - There will be another advert in online newsletter Vibrant Darwin (Darwin City Council)
 - More volunteers needed
- Extra playing times for members: Tue and Thurs. 4.30 to 6.30pm + 2h on a Saturday – extra charge, paid in advance – not by the session. AW to ask Luigi if he could Convene Thursday session. Action AW
- Practice sessions between Comps – This running OK. AW reported not many people Tuesdays. RH reported quite a few on Weds and Thursdays.

10) TTA/TTNT (GS)

- Youth Contender Darwin tournament taking place at Marrara Indoor Stadium from 28th September to 01st October 2023 with singles for <11; <13; <15; <17; & 19 years and mixed doubles for <15 & <19 yrs. International Camp to be held from 22nd to 26th September.
- We will need volunteers to help set up the venue prior to the training Camp (i.e. 20th to 21st Sept), during the tournament (28th Sept to 1st Oct), and for pack-up (evening 1st & on 2nd Oct).

11) SENIORS (CM)

Seniors month (Aug 2023)

- Grant of \$1000 awarded. Grant acceptance to be submitted.
- 8 free Sessions to be conducted on Tuesdays and Thursdays in August starting Tue 8 August
- Elfrida will be the coach. Agreement \$40/ph. Suggested 1.5h each session. CM to convene Thursday as usual. AW to convene Tuesdays but will be away for last 2 weeks so EK will take over convening as well as coaching.

12) WEBSITE (AW)

- **AW** is trialling managing Grade A competition on RevSports website in Season 2. This would help with national rankings esp. for the juniors. AW has looked at the videos & instructions on RevSports to set this up and has requested phone call to help This is to be run in parallel with usual Robert Ho management of the schedule and the ladders.
- What's App – not an official channel of DTTA communication – can we put it to use – put Michael Ndukwe in charge but give him approved content? **To discuss at next meeting.** Include Michael N to work with Robert plus Rodney and B Grade Convenors John Langdon and Rick Gibson to communicate team selection and Subs for Season 2 competition.

13) FACEBOOK (RHO)

In the last 28 days:

Followers: 263

Post reach: 347

Post engagement (Number of people liking, commenting, etc.): 245

Majority of engagement was from the Season 1 grand final post.

14) SECURITY (PB)

Key cards

PB reported by text that she has not got signed forms from Robert, Graham, John P, Christine, Oscar, Rick & John Langdon (B grade convenors)

Key cards are required for committee members GB and DP.

Action: PB to collect remainder of signed key card access forms in readiness for going to Sport & Rec to apply the new PINs to individual cards

Action: PB to recover key card from Andrew Barton

15) SOCIAL EVENTS & OUTREACH

End of year Dinner: AW followed up however Karawa has advised it was too early to book now.

Darwin Water Front event: 4 & 6 July with Clubhouse Territory.

Palmerston: John Pudney will be running an event on 10th July organised by Clubhouse Territory

Dry Season BBQ: on Darwin Closed Day – Sat 22 July.

16) GRANTS & SPONSORSHIP

- **Seniors Month** – DTTA got grant of \$1000. (CM and AW application asked for \$2000.) See point 11 for more details.
- **Sponsorship Strategy** – Update the pdf slide shared by MY & share it with the committee.
Action: DP
- **Northern Transportables proposal** – Draft a cover email and send the proposal along with the strategy slide. **Action:** MY & DP
- **CDU sponsorship** – Negotiate new agreement. On back burner for now. Remove CDU from list of sponsors banner at foot of website etc.?
- **Community Benefit Fund:** Apply for CBF grant for promotional items: signage, banners, flags, etc. Noted the CBF grants come up all year round. Look at this at a quieter time of the year. GS advised at previous meeting that other smaller grants like NTG Sport & Rec are much easier to get. **Action:** GS to advise on how to take this forward.

17) OTHER BUSINESS

Drinks machine – PB not at meeting. **Action:** Email update to committee before next meeting.

Draft policy on Sports Vouchers (AW)

- Carry forward of credit as part of Sports voucher scheme policy reviewed by AW. Section 5.3 of policy does not permit carry forward.
- Agreed we will do a one-off credit this time. **Action:** **AW** will be sending the required communication to all the parents of Junior members and/or attending start Term 3 on Monday 17 July to talk to parents

Tap & Go Payment device (RH)

- **RH** has already procured the device and is in the process of doing a proof of concept (POC)
- President, Secretary & Treasurer are required to provide name/address/DOB to set up the device. Treasurer AW has declined to provide these details. RH is investigating a Zeller tap and Go device in his name rather than in DTTA name.
- RH says there will not be a monthly cost of running this device. Purchase price is approx. \$300.

Access to Gmail

Action: **RH** to sort out his Gmail access and then arrange for others like Convenors and Committee members, so they could use the mail groups like "2023 DTTA Members" and "C Grade" etc.

Bank Signatory – RH to get the bank signatory process done.

18) DATE OF NEXT MEETING: Monday 7th August 2023 @ 7pm

19) MEETING CLOSED at 8:48 pm