



## Darwin Table Tennis Association Inc.

### Minutes of Committee Meeting

Meeting 7 - Monday 7 August 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 (3 July 2023) Accepted: By PB, seconded by AW

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Working with children clearance – covered under item 14

Tap & Go Payment device (RH)

- It is currently linked to RH bank account
- RH explained how the process will work
- Discuss at next meeting about the findings from the trial (POC) - RH

5. FINANCIAL

Treasurer's Monthly Report - AW

- Main Business Account # 50-816-2377 – 1 July 2023 to 31 July 2023  
Credits \$5325; Debits \$3989; Closing balance Cr \$21,124
- Debit card account # 085-928 Account number 928518886  
Opening balance \$961; Closing balance \$1054.
- 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  
3 mths – 3.5%; 4mths 3.6%, 5 mths 3.7% (rates as of 7 August on NAB website)  
TD #3908 – Look at next roll over for a better interest rate  
TD #4802 – Leave it as it is and let it roll over on its own
- Address with NAB to be changed to DP address – (AW)

Upcoming major expenditure:

- Darwin Closed Expenditure: Food donated by RH. Should prepare a budget for The Closed.
- Upcoming Expenditure: Trophies for Season 2 (\$700 to \$800) – RHO to place order for this
- Term 3 payment to coaches for junior coaching
- Seniors month expenditure (coaching, refreshments, lights/cleaning, etc.)

Budget tracking – GS

- Budget tracking/forecast – Action: AW and GS to schedule in meeting for this in October/November

**Arrangements while AW away – AW will continue banking online and check emails while overseas. Deepesh to take over some tasks. Meeting to discuss.**

**Payments to bank & reimbursements – AW**

- Junior refunds and comp fees (credits)
- Encourage both juniors at coaching and juniors playing in Comp to apply for the new sport voucher
- Refund to Comp players who paid upfront early and the match fee changed because of less teams or more Byes **AW** is looking into it
- **RH** bank authorisation – to be done before **AW** goes away.

**Ann suggested she'd like to arrange a meeting with Auditor** to review the transactions entered in the spreadsheet and to help with preparing the budget (**AW**)

**6. COACHING**

**Junior coaching**

- Template needs to be developed for monthly update on the Monday Juniors coaching program to include a week-on-week summary.

**Action:** Discuss reporting and development of suitable template with coaches EK and NP

**Monday Juniors**

- Movement of juniors to C grade – **EK** can do the progress tracking on this. Action: Committee to ask EK
- Movement/progress of Spinneroos – **NP** can do the progress tracking on this. Action: Committee to ask EK

**NT Junior Squad program**

- **AW** tried to research other club's development plans however did not find anything useful
- **GS** suggested:
  - Promotions like Spinneroos
  - Someone to assist in between NP & Jono who can coach Juniors and develop them, maybe **NP**
- **Action:** **GS** to design/develop a simple Junior Developmental Plan for the NT Junior squad

**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

**Juniors Nationals update – GS**

- Martin's rounds were tough (U-19 category)
- Sebastian & Renee – Did very well in Mixed doubles and proceeded to the next rounds
- Sebastian did well in the 1<sup>st</sup> & 2<sup>nd</sup> rounds in his singles matches
- Standard of Juniors is getting higher & tougher
- Sebastian & Renee need to practise with u-15/17 group of juniors to get better
- Jono to have a chat with the junior team/parents of what they want to do on a longer term.
- **Action:** Committee to ask Jono to do this.

**7. REGISTRATION AND MEMBERSHIP - AW**

- 119 paid up members
- Pro rata payment classes for membership now available online and on paper form. But most people are doing the paper form which means we will have to account to TTA/TTNT at end of season for their deductions.
- \$5 fee for other visitors e.g. at Monday/Friday practice nights. Please can committee or regular players check with visitors that they are paying and collect their money. You can keep their cash and make an equivalent EFT to DTTA account:  
Darwin Table Tennis', BSB: 085-928 Account Number: 508162377

**Reimbursements/refunds**

- Credit for juniors for match fees from Season 1 – AW keeping account of this. Note: Martin Feng and Sebastian Lai not paid any Season 2 match fees yet. Martin has \$32 credit and Sebastian has \$42. Both are eligible to apply for Semester 2 2023 sport voucher.
- Refund or credit for A Grade Season 2 advance match fees. Because there are 5 teams instead of 6, the advance fee was \$110 and not \$140.

Broderick On refunded \$30; Shino requested refund, awaiting bank his details; Elfrida Kalich requested refund; others who paid \$140: TT Lee, Tom Randle; Nick Pastrikos; Antara paid \$98

#### **8. COMP REPORTS (RHO, CM)**

- Season 2 – A & B Grade is going on well **(RH & RHO)**.
- Grade C – **CM** suggested to change 1 player. Geni O'Brien swapped with David Lee to even out teams.
- Michael Ndukwe to assist RH and RHO with any replacements on comp nights
- Guidelines for comp nights – Captains of each teams to take care of this esp. reminding their teams to get there on time and to advise early if they cannot play **(AW)**

#### **9. OTHER COMPETITION AND PRACTICE SESSIONS**

- **Darwin Closed** – 27 entries & Barbeque
  - Very well organised event – led by John Pudney, Rodney and Ann
- **Sunday Social**
  - There was another advert in online newsletter Vibrant Darwin (Darwin City Council)
  - Had good roll up for last 2 Sundays after a few quiet weeks. It is very rewarding to see Jim who comes every week and whose topspin forehand is coming on very well. Very pleased that 4 graduates of Sunday Social - Jonathan Briskin, Shubham Chand and Subho Das played in B grade last Thursday and Stephen Beelitz, Leeam Milne and Trevor Burke are playing in C grade. We've raised over \$480 in attendance fees too since starting at the end of April.
  - More volunteers needed
- Extra playing times for members: Thur 5pm to 6.30pm (Luigi will open/close – PB will assist with access card)
- **MY** shared his experience at Canberra Table Tennis & how they organise their open social sessions. We can try something similar for Seniors Month / Thursdays at DTTA

#### **10. TTA/TTNT (GS)**

- Youth Contender Darwin tournament taking place at Marrara Indoor Stadium from 28<sup>th</sup> September to 01<sup>st</sup> October 2023 with singles for <11; <13; <15; <17; & 19 years and mixed doubles for <15 & <19 yrs. International Camp to be held from 22<sup>nd</sup> to 26<sup>th</sup> September.
- **GS** shared the volunteering details in relation to the schedule. He will provide a final update on what is required from us.
- He will ask SEDA to help with light activities – **GS** to check on this
- **GS** to share world youth contender flyers to be shared socially on website/Facebook

#### **11. SENIORS (CM)**

##### **Seniors month (Aug 2023)**

- Seniors Month grant - \$1000 paid in
- Senior Month sessions – start Tue 8 August and Thursday 10 August for next 4 weeks – free to attendees. Elfrida has done a special coaching program for Seniors Month.
- Very good numbers on Thursdays (letter from one interstate Senior visitor thanking us for welcome and enjoyable playing)

#### **12. Website, Gmail and other Digital Communication (AW)**

- Committee access to and using DTTA Gmail account – Robert, Deepesh, Michael, Ann & Rodney can access the DTTA Gmail account. Setting up access is through Michael. Useful to have this access for:
  - a) Contact details of members
  - b) Looking up past emails
  - c) Emailing to precise groups e.g. Monday Juniors, C Grade, 2023 membership
- Committee using the website:
  - a) various documents are stored/available through the RevSports website e.g. membership form (if you need to print out some more while Ann is away), various fliers
  - b) looking up member's phone numbers – if you have admin access, you can view member's records (see members list printout provided by Ann to meeting)

- c) checking calendar of events – Ann updates the events on the website and prints out a weekly list of events and the annual calendar of events – Deepesh to take over in Ann's absence
- Running comps and ladders online using RevSports website: AW attended online webinar on running tournaments online and is not much the wiser! Nor on running the ladders. Ann will try harder on this on return from holidays. In meantime, DTTA needs to continue to rely on the good offices of Robert doing the A/B/C grade ladders and John Pudney running tournament draws on paper.
- What's App – this is more related to the comp nights and MY/RH/RHO are in charge of this
- Robert has been paid first half of his \$500 fee for Newsletter/Facebook

### 13. FACEBOOK (RHO)

In the last 28 days:

Followers: 275

Post reach: 252

Impressions: 365

Post engagement (Number of people liking, commenting, etc.): 16

Majority of engagement was from the Darwin Closed Championship 2023 post.

Deepesh is doing a lot of Facebook posts now.

### 14. MAINTENANCE & SECURITY (PB)

- Roller Blind No 4 is now working
- PB has asked for the ball cover over the roller blinds to be reinstalled so that the balls roll back on to the floor. The design is correct but it was installed the wrong way round.
- Michael Ndukwe has offered a free skip from the Shoal Bay facility which table tennis, gymnastics and judo can use to clear out their unwanted items from the storeroom. PB has asked John if a big extra tie fan can be installed.
- PB has almost completed having key card forms signed with personal PINs - PB will bring some forms to the next meeting to make sure that everyone is signed up before she submits them to John Withers. Once these new numbers are keyed in the 2023 code will no longer work. Everyone will be advised when this is happening.
- There have been several instances of the red flooring being marked by players using the incorrect shoes. It may be good to ask coaches to check the footwear of players. A lot of mess was left after the workers repaired No 4 rollers blind. PB has flagged this with John Withers.
- PB has also asked John if there is a way to have the government install solar on to the hall roof. If we could ask for this to be done it will reduce the cost of electricity to DTTA and we could then use the hall a lot more. Does anyone have ideas on approaching the government for money?
- Working with children clearance** – Register is updated and most of the details are now available with a few still pending (DP)

### 15. SOCIAL EVENTS & OUTREACH

Tue 8 & Thur 10 Aug	Seniors Month 4 x Tuesdays and Thursdays 9am to 11am
Tue 8 Aug 1.30 - 2.30pm	SEDA session – Graham Symons opening/closing up
<b>SEPTEMBER</b>	
Fri 1 Sept, 11.30-12.30	Essington School Booking – 11.30 to 12.30 (Oscar supervising)
Mon 11 Sept, 7pm	DTTA Committee Meeting 7pm
Wed 20 Fri 22 Sep 23	Interschool Table Tennis Championships, 8am to 2pm each day (Elfrida)
Tue 19 Sep, 11 to 3pm	Katherine School of the Air booking – Elfrida convening
17/09/23, Sunday	Tables 5 & 6 used by Judo, 8am to 11am
17/09/23, Sunday	Venue Hire Gymnastics, 10am to 3pm (both Karens working together on this)
28/9 to 1/10 2023	World Youth Contender Championships – Marrara Indoor Stadium

### 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**
- **T shirts** – RH mentioned that we have T-shirts which we can use for promotions & branding

**17. OTHER BUSINESS**

**Vending machine** – Discussed if we can explore a vending machine with Food & Drink options, options to be checked. Action: PB

**Beer Fridge** – This idea was turned down. Govt facility and no alcohol licence. Committee not in favour of applying for licence either.

**End of year dinner:**

- Karawa option not workable this time as tables restricted to 10 people and 1 booking per table.
- Work on other options, get expressions of interest
- Finalise dates

**18. DATE OF NEXT MEETING: Monday 11<sup>th</sup> September 2023 @ 7pm**

**19. MEETING CLOSED at 9:17 pm**