



**PLANNING MEETING MINUTES  
PARKES TOUCH ASSOCIATION INC.**



**Planning Meeting 2024**

Monday 24<sup>th</sup> June 2024 at 1800  
Parkes Services Club  
Meeting started @ 18.15pm

**1. Attendance**

Chris Reynolds  
Luke Clarke  
David Porter

Bronwyn Lowe  
Maree Reynolds  
Danielle McManus

Teegan Rodgers  
Jono Barnes  
Kerrie-Anne Schembri

**2. Apologies**

Sonia Jackson  
Cindi Murphy

Don Green  
Ben Stead

**3. General Business**

<p>Vacant positions and roles</p>	<p>Still looking to fill vacant roles and positions. Positions to formally accept next meeting:</p> <ul style="list-style-type: none"> <li>• Director of Administration - Kerrie-Anne Schembri</li> <li>• Jnr Comp Coordinator - Vacant</li> <li>• Committee – Jono Barnes</li> <li>• <i>Ref director – Dave Robinson TBC?</i></li> <li>• <i>Committee – Rach Brown TBC?</i></li> </ul> <p>Sonia, Teegan and Danielle happy to be on committee but not in a role. Public notice to be created calling for volunteers to fill vacant roles and positions – <b>LC to action</b> Confirm the Constitution process for filling vacant roles – <b>CR to action</b></p>
<p>Committee</p>	<p>AGM and Public Officer forms to be completed - <b>KAS to action</b> Details for all members to be confirmed and updated - <b>KAS to action</b> NSWTA and Suns to be sent new committee info - <b>KAS to action</b> WWCC - working with children checks must be obtained by all committee members and sent to secretary - <b>KAS to action</b> Committee shirts for all new members. New members to provide sizes to secretary - <b>KAS to action</b> All committee to register in Mysideline as a volunteer for PTA.</p>
<p>Publicity</p>	<p>All from the committee to have access to Facebook (those who would like it). – <b>LC to action</b></p>
<p>Decisions and Communication</p>	<p>If made and voted on by the committee at a meeting, no changes can be made to the decision, unless at next meeting. Not by the one or a few members after a meeting. All exchanges must be respectful at all times in Messenger app, at meetings and comp nights.</p>



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### 2024-2025 Calendar

Confirm Competition dates (Junior / Senior)	<ul style="list-style-type: none"> <li>• Wednesday 16 and Thursday 17 October</li> <li>• Break from 18/19 Dec</li> <li>• Resume from 5/6 March</li> <li>• Rounds finish 26/27 March</li> <li>• SF dates – 5 and 6 March</li> <li>• GF dates – 12 and 13 March</li> </ul>
Rep training	<ul style="list-style-type: none"> <li>• start in September (2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> Sept) 23<sup>rd</sup></li> <li>• 30<sup>th</sup> Sept all rep teams train together.</li> </ul>
NSW Touch conference night	<ul style="list-style-type: none"> <li>• 19<sup>th</sup> October 2024 at Moore Park</li> </ul>
Events	<ul style="list-style-type: none"> <li>• Country Champs, Wollongong – 12/13 October 24</li> <li>• NTL Selections, Young – 27 October 24</li> <li>• State Cup, Port Macquarie – 6, 7 &amp; 8 December 24</li> <li>• Jnr State Cup Dubbo – February 25</li> <li>• NTL, Coffs Harbour – 6, 7 &amp; 8 March 25</li> </ul>

### Competition

Draw	To be posted by Sunday, Monday at latest. Online system to be used and change draw. Comp coordinators to be on top of this.
Rules	<p>Fill in player policy was discussed. Should a team only be able to draw at best? Or should they be able to win if they use a fill in player? Draft policy to be reviewed prior to comp start.</p> <p>To be posted on website and displayed each week on comp night.</p>
Missing teams online	Teams were missing online during last seasons comp. Comp coordinators to check during start of season.
Review Referee Payment Structure	Accepted without change from 2023/2024.
Referee uniforms	More pinks shirts to be ordered for refs. All refs to have a pink shirt.
'Early bird' team payment	If able to be done, must be paid by 30 September. Price set at of \$1000 - <b>CR to investigate/action</b>
Review Competition payments:	per player Junior / Senior – accepted without change from 2023/2024.
Canteen	Look at a roster or pay someone to run on Wednesday nights. Create a committee role for this position. Possibly a per hour or a percentage at the end of the year.



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Rep players per Junior Team policy	Review the team allocation on how many rep players are in each team in the Junior comp. All agreed that 4 was ok based on prior year. However, teams may be needed to be checked after rep selections. Junior Comp coordinator to check during start of season.
Junior primary school comps	do we allocate players into teams for junior competition? The discussion and decision was 'no'. Kids to play with friends.
Mini touch	Will run for 10 weeks only, with no catch-up games after X'mas break. 2 overflow teams will be needed for each of the K, 1 and 2 divisions for additional registering players late or last moment.
GF review	Move back to Wednesday and Thursday nights
Primary School Gala Day -	To be confirmed. Flyers needed again by NSWTA. - <b>CR to action</b>
Ref course(s)	To be run either Sunday 3/Nov or 10/Nov - <b>CR to action</b> All rep players from U14's, 16's and 18's to complete L1 ref course.

### Representative

Rep uniform	to be ordered earlier (different sides for sizing) Rep coordinator to action
Rep accommodation	Too much spent last year on accommodation during the year, \$8k. Ports asked why is the club paying for all coaches/managers at all carnivals. Other sports don't pay for accommodations. His suggestion is each rep team is allocated \$500 for the season to help cover Coaches/Managers cost for accommodation. All agreed that this would be a better option. Motion carried.
Coaching Courses	Are to be offered between nomination close and trials
Rep Dates	Dates for rep touch are needed. A calendar of carnivals we wish to attend needs to be created. <ul style="list-style-type: none"> <li>• Don Green Jnr Western Champs, Mudgee – November</li> <li>• ACT Jnr Champs/State Cup – December</li> <li>• Suns Jnr Champs – January</li> <li>• Gala Days to be considered</li> </ul>
Rep packs	More details about estimated costs is required so parents are prepared, not blind sided. A letter or info pack is needed for parents - Rep coordinator to action
Nominations EOI for coaches and managers	To go out and open ASAP. Nominations close 29/July. Use the google form again. – <b>DM to action</b>
Presentation Night	Set for Saturday 15 March 2025 Player ticket to be included in player levy.



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### Financial

Sponsorship	Need more sponsorship for club (not just for rep touch, make it for Parkes Touch). All committee to assist with seeking prospective sponsors.
Northparkes Mine	Evolution mining – we need to be updating brand logos on Marquee, flags, on our field map, etc
Referees sponsor	Need to find a sponsor for Referees – <b>Ben to action</b>
Payment process for rep players	What payment process is to be used this season. Last year was direct deposit to PTA account. Were the deposit references enough. An app called 'Stack' was suggested. This has a 2% fee. Is this viable. – <b>Ben to action.</b>

### Council ground levy & usage charges

Dave Porter outlined Council fees for Building on crown land (License agreement) Cheney Park Clubhouse
21/22 season \$2,490 - 22/23 season \$4,360 - 22/24 season \$5334
21/22 season also had a 50% discount due to impact of COVID on local sports. 22/23 season include a discount due to wet weather that impacted sports from November 2022 floods.
23/24 season higher than the last few seasons without any discounts applied.
SMS Lighting charges for Parkes Touch (Parker-stone only) 21/22 season \$201.45 22/23 season \$450.78 23/24 season \$730.48 remains outstanding. - <b>Ben to action</b>

Next meeting – Committee Meeting on Monday 29 July at Parkes Services Club

**Meeting Close - 8.10 pm**