

**BRISBANE CHURCHES TOUCH ASSOCIATION INC.  
ANNUAL REPORT 1990-91**

**ANNUAL GENERAL MEETING**

**HELD AT CHURCH OF CHRIST SUNNYBANK  
ON 21ST MARCH 1991**

**AGENDA**

OPENING PRAYER

MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

PRESIDENT'S REPORT

FINANCIAL REPORT

AUDITOR'S REPORT

ELECTION OF MEMBERS OF MANAGEMENT COMMITTEE

APPOINTMENT OF AUDITOR

APPOINTMENT OF CHAPLAIN

PRESENTATION OF BEST AND FARIEST AWARDS

GENERAL BUSINESS

- LETTERHEAD
- POST OFFICE BOX
- SPONSORSHIP
- JUDICIARY
- REFEREES
- UP-COMING SEASON

CLOSING PRAYER

**BCTA**  
**ANNUAL GENERAL MEETING**

**21/3/91**

At Sunnybank Church of Christ, Station Rd, Sunnybank.

**Present: (27)**

Barry Thornton	Sunnybank COC
Ian McEwan	Sunnybank COC
Ken Gittens	Springwood Christian Fellowship
Paul DeMarco	
Gary Epps	
Murray Grant	Annerley COC
John Hobbs	Sunnybank COC
Brett Solomon	Regina Caeli
Chris Kelly	Regina Caeli
D Pickering	Annerley Baptist
Lyndon Dickfos	Sunnybank COC
Nigel Dickfos	Sunnybank COC
David Shepherd	Sunnybank COC
John Yared	Springwood Christian Fellowship
Selwyn Dickfos	Sunnybank COC
Ian James	Sunnybank COC
Craig Williams	Annerley COC
Glen Anderson	Annerley COC
Mark Willis	Sunnybank COC
C Smart	Sunnybank COC
Wendy Dickfos	Sunnybank COC
A Hanss	Sunnybank COC
Peter Cantwell	Greenslopes Baptist
Kayleen Dickfos	Sunnybank COC
Spencer Smith	Albion COC
Andrew Moloney	Regina Caeli
G Porter	

**MINUTES OF THE ANNUAL GENERAL MEETING  
OF BRISBANE CHURCHES TOUCH ASSOCIATION  
HELD ON 29 OCTOBER 1990**

PRESENT: John Yared, John Shorten, Stephen Burns, Stephen Philpott, Ian McEwan. Craig Williams, Gary Epps. Barry Thornton. Bob McCullough

FINANCIAL REPORT: Moved by Steve Philpott that the financial report be accepted.  
Seconded Craig Williams - Carried

SECRETARY: The position of secretary was declared vacant. Barry Thornton nominated Gary Epps. There were no other nominations. Seconded Ian McEwan - Carried

PRESIDENT: The position of president declared vacant. Ian McEwan nominated Barry Thornton. There were no other nominations. Seconded by Gary Epps - Carried

TREASURER: The position of Treasurer was declared vacant. Barry Thornton nominated Ian McEwan. There were no other nominations. Seconded by Craig Williams - Carried

AUDITOR: Steve Philpott moved that Paul Prokic be appointed Auditor for the Association.  
Seconded by Bob McCullough. Carried.

**GENERAL BUSINESS:**

Insurance- Members conveyed their satisfaction with the performance of the IEA insurance company regarding the payout of the first claim.

Discussion on Queensland Churches Sporting Association. Barry encouraged those available to attend the QCSA meeting on 31.10.90.

Discussion regarding referees. The meeting was unanimous in its approval of the performance of the referees.

Moved by John Shorten that the mixed comp have a bye on the 18 December and 8 January to enable the grand finals for both competitions to be played on the same night.  
Seconded Craig Williams- Carried.

CLOSE

Steve Philpott closed in prayer.

## PRESIDENT'S REPORT

Looking back at the Past year it is satisfying to see the progress we have made as an Association- We have seen a successful winter season completed and have seen for the first time the -Introduction this past. summer season of both a Mixed and Men's division. We have also seen the introduction of a number of new concepts and ideas which are aimed at ensuring a more smoothly run and effective Association. These are set out at various points below.

We have congratulated a number. of winners from the Past year. Firstly the Spiders for their fourth consecutive premiership in the winter competition, Hosanna for, the win in 'B' Division. We also congratulated the winners of both last summer's competition - Annerley Combined and this summers winners, Greenslopes Baptist in the mixed competition and Regina Caeli in the men's competition

We tribute also to Spencer Smith, Paul Dent, John Yared and Nigel Dickfos who were voted Fairest and Best players during these seasons.

What I would like to do in the remainder of this Report is embark upon a general attempt to identify where we as an Association are headed. I believe it is important for every person to have goals toward which they strive. Likewise as an Association we must set ourselves goals which we as an Association can aim to reach. Just as each person's individual goals will reflect their- overall objectives or motivation in life, we as an Association ought to focus upon specific goals which reflect and aid in achieving our overall objectives.

In order to set such goals I believe we need to do four things:

1. Focus upon and meditate upon our stated objectives;
2. Assess how effectively we are presently these objectives
3. Identify areas in which we might seek to improve our efforts with a view to achieving these objectives
4. Set specific goals which focus our minds and attentions upon these and the ways in which we can improve these areas.

As a starting point I think it's worth setting out once again our objectives. They are:

1. To organize and administer the playing touch by Churches in the Brisbane area;
2. To promote Christian ideals to the Association's members;
3. To encourage co-operation and fellowship amongst Christians from different Church congregations;
4. To provide an avenue for personal evangelism by Christian members to non-Christian members.
5. To support members' Churches in leading people to saving knowledge of the Lord Jesus Christ.

Obviously assessing our effectiveness in achieving these objectives is more difficult with some objectives than others with some our effectiveness can be measured by tangible results, others do not lend themselves to tangible results. Nevertheless we must constantly stop and take stock of where we are and where we can improve.

Certainly it can I think be safely said that administration of the playing of touch represents the bulk of the everyday running of the Association. In this respect I would sum-up our improvements over the year briefly as follows:

1. Increased delegation of and participation in the everyday responsibilities of the running of the Association;
2. Incorporation of the Association;
3. Introduction of the "IN TOUCH" Newsletter;
4. Streamlining of payment procedures;
5. Continuing efforts of the Referee's co-ordinator.

There have been a number of people who have assisted the, Association in achieving these results. At the risk of omitting to mention someone I still wish to express my sincere thanks to a number of these people on behalf of the Association. In no particular order they are: Lyndon Dickfos, Chris Kelly, Mark Willis, Ian McEwan, Gary Epps, Stephen Burns, Robert Haupt, Craig Williams, each of the teams delegates and my fiancée Glenys Porter. The support of each, as well as of the numerous referees who willingly took their place each week, has been invaluable to the Association and to me personally.

I believe however that there are a number of areas where administratively we can improve and I would ask us all to adopt the following as goals for the coming years:

1. Increase the consistency and relative standard of refereeing;
2. Introduce and train new referees;
3. Streamline the Management Committee both in its make-up and its function ensuring effective delegation to members;
4. Aim to attract suitable and supportive sponsorship;
5. Streamline and formalise the role of the Judiciary;
6. Aim to establish a year-round week-night competition.

Looking at the remainder of our objectives, we as an Association ought to be seeking even more intently to achieve these, as these in themselves separate our Association from other Touch Associations. In short, if we as an Association ever fail or neglect to seem to achieve these objectives we ought to either cease to exist or at least change the name of the Association. It is essential that we continue to engender in the Association a vision of what we as a Church Sports Association can and ought to be seeking to achieve. There exists within the Association a potential ministry, a distinct witness available by those who are Christian, to those who are not. Further there exists an avenue to share the gospel message and to convey the

knowledge and experience of a personal relationship with Jesus Christ: A means of ensuring that people can be shown through the Association's new members that there is more to this life than simply living and dying.

In the last year we have aimed at improving our effectiveness in these areas as well, by the appointment of a Chaplain, a streamlining of devotions and in part by the introduction of the Newsletter. To a lesser extent the two "Fives" Tournaments have also helped in fostering friendships and therefore opportunities to share one with another.

Our effectiveness in this area can and must be improved. I would suggest that each of us focus upon taking our commitment to God seriously and for some to consider it for the first time. Hopefully upon careful consideration each of us will realise that everything we do must be done to God's glory and must be subject to His will. When viewed from God's perspective it should be clear to all that "Touch" is not what is most important. The message which God would have us share with others is what is important. Touch represents a means of sharing that message.

I would suggest that we take on the following:

1. Pray therefore for the boldness to share this message;
2. Pray for opportunities to do so;
3. Share your testimony as part of the devotions;
4. Invite some of your non-Christian team-mates to your church. Above all put God first and foremost. Let's make this coming year count for God.

### **COLLOSSIANS 3:17**

*"And whatever You do, whether in word or, deed, do it all in the **name** of the Lord Jesus, giving thanks to God the father through him."*

Because of Him,

**BARRY THORNTON**

## **BRISBANE CHURCHES TOUCH ASSOCIATION Inc.**

### **ROLES OF OFFICERS OF THE ASSOCIATION**

#### **The Whole Committee**

The Committee is responsible to the members for the management of the organisation. This includes:

1. to carry out the objects in its Constitution and the instructions given to it by the members in General Meetings;
2. giving the members adequate information of the Committee's actions so that these can be either endorsed or questioned;
3. ensuring that the Office Bearers of the association perform their functions adequately.

#### **The President**

The basic function of the President is to give leadership to other members of the Committee and to motivate and encourage them to accept shared responsibility for the overall functioning of the association. This includes:

1. ensuring office bearers are carrying out their roles effectively and that all members follow through with any specific tasks they are allocated from time to time;
2. ensuring that the association always operates according to its original philosophy even though some aims and goals may change from time to time;
3. ensuring that the Committee stays in touch with all members of the association so it is aware of and responds to their changing needs;
4. being accountable to the members for the functioning of the Committee;
5. facilitating decision-making within *the* committee and ensuring that issues are addressed and resolved;
6. liaising with the nominated chairperson to ensure that all meetings run smoothly.

#### **The Secretary**

The basic function of the Secretary is to keep the records of the association (apart from financial records) and to deal with correspondence. This includes:

1. keeping records of members and Committee members in order to show who is entitled to vote and receive notices
2. calling meeting and giving notices as required by the constitution;
3. making sure that a record is kept of valid meetings and of the decisions they make;
4. taking responsibility for seeing that letters are written and replied to, and that the correspondence is available for inspection.
5. taking responsibility for the insurance cover extended to the Association and any claims made by members.

## The Treasurer

The basic function of the Treasurer is to take responsibility, for the financial management of the association. This includes:

1. making sure that the finances are planned in advance by preparing a budget;
2. taking reasonable steps to make sure that everyone can be confident that funds are not being stolen or misused -.
3. providing any necessary information to the association's auditor;
4. making sure that adequate records are kept of all receipts and all payments. In particular:
  - a) cash book concerning moneys received and paid;
  - b) receipt book- consecutively numbered;
  - c) register of receipt books;
  - d) bank deposit book containing deposit forms in duplicate;
  - e) petty cash book.
5. make sure the following accounting requirements are maintained:
  - a) receive all moneys paid to the association and issue official receipts for such moneys;
  - b) cause all moneys so received to be banked, without deduction, into the association's, bank account as soon as practicable;
  - c) enter particulars of all receipts and payments in the cash book;
  - d) pay by cheque drawn upon the association's bank account all payments of twenty dollars or over.
  - e) may make Payments of less than twenty (dollars from a petty cash accounts maintained on the imprest system and record full details in the petty cash book;
  - f) ensure all payments are approved or ratified by the Management Committee and that such approval is recorded in the minute book;
  - g) ensure all expenditure is supported by adequate documentation filed in chronological order;
  - h) ensure that all cheques etc are signed by two persons so authorised to sign;
  - i) reconcile the cash book with the bank balance at regular intervals;
  - j) retain accounting records for a period of not less than seven years.

## The Chaplain

The basic function of the Chaplain is to have responsibility for the spiritual oversight of the Association in particular with respect to the witness of the Association. In particular, the Chaplain is to:

1. make himself known to all the members of the association;
2. make contact with the Ministers of each church participating in the association's fixtures at the commencement of each season;
3. take responsibility for the co-ordination of devotional input on appropriate occasions;
4. prepare a written message to be included in the association's newsletter;
5. be generally available to the members of the association as required;
6. co-ordinate any specific evangelistic endeavours undertaken by the association.

## **Referees Coordinator**

The basic function of the Referees Coordinator is to:

1. take responsibility for the recruitment of new referees on behalf of the association;
2. appoint referees to each fixture match of the association;
3. ensure that referees are and remain conversant with the Playing Rules of Touch;
4. work toward attaining consistency in the application of those rules throughout matches administered by the association;
5. supervise the regular training of association referees.

## **Other Committee Members**

The basic functions of committee members are:

1. to keep contact and participate with members of the association and convey these ideas to the committee;
2. to come to meetings and actively participate in them listen to the information presented and make decisions in the best interests of the association and its aims and philosophy;
3. to carry out any work-tasks agreed to or delegated in a set timeframe and be accountable to the association of these work-tasks;
4. to check that the office bearers are carrying out their own special functions, and that the committee is working in the best interests of the association's aims and its members.

## **The Chairperson**

The basic function of the Chairperson is to make the meetings work. This involves:

1. staying in touch with what is happening from day to day in order to know what to put on the agenda for the next meeting, and in order to follow up on things which were agreed to be done in the last meeting;
2. putting together an agenda for the meeting which will cover all necessary business;
3. running the meeting so that necessary decisions are made, and so that all participants get a fair chance to be heard.

**BCTA**  
**Statement of Income and Expenditure**  
**for the Year 1990**

<b>Income</b>	<b>\$</b>	<b>Expenditure</b>	<b>\$</b>
Balance as at 1/1/90	337.85	Bank Charges	11.15
Total Fees 1989/90 Summer Comp.	95.00	Referees' Fees	1025.00
Donations to BCTA	70.00	Referees' Jerseys	39.98
Total Bank Interest	108.86	Ground Fees	587.50
Registration and Fees	10,100.00	Trophies	155.08
Returns from Soft Drinks	476.57	Purchase of Soft Drinks	582.03
		Photocopying	50.00
		Donation (Jeffreys Family)	100.00
		Printing of Score Cards	148.80
		Hooter & Replacement Gas	27.90
		Insurance Premiums	3,630.00
		Sportsmans' Dinner Subsidy	870.40
		Witches Hats	75
		Line Marker	407
		QSCA Affiliation Fee	25
		Referee's Whistles	9.98
		Rubber Stamps	29.85
		Balance as at 31/12/90	3,413.61
	<u><u><b>\$11,188.28</b></u></u>		<u><u><b>\$11,188.28</b></u></u>

**BRISBANE CHURCHES TOUCH ASSOCIATION Inc.**

**AUDIT REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 1990**

Receipts have been recorded in an orderly, systematic manner, with cash book agreeing with the bank deposit summaries and bank statements. Expenditure has also followed a similar pattern, however a better system needs to be in place so that for each cheque there is a file of payments in a sequential order substantiated by an invoice or some other form of supporting information. This system I believe needs to be put in place as soon as possible to facilitate supporting documentation in a proper manner.

I have examined the attached statement of income and expenditure and bank reconciliation and to the best of my knowledge based on what was provided to me I believe the accounts represent a true and fair view of the financial situation of B.C.T.A. (Inc) for the year ended 31 December 1990.

Signed P. Prokic