

VRI Delacombe Cricket Club



General Meeting (copy)

General Meeting

When Fri, 07 Aug 2026 at 6:00 PM

Location: Bunch of Grapes Hotel, 401 Pleasant St S, Ballarat Central VIC 3350, Australia

Chairperson Thomas Nichols

Minute taker Emma Armstrong

Present Emma Armstrong (Sponsorship Coordinator, Secretary , Facilities/ Projects Manager, Communications Manager), anthony creati (Volunteer Coordinator, Fundraising Manager), Lauren Nichols (Treasurer), Thomas Nichols (President, Facilities/ Projects Manager, Communications Manager, U11 Coach), Michelle Pryor , Jason Smith , Brohdie Smyth , Benjamin Tuovinen (Executive Revenue Streams, Social Media and Website Manager), Cael Walsh , Billy Wilson (Apparel Manager)

Apologies Tegan Aquilina , Andrew Bennett , Tegan Braun , Reece Isbister (Social Coordinator), Cameron Isle (U13 Coach) , Jeromy Johnston , Des Martin (Junior Coordinator), Joshua Mills (Bar Manager), James Nichols (Senior Coach), Joshua Ryan , Rob Walsh (Membership Manager)

Minutes

1. Opening

1.1. Welcome

Tom welcomed everyone to the meeting.

1.2. Confirm of Previous Minutes

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1.3. Business Arising from Previous Minutes

Recruitment Manager Role: Ongoing discussions with Wilkie, who is unlikely to commit until after Christmas, aligning with the expected start time for the role.

•**Australian Sports Foundation Manager:** Conversations with Mango are underway to determine interest and responsibilities.

•**Working with Children's Check:** Awaiting details from a few to complete the registration process.

•**Grant Completion:** The Strengthening Rural Communities Program grant has been finalized.

•**Task Tracking System:** A new email-based task assignment and completion system is being implemented to improve accountability and reduce follow-up overhead.

2. President's Report

•**Club Operations:** The club rooms are now available for organization after the previous season concluded. A cleanup day is being planned to sort stored equipment and retrieve misplaced items (e.g., Emma's work jumper).

•**Pre-Season Attendance:** Strong turnout with 29 attendees at a recent session. Additional training sessions with Trevor McCann involving Jacko, Baz, Lama, Gus Jones are progressing well.

•**Junior Coordinator Transition:** The role is currently being managed by Emma and Tom following Des resignation due to work, family, and business commitments.

Tasks

- ✓ Working Bee - Select date and organise
Assignee: Thomas Nichols

3. Secretary's Report

- Upcoming Events:** A women's meeting is scheduled for September 2.
- Fixtures:** Premier and Championship division fixtures have been uploaded to Play HQ.
- Apparel and Equipment Orders:** Orders need to be placed by month-end to ensure timely delivery.
- Club Stats Platform Proposal:** An external service offering integrated historical and current season statistics was reviewed. The club already maintains historical data in Excel, and the proposed tool could automatically sync with Play HQ. The secretary will investigate costs and benefits.
- Coaching Conference:** No attendees from the club are registered for the upcoming state coaching conference.
- Child Safety Declaration:** Completed with Cricket Victoria.

Tasks

- ✓ Place Apparel Order
Assignee: Billy Wilson
- ✓ Place Equipment Order
Assignee: Emma Armstrong
- ✓ Investigate cost and implementation of club stats platform
Assignee: Emma Armstrong

3.1. Apparel Report

- Outstanding Payments:** Total apparel debt is \$169, with most obligations covered by grants or committee contributions. One outstanding amount attributed to Tam requires clarification.
- Order Timeline:** Apparel orders typically take six weeks or longer to fulfill, necessitating prompt action.
- Inventory Management:** Stock levels, particularly of large-sized white playing tops, need assessment.

Tasks

- ✓ Apparel Inventory
Assignee: Billy Wilson

3.2. Social Media Report

- Performance:** Recent posts achieved **50,000 views** and gained **55 followers** across Instagram and Facebook.
- Content Strategy:** A structured weekly schedule is being developed:
 - Monday:** Club achievements and captain's reports
 - Tuesday:** Junior team announcements
 - Wednesday:** Coach comments and Under 11s results
 - Thursday:** Series content and team selections
 - Friday:** Women's and Under 13s results; potential live "Jag Joker" segment
 - Saturday:** Senior results
 - Sunday:** Dedicated sponsor content
- Content Responsibility:** Coaches are expected to submit game reports to Benny for posting; clarity on this process is emphasized.
- Production Tools:** A high-cost external hard drive (\$600) is proposed for video editing to avoid repeated uploads; a more affordable alternative is suggested.

4. Treasurer's Report

- Financial Status:** The club received a community inclusion grant, resulting in a net profit of **\$4,300** and a bank balance of **\$19,000**.
- Sponsor Invoices:** Most sponsors have been invoiced; two exceptions:
 - Immix:** In receivership; Jez will follow up as the original contact.
 - Ballarat Roadworthy Centre:** Unresponsive; Jez or Emma also responsible for follow-up.
- Expense Tracking:** All expenses and receipts must be emailed to the treasurer for record-keeping. Digital copies of paper receipts are acceptable.

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Tasks

- ✓ Chase up Ballarat Roadworthy Sponsor
Assignee: Emma Armstrong
- ✓ Confirm what's happening with Immix
Assignee: Emma Armstrong

4.1. Membership Update

- Management:** Membership tracking is currently done via Excel, not TidyHQ.
- Payment Options:** Members can choose:
 - \$380** upfront (Gold)
 - Two payments of **\$200** (Rounds 1 and 7)
 - \$30 per game** (discouraged due to administrative burden)
- Payment Method:** Invoicing through the club's system is preferred over online payments via TidyHQ to avoid a **1.7% transaction fee**.
- Outstanding Balances:** A few members still owe from the previous season. A hardship policy allows phased payments (e.g., \$430 over time) to reduce per-game tracking.
- Recommendation:** Move away from per-game payments to simplify administration. Will also introduce invoicing for memberships.

Tasks

- ✓ Advise players of new membership manager and invoicing
Assignee: Emma Armstrong

4.2. Sponsorship Update

- Sponsor Loss:** Immex, a major women's sponsor contributing **\$1,500 annually**, has entered receivership.
- New Opportunities:** Two potential sponsors identified — Jacko and Eureka Electrical.
- Sponsorship Structure:** Reevaluating tiers; considering \$2,000/year for two years to replace lost funding. Decided against this.
- Fundraising Event:** Planning a musical bingo fundraiser at Hop Temple on December 10 and 17, projected to raise **\$1,000** (previous event raised **\$800**).
- Sponsorship Packages:** Developing standardized media packages for sponsors (e.g., \$5,000 package includes three feature videos and promotional content).

Tasks

- ✓ Approach Piano bar for Fundraising
Assignee: Cael Walsh
- ✓ Check if Max Hammond can run the Musical bingo night
Assignee: Cael Walsh

4.3. Grant's Update

5. **Sport's Manager Report**

Cricket Department Report

- Training:** Pre-season training has commenced with strong attendance.
- Player Numbers:** 42 confirmed players, **9 short** of the target of 52 (including reserves and flexibility across teams).
- Fourth Team Viability:** Dependent on securing additional players; women and junior players may assist in filling gaps.
- Coaching Needs:** Potential need to appoint an Under 11s coach if the Under 15s team does not materialize.

6. **Revenue Stream's Report**

6.1. Fundraising Report

Cael has been looking into a musical bingo night and will also look into drag bingo. Both raise money for the club without having to do much work apart from turn up on the day

6.2. Social Events Report

Season launch is planned to be a family fun day hosted at Doug Dean Reserve the 20th September, there is also the ladies night in September as well the 12th, and Bunnings Sausage sizzle on the 30th August

7. **Junior Coordinator Report**

- Resignation:** Des has stepped down; interim coordination by Emma and Tom.
- Recruitment Efforts:** Flyers distributed to 10 high schools and 15 primary schools; **6,000 flyers** ordered to ensure full coverage.
- Age Group Status:**
 - Under 11s & 13s:** Numbers confirmed
 - Under 15s:** Only four potential players; critical focus area to avoid program collapse
- Curriculum Development:** Junior training programs and coaching resources are being prepared.

8. **Strategic and Major Projects**

9. **General Update's**

9.1. New Matter's

- **Equipment Audit:** Planned alongside storage cleanup to assess needs for junior programs (e.g., cones, hula hoops).
- **Sponsorship Media Guidelines:** Standardized content packages will ensure consistent messaging and value delivery to sponsors.
- **Wellness Round Shirt Design:** Debate over design direction — whether to keep blue pants and change only the top annually, or redesign both. Sponsorship will cover **\$1,000**, with **\$300** allocated to fundraising. Shirts will be raffled, with proceeds supporting wellness initiatives.
- **Council Liaison:** Tom Nichols is the designated contact for Ballarat Council; all communications should be routed through him or Emma to avoid confusion.
- **Season Launch:** Family Day event scheduled for September 20 at Doug Dean Reserve, featuring games, BBQ, and open participation.

10. Actionable Item's

- ☐ Follow up with for Working with Children's Check details
- ☐ Finalize recruitment discussions with Wilkie and Mango
- ☐ Organize club room cleanup and equipment audit
- ☐ Confirm junior team numbers and contact Under 15s parents
- ☐ Investigate cost and implementation of club stats platform
- ☐ Place apparel and ball orders by month-end

11. Next Meeting

Friday 4th September 6pm @ Bunch of Grapes

12. Meeting Closed

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of General Meeting (copy) on Fri, 07 Aug 2026

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
2.	Working Bee - Select date and organise	Thomas Nichols	
3.	Place Apparel Order	Billy Wilson	
3.	Place Equipment Order	Emma Armstrong	
3.	Investigate cost and implementation of club stats platform	Emma Armstrong	
3.1	Apparel Inventory	Billy Wilson	
4.	Chase up Ballarat Roadworthy Sponsor	Emma Armstrong	
4.	Confirm what's happening with Immix	Emma Armstrong	
4.1	Advise players of new membership manager and invoicing	Emma Armstrong	
4.2	Approach Piano bar for Fundrasing	Cael Walsh	
4.2	Check if Max Hammond can run the Musical bingo night	Cael Walsh	

Summary of Attachments

Attachments

Item	File Name
1.2.	3rd_July.pdf
4.	P_L_Statement_-_04072026-07082026.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [General Meeting \(copy\)](#)