

**SRASA BOARD OF DIRECTORS MEETING**

**MEETING:** Board Meeting Monday 3 December 2012

**LOCATION:** 6pm, Squash SA, 440 Goodwood Road, Cumberland Park

**1 ATTENDANCE**

**1.1 Present:**

G. DeVizio (GD)

C. Johnstone (CJ)

A. Proctor (AP)

P. Stevens (PSt)

P. Teale (PT) (Chair)

**Ex Officio:** P. Sinnott (PS) - General Manager

**1.2 Apologies:** S. Abishara (SAb)  
L. Franzi (LF)  
M. Goldstone (MG)  
A. Ryan (AR)

**1.3 Guests:** Grant Norman, Chair, Junior Advisory Coordination Committee  
James Rogers, Senior Coach, State Team Report, AJC

**2. CONFIRMATION OF THE MINUTES**

Minutes of the meeting held on 5 November 2012 were confirmed as a true and accurate record.

*Moved: George DeVizio*

*Seconded: Patrick Stevens*

*Carried.*

**3. ITEMS ON AGENDA (Reports Circulated Electronically Prior to Meeting)**

**3.1 Performance Pathway State Selection Policy Review**

The 2012-2013 Junior Advisory Coordination Committee (JACC) comprising of Grant Norman (Chair), Wayne Aspinall, Kaye Reeves, Gary Oswald, Patrick Stevens, Steve Cope and James Rogers (Ex Officio) met on two occasions to review the State Team Policy and State Development Squad training requirements. The JACC Chair, Grant Norman, presented to the Board the review process that has occurred and outline the findings of the JACC review.

The Committee determined there needed to be a link between attendance at the Development Squad training and eligibility to be selected for the State Team. The Development Squad acts, by default as a junior training program in the absence of multi tier squad programs operating from Clubs. Development Squad training has been held at Centres (during 2012) with safe court standards and that have regular good attendance from the junior squad members. The Development Squad trainings can cater up to 50 squad members.

The JACC debated at length compulsory v's voluntary attendance at Development Squad training sessions and determined there needed to be a link to ensure training is carried out on a regular basis and to contribute to building team camaraderie. Juniors living in the country, with individual training regimes or work commitments can apply for exemption, for consideration by the JACC. No juniors will receive full exemption from all training sessions and must attend at least 1 session per month.

The State Junior Team will be announced after the State Titles in July. Once the State Coach is selected, the State Coach will specify the training program.

A revised State Team Selection Policy is being drafted by Grant Norman.

Board Agree in principle with the findings of the JACC. The draft State Team Selection Policy and Handbook to be presented to the Board in December.

*Moved: Patrick Stevens*

*Seconded: Cheryl Johnstone*

*Carried.*

### **3.2 Senior Coach Report, 2012 Australian Junior Championships**

JR spoke to his report noting the juniors played to their standard/seeding. The venue was not the best, but great behaviour from all juniors involved. Some juniors from other states were sent home due to inappropriate behaviour. There were a few issues with the draw. PS also attended the AJC to support the team. JR explained that most of the juniors see the AJC as a fun life experience as opposed to a stepping stone to a lifelong squash career.

PS noted behaviour and leadership of the young adults (U19) was exceptional. Nearly 50% of the State Team had family attend the Tournament to support the Juniors.

#### **Recommendations**

- Book accommodation for 2013 asap
- Accommodation with activities
- Establish and define targets ie. Participation or performance benchmarks (to link with Squash Australia's Underpinning Programs)
- Source a suitable uniform from a brand name as it works out to be the same price as sublimated apparel (2 year uniform policy) JR to look into brand tracksuits.
- Start fundraising asap – sell chocolates, in groups – local neighbourhood area.

PS noted his thanks and congratulated James Rogers, Tanya Marlor, Katrina Jones, Karen Cope and Karen Burnard. PS to write a letter of thanks on behalf of the Board.

### **3.3 Country Update**

'Drivers' are the key to successful squash clubs/programs in country towns. The drivers are Club members passionate about squash, and building the profile of their Club by submitting articles and results to the local paper, encourage juniors, and help generate a great club atmosphere. Country clubs seem to have strong fundraising opportunities and Community support. At a recent country visit, Squash SA ran one school session and 14 juniors joined the junior club program (conversion rates from school visits to Club program is not as high in the metro area).

A Country Conference is planned for 2013 that will involve Country and Metro Clubs to workshop and share ideas.

#### **4. GENERAL MANAGER'S REPORT**

##### **4.1 General Overview Report**

###### **4.1.1 OHS Report**

No OHS incidents or accidents to report.

###### **4.1.2 General Report**

PS presented the General Managers Report noting:

###### **STRATEGY**

- The AIS Head Coach met with Grant Norman, Operations Co-Ordinator and James Rogers, Coaching Team Leader on 28 November, 2012 to draft the underpinning program manual for the EAS and Development Squad athletes. The program manual will follow a similar format to other states that are underpinning National Performance Pathway Programs. The Head Coach, on behalf of Squash SA, will present a case to the Squash Australia Board on 1 December for performance funding allocation of \$2,500 in 2012 be increased to become \$10,000 for 2013 to reflect Squash SAs commitment to high performance, including resource allocation and capacity to deliver.
- Board Director Alex Ryan and Development Officer Andrew Edwards attended the Super League player information session held at Adelaide Malibu Squash Club on 20 November 2012. Twelve players attended the information night including representation from State 1 and State 2 - Adelaide Malibu, Somerton, South Adelaide, Karadinga and PAOC. The general consensus was that players are comfortable to pilot a new format on a trial basis, and will provide feedback towards the end of the season. The majority of concerns raised by players were with regard to the supper format and a schedule of matches representing court neutrality. Overall the meeting was positive with players receiving accurate information regarding the competition format, and the decision made to pilot a fresh format.
- The Racquets Review Brief final document will be circulated by email for consideration prior to the December meeting. The project brief will include a project management framework and timeline.

###### **FACILITIES**

- The Country Coordinator, Grant Norman and Development Officer, Des Panizza represented Squash SA at the Official Opening of the Millicent Clubhouse Redevelopment. Hotondo Builders supervised the project that included a new kitchen, bar and clubroom. Squash SA provided \$5,500 FEG funding to the \$14,000 project including 1,000 volunteer hours. The refurbished Clubhouse has proved to be popular with the community and is shared with other sporting groups for meetings and community functions. Grant and Des also ran a Junior Training Session in both Millicent and Naracoorte which resulted in 14 new attendees at their junior programs.

The model whereby club coaches and administrators drive club programs that are resourced by Squash SA continues to work well in Country Clubs with participation continuing to grow in the South East.

- The official opening of the PAOC Leisure Centre Redevelopment is earmarked to be held on 30 April 2013. The PAOC Squash Club President, Rex Wilson, is arranging a meeting between the PAOC Squash Club and PAC to confirm the Clubs ability to access Squash Courts before the official opening date. The Club has indicated the Squash Courts should be ready by late January 2013. Squash SA will continue negotiating with PAOC and the Schools Director of Sport to host a Junior Tournament, State Development Squad trainings, North/Eastern Division Schoolboys Competition and Pennant, after the official opening.
- The General Manager has advised Brock Real-Estate of Squash SAs intention to discontinue the lease at 440 Goodwood Road, effective from 1 March 2013. The GM is continuing discussions with Tennis SA as a potential office location. Board discussed the options, need to give Tennis SA deadline on response to us on pricing.

### **SERVICES**

- The Melbourne Cup Luncheon held at Racquets on 06 November was attended by 160 patrons. The function generated above average lunchtime sales.
- Turnover included Bistro sales of \$3,070.00 Bar sales \$1,465.00 and Gaming turnover of \$16,600 (\$55,000 full day trade). Racquets SA staff organised the Melbourne Cup promotion and advertising, venue theming, MC entertainment, program and prize give aways. Squash SA staff assisted with the sale of sweep tickets in a partnership that saw Squash SA and Racquets SA staff working collaboratively in what was a busy and successful day.
- The GM represented Squash SA at the 2012 AGM of the Australian Commonwealth Games Association, South Australian Division. At the meeting Squash SA supported the motion that the Commonwealth Games SA Division donates \$15,000 to the Gerard Foundation. The funds would be distributed by the Foundation to assist junior athletes with a Commonwealth Games future. Squash SA also supported the SA Division in their endeavours to lobby Government for:
  - State Sporting Facilities that could be used as training venues for the 2016 Commonwealth Games
  - Representation of South Australian Athletes in the Glasgow and Gold Coast Commonwealth Games (Glasgow – M.Corrren, Gold Coast S.Cope, J.Burnard)
- The General Manager and Club Manager have collected BlueEize data to track patron movement and spend throughout the Racquets SA venue. Due to the current limitations of the reporting software, the raw data has been filtered to provide the key spend and movement trends. The development of the data collection software is in early stages and needs further refinement to ensure it does not impede on the patrons privacy rights. Refining data/table/reports.
- In summary, the data collected reveals that a Racquets Member visits on average 1.4 times per week and makes on average 2.3 transactions per visit. The Point of Sale data collected reveals that a member moves to multiple areas within the venue.
- The data also reveals that a Member visits the Gaming Room on average 1.5 times per week and will move from machine to machine during that visit.

### **STAFFING**

- Nothing to report.

### **COMMUNICATION**

- The inaugural electronic newsletter was distributed on Wednesday 28 November to the following Squash SA mail groups with (internet access) including Players, Members, Life

Members, Past Players, Sponsors, Government, Parents and Friends. One electronic newsletter will be distributed each month.

#### **GOVERNANCE AND ADMINISTRATION**

- The Squash SA / Squash Victoria joint submission to the Squash Australia Governance Review was circulated to the respective Boards for information. The submission was lodged with the Reviewer, Brendan Lynch on Friday 16 November 2012.

#### **ANZ Loan Structure**

On the advice of the Finance and Audit Committee, the GM and Finance Officer met with the ANZ Bank and have restructured the \$190,000 ANZ Commercial Bill (Racquets car park) and the \$137,000 ANZ loan (Barossa Squash Courts).

ANZ Business Loan 1: \$190,000 (Racquets SA Car Park). Variable interest rates, over a 5 year loan period. The intention is to make a monthly payment of \$10,500 (which is above the minimum payment required) and to reduce the loan to a zero balance over circa 18 months.

ANZ Business Loan 2: \$168,000 (Squash SA Barossa Courts). A 3 year fixed interest rate, over a notional 5 year loan period. The intention is to make minimum monthly payments of \$3,500. Any surplus funds available from Racquets SA will be placed into a high interest account. Further, it is anticipated once the Racquets Car Park Loan is reduced to zero, surplus funds of approximately \$10,500 per month will be placed into the high interest investment account.

At the end of the fixed 3 year term, the Finance and Audit Committee and Board will determine if the balance of the Barossa Squash Courts (Loan 2) is paid out with the surplus funds available from the high interest investment account.

#### **INFORMATION THAT IS WORTH SHARING**

- Planning for the 2013 Celebration of Squash Gala Dinner is well underway. The Gala Dinner planning chart is attached for information.

#### **RECENT GLORIOUS SUCCESS**

- Early indications reflect a good level of interest in the Squash SA electronic newsletter, with several past and present players registering for the newsletter via the Squash SA website.

## **5. FINANCE      *(Reports Circulated Electronically)***

### **5.1 Bank Statement and Cash Flow Position (PT)**

PS tabled the financial statements noting the variations to budget. Both Squash SA and Racquets SA are performing to budget with minor variations in expenditure that can be managed back to budget.

### **5.2 Income Statements Squash SA and Racquets SA**

Balance sheet adjustments required by Auditor;

(1) Write off ceiling collapse insurance claim

(2) Reduce value of glass court

The Board note the income statements.

**6. GENERAL BUSINESS**

**6.1 Women's Development Strategy Update (CJ)**

Deferred to January Meeting.

**6.2 2014 Racquetball Championship Update (SAb)**

Deferred to January Meeting.

**6.4 2013 Board Meeting Dates**

Deferred to December Meeting

**7. POLICY**

No policies to note.

**8. CORRESPONDENCE**

In

D. Giles – Finals (non payment of court hire)

Out

Brock Commercial – Nonrenewal of 440 Lease

Andrew Rogers Lawyers – Addendum to Correspondence

ANZ Loans Offer Acceptance

D. Giles – response to enquiry

Board discussed the player feedback regarding the payment of pennant finals. Advise players by newsletter, website and pennant program that this will be the precedent for future seasons. Discussed raising player registration to assist in paying for all pennant finals versus keeping fees at some amount and players paying for finals. It was resolved not to increase the players registration fee for the forthcoming season.

**9. SQUASH AUSTRALIA**

**Squash Australia Presidents' Meeting (M. Goldstone)**

Deferred to December Meeting.

**10. NEW BUSINESS**

**10.1 Christmas Trade Period**

Squash SA Office will be closed Friday 21 December 2012 to Monday 7<sup>th</sup> January 2013.

**10.2 Life Members/Hall of Fame Award Group**  
Policy to be tabled at the December Board Meeting.

**11. CONFIDENTIAL ITEMS (IN CAMERA)**

**11.1 SPECIAL REPORT ITEM: SALE OF GME, SECOND TRADING ROUND**

Discussions held in Camera

**11.2 GM Review**

Discussions held in Camera

**11.3 Facility Discussions**

Discussions held in Camera

**12. BOARD DIARY**

December Meeting Monday 17 December 2012 (Brief meeting followed by Open House at Squash SA, drinks and nibbles for Christmas Celebration)

PT, GD an apology for December.

**13. CLOSE MEETING**

Meeting closed at 8.15pm.