



## BOARD MEETING MINUTES

Monday 22 May 2017 - Melbourne Sports & Aquatic Centre, 6.30pm

<p><b>WELCOME</b>  <u>Present:</u> Nicci Rossouw, Catherine Swift, Carl Freshwater, Lee-Anne Carpenter, Gavin Murphy, Lao Biesbroek, Peter Wright, Olivia Coles, Fiona Young (CEO), Matthew O'Brien for item 7.  <u>Apologies:</u> Nil.</p>	
<b>ITEM</b>	<b>ACTIONS</b>
<p><b>1.0 Conflict of interest declaration</b> – Olivia Coles item 3.1</p>	
<p><b>2.0 Previous Meeting Minutes</b></p> <p><b>Matters arising from the previous Minutes</b> – actions as noted were completed.</p>	
<p><b>3.0 CEO's Report</b>  <b>3.1 MSAC</b>  Correspondence was received back from MSAC CEO Phil Meggs in response to the letter from the Board regarding the MSAC Squash Services. It was felt the letter did not address the issues raised and repeated factually incorrect comments. The CEO has recently met with the new MSAC Commercial Manager so will pursue the joint SA/SRV office proposal and potential lease of the squash area through this channel.</p> <p>Lao Biesbroek advised Knox Council has shown interest in including squash court and office facilities as part of the Knox Sport Park redevelopment plan. Given the impending sale of Genesis Wantirna this would offer a home for Mountain District Squash as well as potentially Squash &amp; Racquetball Victoria and Squash Australia.</p> <p>Lao, Fiona and John Sounness recently met with one of the Knox Councillors and inspected the site. (John is a member of the Council Recreation Committee). Council has provided some site plans and is seeking some concept drawings for the squash space. John has offered to pay for the plans to be prepared and the CEO is obtaining office/meeting/storage space requirements for both S&amp;RV and SA, as well as copies of the 12 court Darwin squash facility (for ideas).</p>	<p>CEO to liaise with Squash Australia re lease proposal</p> <p>CEO to obtain and forward data through to John Sounness.</p> <p>This item to be listed for further discussion next meeting with a project steering committee to be formed.</p>

<p><b>4.0 Strategic Plan</b> The CEO advised a revised report format will be available from next meeting outlining performances against yearly targets. No real issues with Plan items at this stage.</p>																																	
<p><b>5.0 Governance</b> <b>5.1 Risk Management</b> The Risk Management Policy was reviewed with no further updates deemed necessary at this stage.</p> <p><b>5.2 Child Safe Standards</b> The CEO reported roll out the Standards is progressing slowly at Club/venue level. A survey was conducted last month with just 18 responses received most of whom have not started addressing the Standards or who believe they do not apply to their organisation.</p> <p><b>5.3 Board Evaluation</b> All Directors have now completed the survey and Vicsport is preparing the report. The report will initially be provided to the Governance Committee who will prioritise the recommendations and present to the Board.</p> <p><b>5.4 Reports from Committees</b> <b>Pennant</b> – Carl advised the Committee had met earlier in the day and addressed two main issues - Bylaws update, which should be completed within the next month and SSL Women’s Pennant issues.</p> <p><b>Racquetball</b> – new Committee member Lao has spoken to Paul Vear (Committee Secretary) to gain some background on the committee and its activities.</p> <p><b>Governance</b> – Lao has been elected Chair of this Committee. Committee is currently working on developing a formal process for CEO evaluation/appraisal.</p>	<p>CEO to follow up survey respondents and re-send to those who have not yet replied</p>																																
<p><b>6.0 General Business</b> <b>6.1 Board attendance at major events</b> - attendees to date as below.</p> <table border="1" data-bbox="100 1198 1486 1472"> <thead> <tr> <th><i>Date</i></th> <th><i>Event and Venue</i></th> <th><i>Duties</i></th> <th><i>Board Member(s)</i></th> </tr> </thead> <tbody> <tr> <td>8 and 9 July</td> <td>Vic Open Racquetball - <b>Genesis</b></td> <td>Presentations</td> <td>Lao, Catherine</td> </tr> <tr> <td>12 July</td> <td>Vic Open Launch – <b>Mulgrave</b></td> <td>Attendance</td> <td>Nicci, Olivia</td> </tr> <tr> <td>16 July</td> <td>Vic Open Finals - <b>Mulgrave</b></td> <td>Presentations</td> <td>Nicci</td> </tr> <tr> <td>23 July</td> <td>Vic Open Doubles - <b>MSAC</b></td> <td>Presentations</td> <td></td> </tr> <tr> <td>17 Aug</td> <td>Launch <b>Bendigo</b> International</td> <td>Attendance</td> <td></td> </tr> <tr> <td>24 Aug</td> <td>Launch <b>Shepparton</b> International</td> <td>Attendance</td> <td>Lao</td> </tr> <tr> <td>3 or 8 Oct</td> <td>Australian Junior Championships – <b>Corio</b></td> <td>Attendance</td> <td></td> </tr> </tbody> </table>	<i>Date</i>	<i>Event and Venue</i>	<i>Duties</i>	<i>Board Member(s)</i>	8 and 9 July	Vic Open Racquetball - <b>Genesis</b>	Presentations	Lao, Catherine	12 July	Vic Open Launch – <b>Mulgrave</b>	Attendance	Nicci, Olivia	16 July	Vic Open Finals - <b>Mulgrave</b>	Presentations	Nicci	23 July	Vic Open Doubles - <b>MSAC</b>	Presentations		17 Aug	Launch <b>Bendigo</b> International	Attendance		24 Aug	Launch <b>Shepparton</b> International	Attendance	Lao	3 or 8 Oct	Australian Junior Championships – <b>Corio</b>	Attendance		<p>Board members to advise CEO of their availability. As many as possible for the Vic Open Launch as the Minister for Sport will be invited.</p>
<i>Date</i>	<i>Event and Venue</i>	<i>Duties</i>	<i>Board Member(s)</i>																														
8 and 9 July	Vic Open Racquetball - <b>Genesis</b>	Presentations	Lao, Catherine																														
12 July	Vic Open Launch – <b>Mulgrave</b>	Attendance	Nicci, Olivia																														
16 July	Vic Open Finals - <b>Mulgrave</b>	Presentations	Nicci																														
23 July	Vic Open Doubles - <b>MSAC</b>	Presentations																															
17 Aug	Launch <b>Bendigo</b> International	Attendance																															
24 Aug	Launch <b>Shepparton</b> International	Attendance	Lao																														
3 or 8 Oct	Australian Junior Championships – <b>Corio</b>	Attendance																															

<p><b>6.2 Hannah Leonti correspondence</b> The CEO will contact Hannah to discuss avenues of support and will also liaise with Carl around activities at Bairnsdale. Possibility of incorporating Bairnsdale and Lakes in the regional development program.</p> <p><b>6.3 Player Survey</b> Survey has been piloted by Mountain District and will be launched to the wider squash and racquetball community (pennant, social and casual players) on Monday 29 May. Survey period to be 3-4 weeks.</p>	<p>CEO to contact Hannah and liaise with Carl and Garry Pederson.</p> <p>Survey to be launched and promoted on May 29</p>
<p><b>7.0 Finance Report</b> Matt O'Brien presented a session on understanding financial reports.</p> <p>Gavin Murphy proposed focussing on a small part of the budget/accounts each meeting.</p>	<p>Report items to include cash flow report and within P&amp;L columns for YTD, full year and against budget.</p> <p>CEO to liaise with Finance Committee on specific budget/accounts to focus on each meeting</p>
<p><b>8.0 Next Meeting</b> The next meeting of the S&amp;RV Board will be held on June 19, 6.30pm at MSAC.</p> <p>Meeting closed at 8.28pm.</p> <p><b>Chair:</b> _____ <b>Date:</b> _____</p>	