

## **SRASA BOARD OF DIRECTORS MEETING**

**MEETING:** Board Meeting Monday 28 September 2015

**LOCATION:** 5.30pm, The Southern Bar Gaming Bistro, 1303 South Road, St Marys

### **1 ATTENDANCE**

#### **1.1 Present:**

S. Abishara (SA) (Chair)	H. Martin (HM)	T. Melingakos (TM)	K. Murray (KM)
M. Naisby (MN)	M. Schmidt (MS)	P. Sinnott (PS)	P. Stevens (PSt)
D. Whan (DW)			

#### **1.2 Apologies:**

B. Cochrane (BC)  
G. DeVizio (GD)

#### **Staff Key (for actions):**

Nyssa Bushby (NB)	Grant Norman (GN)	James Rogers (JR)	Michelle Sterry (MS)
Tanya Virgens (TV)			

PS welcomed new Board Directors Tom Melingakos, Matt Schmidt and Matt Naisby to their first meeting of the Board and outlined the general meeting format.

PS asked TM to provide a background brief, given he had not had the opportunity to do so following the AGM.

Tom Melingakos spoke on his background playing both competition and social squash since being introduced to squash through the High School Program. Tom is currently the Learning Technologies Consultant with the Catholic Education Office responsible for rolling out Information Technology Integration Systems. Previously 10 years PE Sport Coordinator, and prior to that Manager, YMCA SA Outdoor Recreation and Camping Unit.

### **2. CONFIRMATION OF THE MINUTES**

Minutes of the Board Meeting held on 29 June 2015 and 27 July 2015 were confirmed as a true and accurate record by the Board.

***Moved: Dave Whan    Seconded: Helen Martin***

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

#### **3.1 The Southern Committee (HM)**

PS and HM reported on the Southern Committee.

Bistro running well, 30 September kitchen wall to be installed and relocation of Bistro Sales counter. Tracking to budget well. A frame advertising, quiz, poker, new menu now in place.



Work Health Safety Committee comprise of PS, MS, MG and NB. Work Health Safety Committee report no accidents or injuries, with minutes to be uploaded to dropbox. Purchased defib machine for The Southern, DW suggested looking into the liability. HM explained Clubs SA are recommending all Clubs in providing defib equipment as best practice. Duty Managers/Responsible Person will be trained in operations of defib. Next Work Safety Committee Meeting 29 October 2015.

**Board note the Minutes and Outcomes of the Southern Meeting held on 24 August 2015.  
Board note that there were no accidents or injuries reported by the WHS Committee.**

**Moved: Patrick Stevens                      Second: Tom Melingakos**

### **3.2 Squash and Racquetball Committee (PSt)**

PSt and PS reported on the Squash and Racquetball Committee. PS to report on Tonsley, 1303 South Road Development and Club Development Officers Network as separate agenda items.

PSt has heard back from the SAAFL Umpire's Association who are keen to progress with squash as a cross training option. Matt Schmidt also attended the SAAFL session and is looking to promote the project. Good opportunity to promote through all football codes.

Fee increase for 2016 Autumn Pennant – per player or per team, findings to Squash and Racquetball Meeting. Advise Players/Clubs of the increase following the Squash and Racquetball Meeting.

Squash SA App to be promoted in squash venues via court tins and posters. Email e copy of poster to Board to distribute. MS to promote via Club News.

Squash and Racquetball Service Award is to be awarded to volunteers at a club level. Board to advise PS if they would like to be on the Awards Committee. MS to promote via Club News.

PS spoke on proposed new 2016 AGM format to be changed to include of a video montage of highlights from throughout the year.

**Board note the Minutes and Outcomes of the S&R Meeting held on 20 August 2015.**

**Moved: Dave Whan                      Seconded: Helen Martin**

### **3.3 Finance and Risk Committee (SA)**

SA and PS reported on the Finance and Risk Committee.

SA spoke to the August financials. Staffing costs over budget at The Southern. Admin/staffing figures are out by the same amount (balances out), so this is just a cost code discrepancy - NB to fix. Tracking above profit, and meeting aggressive budget.

**Board note the Finance and Risk Committee Report.**

**Moved: Tom Melingakos                      Seconded: Matt Naisby**

### **3.4 Strategic Plan**

#### **3.4.1 Southern Marketing Plan**

PS spoke on stimulating new target demographic as current patrons are aging. NB signed 12 month Messenger Advertising Contract. The strategy is for readers to bring in voucher for discounts. Monitor how this works as a strategy for new patrons. Review marketing plan 6 monthly – BC, HM, PS. Marketing Plan budget is \$24,000 per annum.

**Board to endorse The Southern Marketing Plan.**

**Moved: Helen Martin**

**Seconded: Matt Schmidt**

Board questioned progress regarding the data and demographic analysis of the current patrons. PS to follow up with NB. Create and implement a short (survey monkey) survey for ideas from current patrons to identify their wants so to ensure the 'right fit' for the current and future patrons. Board questioned training for NB in marketing. PS reported NB is booked in for 'new manager' training – delegation/staff management. BC is meeting quarterly with NB in a mentor role, BC to include marketing tips for NB.

### **3.4.2 Squash Australia Focus Group**

A meeting was held 22 September 2015 with the Squash Australia CEO, Richard Vaughan and Squash SA staff, court owners, coaches, players and parents of juniors. Squash Australia funding cuts, as Australian Sports Commission funding is reliant on medal tally. Squash Australia to source corporate funding. Squash Australia funding cuts will not greatly impact Squash SA, as Squash SA are self-reliant (The Southern). Squash Australia's increasing focus on participation and online court bookings. The CEO has met with each member State/Territory over the past two months.

Squash SA to write to Squash Australia outlining the priorities and expectations of Squash Australia, including to immediately fix High Performance and increasing grassroots participation.

Board to ratify member votes for the Squash Australia Board of Director's election.

The Squash Australia AGM is being held on 25 October. Squash SA board to express their interest in attending or nominating. Day and half workshop prior to AGM. SA and Kaye Reeves will be attending.

SA spoke on the governance structure of Squash Australia. State Associations strategic plan not currently aligned with national body.

Squash Australia are looking for interest from State Associations members to join the Squash Australia Facilities Working Group and/or Events Working Group (PSA Tour, rankings, domestic circuit). PS to nominate for Facility Working Group.

### **3.4.3 Southern Redevelopment – National Training Centre – Moved to In Camera**

#### **3.4.4 1303 South Road Property Development – Moved to In Camera**

#### **3.4.5 Glass Squash Court**

PS spoke on the background of the glass court insurance claim. A letter of demand has been sent to Squash ACT via Squash SA's insurance broker (Maxton Insurance). The Glass Court is also insured by Squash SA. A claim will be made via our policy and to seek reimbursement from Squash ACT.

#### **3.4.6 Tonsley Park**

PS spoke on the Squash SA Office Pod and glass squash court relocation to Tonsley. CEO will meet with Office for Rec and Sport to investigate funding. Glass court is an architectural landmark for Tonsley, and great promotion for squash and racquetball. Small additional cost for office rental. Squash SA to make a counter offer to Renewal SA: 2 year lease, 1 year by 1 year over 4 years. Rent reviewed annually, linked to CPI. Outgoings included. Lease offer has been placed in dropbox.

Preferred relocation December 2015, glass court hire from January 2016. Promotional benefits for squash, racquetball and The Southern: students, retail staff and employees. Multi-use glass court – fitness classes, martial arts, badminton, yoga etc.

**Board note and endorse the counter offer to Renewal SA.**

**Moved: Dave Whan**

**Seconded: Helen Martin**

#### **3.4.7 Club Development Officers Network**

AE Development Officer Position wage has been reallocated to establish seed funding to 4 clubs with sustainable/mutual objectives. JR to oversee the Club Development Officers, and help with admin support and guidance. Club Development Officers to meet monthly. This is being run as a 12 month trial to make programs/clubs sustainable. Funding starts 1 October 2015.

**The Board adopted the Service Delivery Agreement.**

**Move: Patrick Stevens**

**Seconded: Matt Naisby**

#### **3.4.8 Facility Standards and Maintenance**

The majority of squash/racquetball courts in South Australia are not currently meeting competition standards. Implementing a maintenance program for venues to improve floors, walls, lighting to meet industry standards. This program will also combine with The Southern maintenance. Squash SA to appoint maintenance person to help sustainable pennant venues with court upgrades, particularly over the Christmas period. Venues to provide materials and Squash SA to provide labour.

Assistant Manager at The Southern is currently undertaking maintenance duties, but this is not constructive use of his time.

Promote via e-newsletters and social media that Squash SA is supporting Clubs with the maintenance plan.

**The Board approved the appointment of a Maintenance Officer. ECO to implement.**

**Moved: Dave Whan**

**Seconded: Patrick Stevens**

#### **3.4.9 Squash and Racquetball Participation Review**

SA spoke on the Squash and Racquetball Participation Review paper. Suggested a Subcommittee/working group be created to brainstorm new competition formats for squash and racquetball. Some initiatives mentioned are covered in the marketing plan and will be covered by the Club Development Officers Network. Board to advise Sam or Phil if they are interested. Discussion to continue at the Squash and Racquetball Meeting.

Need to promote Squash is the ideal 'interval training', short bursts of activity which stimulate mental health. 40 mins.

**The Board adopted the Squash and Racquetball Participation Review**

### **3.4.10 Marketing Plan**

The Board adopted the short, medium, long term Squash and Racquetball Marketing Plan.

*Moved: Patrick Stevens      Seconded: Helen Martin*

## **4. GENERAL BUSINESS**

### **4.1 First Aid Fundraising**

PS spoke of First Aid Fundraising calendar, which shows step by step guide to common first aid injuries and includes a useful quick link to a visual guide of first aid treatment on youtube. Good option for Club fundraising etc. Squash SA to promote/offer to Clubs.

### **4.2 Awards Nights**

JR is a finalist for 2015 Sports SA Coach of the Year Award.

The Southern is a finalist in the 2015 Clubs SA awards.

If Board Members would like to attend either the Sports SA or Clubs SA Awards, contact TV. Details will be forwarded to Board Members via email. SA and PS will be attending the Sports SA Awards and BC and HM will be attending the Clubs SA night.

### **4.3 Squash SA Board**

Australian Sports Commission is promoting a diverse board and gender balance for State Sporting Organisations. Squash SA have one Board Appointed position available, PS to contact potential Female Board candidates with a law background.

## **5. POLICY**

## **6. CONFIDENTIAL BUSINESS (HELD IN CAMERA)**

### **6.1 CEO 360 Review**

### **6.2 Union/Workcover Dispute**

### **6.3 Southern Redevelopment – National Training Centre**

### **6.4 1303 South Road Property Development**

## **7. BOARD DIARY**

Next Meeting: 5.30pm, 23 November 2015 at The Southern, 1303 South Road St Marys.

## **8. CLOSE MEETING**

Meeting closed at 7.30pm.