

SRASA BOARD OF DIRECTORS MEETING

MEETING: Board Meeting Monday 16 May 2011

LOCATION: 6pm for a 6.15pm start
Squash SA, 440 Goodwood Road at Cumberland Park

1 ATTENDANCE

1.1 Present:

M. Goldstone (MG) – Chair	S. Abishara (SAb)	S. Allan (SA)	G. DeVizio (GD)
L. Franzi (LF)	A. Proctor (AP)	P. Teale (PT)	

Ex Officio:

P. Sinnott (PS) - General Manager

1.2 Apologies:

C. Johnstone (CJ) A. Ryan (AR)

1.3 Guests:

Nicole Boyd, Marketing Manager (NB)
Patti Wilson, Member Services Manager (PW)

2. CONFIRMATION OF THE MINUTES

2.1 Confirmation of the Minutes of the Board of Directors Meeting held on 18 April 2011.

Moved: Stewart Allan

Seconded: Lynton Franzi

Carried.

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

3.1 Get Moving. Play Squash 2011 Squash Week (NB)

PS introduced Nicole Boyd to the Board. Nicole spoke on her experience in Marketing and Event Planning. Nicole provided a progress report on Squash Week, and presented the Squash Week marketing materials and website to the Board. Government backing “be active” for beginner racquets for squash week showbags. Centres to record the number of people who make use of the promotional racquets. Celebrity Challenge participants in the process of being finalised via Chris Dittmar. Neil Craig to be approached to promote that AFL players that use squash to help maintain fitness during the off season. Article in the Sunday Mail/Advertiser booklet promoting squash, squash week and SA Open. Radio campaign on Triple M with Chris Dittmar.

LF – queried follow up initiatives for Squash Week. PS spoke of measuring the outcomes of Squash Week, and preparing a marketing plan post Squash Week. AMart to be programmed for later in the year, once approval for inflatable courts to be set up in carpark has been granted.

Supply centres with an information pack for Squash Week for them to help promote. Centres to sign off on voucher proof, and agreement to honour discounts. Centres to tally how many people take advantage of the voucher. Junior wrist band give-away, help Centres to promote Junior Programs. “How to play racquetball” flyer will be in pack, so juniors can choose what ball etc to play with. Be Active approached to supply racquetballs.

3.2 Racquets Interior Design (PW)

Flowing on from the Efficiency and Economy Review, looking to build revenue capacity at Racquets SA. Racquets SA interior very worn and dated. Dance floor to be permanently removed, option to hire dance floors in future if need. Could use this space for more bistro seating, and section an area off for tub chairs/tables – free wi-fi for students and an area for people to sit prior to meal. Re-cover bar, re-cover chairs, upgrade area – keep community atmosphere. Have more events in certain areas – darts night, senior afternoons (readings, afternoon tea).

Checklists have been introduced to upkeep maintenance/cleanliness.

Patti showed chair fabrics, bar, wall paint, flooring. All work to be done out of hours times when possible so as not to interrupt trade.

Patti to gather all quotes and bottom line figure and provide further report to the Board.

3.3 National Teams Event

George spoke on the National Teams Event policy (in Cheryl's absence). Travel and accommodation allowance reduced due to the event being at the Barossa Valley.

RECOMMENDATIONS

Senior Coordination Advisory Committee to forward their review of and recommendations regarding Regulation 36's 'Eligibility' requirements to Squash Australia and member States and Territories.

Accept changes made to the Squash SA NTC Policy (9.2)

Senior Coordination Advisory Committee to establish a working party to complete a timeline and action plan for the 2011 NTC. A Tournament Director is to also be appointed (*Committee to appoint Director*).

Pathways Manager to contact the South Australian Squash Referees Association to be involved in the appointment of a Tournament Referee.

Move: Sam Abishara

Seconded: Philip Teale

Carried.

3.4 Best and Fairest Player Awards (GD)

A majority of State players happy with Best and Fairest, decided to leave name as is for the remainder of this season. Look at name change for next season if deemed necessary.

Move: George DeVizio

Second: Alissa Proctor

Carried.

3.5 Board Strategic Planning Workshop (PS)

PS discussed concept of holding a strategic planning workshop for Board Members. Proposed to hold workshop in Barossa Valley, incorporating tour of new Barossa Leisure Centre. Advisory Committee members invited in a guest capacity. 2 – 3 years since the last planning workshop.

Board agreed it would be a good idea to hold annual event. SA spoke on budget impact, and suggested a city venue.

Constitution needs to be workshopped – have draft constitution ready in advance of Board workshop, then member consultation.

Board endorse the event, PS to obtain firm costings of where to hold event.

Move: Lynton Franzi

Seconded: Sam Abishara

Carried.

3.6 Facility Development Report (PS)

PS advised the Board on key discussion points held to date. Multi purpose facilities look favourably on squash due to flexibility of ASB court design. Facility Advisory Committee to discuss options (from briefing paper):

CBRE document still requires work on demographic of targeted areas, to help us work out what projects to target on over the next 12 months. Report to incorporate disposable income and density of areas. CBRE report lacking detail regarding competing interests re: Campbelltown/Norwood. Consultants need to meet with Norwood operators.

PT – broad financial position, Squash SA \$610,000/year operations. Reduce to \$550,000 2011/2012 F/Y to free up \$100,000/yr to invest in facility development.

Hendon – MG, LAtkins and PS viewed Hendon Centre. Building has been stripped bare. Met owner, who spoke of the potential for leasing.

GD, MG and PS met with Campbelltown Council, project remains subject to external funding. Council increased their financial commitment. Discussed reducing our financial input. Squash SA supporting Council's funding application, however are not contractually bound.

Impact Health Club – PS and MG to meet with R Tisher, Director of Impact Health Club.

Several facility development opportunities for Squash SA to consider, requiring Squash SA to establish a clear Facility Development Policy framework.

SA – Economic model for Squash SA gain income from facilities? Can Squash SA run member base centre, low cost, swipe card access? PT agreed. SAb agreed important to generate income stream from investment.

LF supports concept of a model where Squash SA would generate income from facilities. Facilities Advisory Group to research further.

RECOMMENDATIONS

Phil Sinnott and Mark Goldstone to meet with Norwood Squash Centre Operators to provide an update.

Provide Board/Staff feedback to CBRE. Request CBRE to incorporate socio economic, density demographic data for each growth area. To request CBRE to prioritise development opportunities aligned to the social demographic fit.

To convene a dedicated Board workshop to establish clear Facility Development Policy framework including Lease v Ownership, Financial and Operational Models, identified priorities and implementation.

CBRE to include research around location and key competitors, demographic viability considering disposable income and spend points.

PS to approach CBRE to update report to include demographics of target groups (LF - amount of disposable income households have), Facility Advisory Committee to discuss options to bring back to the Board. FAC to meet before next Board Meeting.

Board members to view Hendon. Coordinate a Board visit for those that wish to see the facility. PS to organise, Saturday 28 May at 11am.

Move: Lynton Franzi

Seconded: Alissa Proctor

Carried.

3.7 Registration Fees

Information item, reminder to the Board of the Fee Schedule adopted in November 2010 that will see the of cost increase to squash and racquetball registration fees.

4. GENERAL MANAGER'S REPORT

4.1 General Overview Report

4.1.1 Northern Development Officer Appointment – Andrew Edwards

Andrew has accepted a position, probation 3 months – 2 year contract. Start 20 June 2011. Agreed Andrew will be a great asset to Squash SA.

4.1.2 SA Open/Millicent Tournament

Cost savings reduced SA Open prize money. No change to number of players registered for tournament. \$5000 PSA, \$4000 WISPA.

Work has commenced on the Revive courts for the SA Open.

4.1.3 Staff Appraisals and Performance Bonuses

Board to undertake General Manager's Performance review. Mark Goldstone, Lynn James, Philip Teale and Cheryl Johnstone to meet within the next month, report to Board. General Manager to undertake staff reviews after General Manager review.

4.1.4 Contractual Appointments

As above.

5. FINANCE (Reports Circulated Electronically)

5.1 Income Statement Racquets SA / Squash SA

Racquets - Gaming low, should turnaround. Net gaming and bar sales down to budget, this seems to be industry wide. No abnormal expenditure.

Racquets Admin Expenses - land tax in dispute with Revenue SA Commissioner of State Taxation.

Squash – No abnormalities to report, all operations fall within budget. Under year to date expected budget. Pennant invoices out.

PS and PT to meet with John Holland re: South Adelaide Squash Centre.

5.2 Bank Statement

PS tabled bank statement.

5.3 Financial Summary Report

As above.

6. **GENERAL BUSINESS**

6.1 Gala Event (C Johnstone)

PS advised that the Marketing Committee are sourcing band for the event.

6.2 Alan Doubleday/Pennant Committee (P Sinnott)

PS provided an overview of the Alan Doubleday tribunal process. Pennant Committee met and reheard Alan Doubleday statement of events. Suggested suspended for 6 weeks, with a suspended sentence of a further 6 months. Board to review Tribunal Guidelines, and include into the bylaws that any suspended sentence be capped at 2 years.

Previous suspended sentence nulled.

Apology to Campbelltown. Let them know that process will be looked at and streamlined in future.

6.3 JCC Minutes

Board Note JCC minutes and Junior Ranking Policy.

6.4 Junior Rankings Policy

As above.

6.5 Advisory Committee Appointments/Resignations

Alissa Proctor resigned from Pennant Committee – thanked for her time. Board representative required for Pennant Committee. Pennant Committee involves significant time/emails – maybe not required to attend all meetings, but receive summaries from Registrar. *PS to email Board members to consider.*

Resignations	Nat Wolff	Marketing Committee
Appointments	Janine Bryan	Marketing Committee
	Hari Argiro	Women's Committee
	Con Psaramatis	Senior Advisory Committee
	Matt Wolff	Senior Advisory Committee

6.6 L Johnston, Racquetball Coordinator

Leonie Johnston has been the Racquetball Coordinator for the past 11 years. PS and SAb met with L Johnston to discuss a review of her position description and honorarium.

7. POLICY

7.1 National Teams Event

7.2 Best and Fairest Award Policy

7.3 Junior Rankings Policy

RECOMMENDATIONS

Policies 7.1 to 7.3 be approved, effective immediately.

Move: George DeVizio

Second: Lynton Franzi

Carried.

8. CORRESPONDENCE

In

G Bunting, Squash WA (information no action)

Squash Australia Board Meeting Summary

A Proctor, Pennant Committee

Board Appointment, C Kawaljenko (NT)

Out

A Doubleday, Pennant Registrar

9. SQUASH AUSTRALIA

MG asked to attend Presidents meeting. MG to provide further information at next Board Meeting.

No update on National IT Committee.

10. NEW BUSINESS

Squash Australia National Ranking Policy (George DeVizio)

Jason Mudge has approached the Pathways Manager requesting a letter be drafted to Squash Australia to review Regulation 33.

Squash SA Board need to establish protocol for member feedback.

The Board resolved that Squash SA support Squash Australia regulations as it stands. Jason Mudge to send his query to Squash Australia direct if he wishes.

OH&S Staff (Stewart Allan)

OH&S matters need to be addressed at every meeting.

11. **CONFIDENTIAL ITEMS**

None to note.

12. **BOARD DIARY**

Next meeting Monday 20 June 2011 at Squash SA, 440 Goodwood Road at Cumberland Park (budget focus).

13. **CLOSE MEETING**

Meeting closed at 9.00pm.