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TASMANIAN SQUASH RACKETS ASSOCIATION INC

**Minutes of Committee Meeting held on
Saturday 17 November 2012 Time: 9:30am
Meeting held at Eastside Squash Centre**

1. PRESENT

Chris Doig, Cheryl Unsworth, Michael Brown, Kent Harbutt (in person); Greg Ward, Nathan Ward, Mark Noonan (until 10:10am), Julie Smith-Kingston, (via skype).

2. APOLOGIES

None.

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

It was moved Greg Ward, seconded Mark Noonan "that the minutes of the previous meeting held on Saturday 25 August 2012 be confirmed".

All in favour. **CARRIED.**

4. BUSINESS ARISING FROM THE MINUTES

- Matrix Costs – Squash Australia looking at increasing costs – no indication yet but it will affect budget for 2013. Kent Harbutt said we need to minimize the increase.
- Player Insurance – Chris Doig felt that these matters had been resolved.
- National Teams – The Squash Development Council has decided that future National Teams events would be limited to U/23. Max Moorhouse is our representative on the Council. Chris Doig said it would be harder for Tasmania to get players with this limitation.
- Grant for Tasmanian Squash Tour – we did not receive a grant and Chris is to follow-up.
- Outstanding items from minutes – these are to be listed in each agenda in future.
- Working with children – this was brought up by Greg Ward before AJC. Chris said that Tasmania is behind in its legislation. Greg said we must be seen to be doing the right thing.

5. CORRESPONDENCE – INWARDS AND OUTWARDS

A list of emails and correspondence received up until 11 November 2012 was circulated prior to the meeting. It was moved Michael Brown, seconded Kent Harbutt "that the correspondence list be received."

All in favour. **CARRIED**

6. TREASURER'S REPORT

The Treasurer's report was circulated prior to the meeting. It was moved Julie Smith-Kingston, seconded Cheryl Unsworth "that the Treasurer's Report be received".

All in favour. **CARRIED.**

There was discussion about the report and general financial position of Squash Tasmania. Some amendments necessary - 'aaa' should have been Bank Interest and SRT grant should have been 'Events Tasmania' grant. There was a question in relation to raffle money from the AJC. Chris Doig indicated he had banked it, but it is not shown on bank statement. Chris and Michael to follow this up. Greg Ward asked about money raised from the AJC. Michael Brown said the

Performance Pathway currently has a surplus of approx \$4500 and this is identified separately in the accounting system. Mark Noonan asked about the latest Wynyard payment which was not shown on the financial statement. Cheryl advised the cheque had been passed to the Treasurer that day. Insurance premium of approx \$7,000 is due in March/April and whether there will be enough cash in the bank for payment will depend on affiliation numbers and whether we get a SRT grant; however, we are able to negotiate payment if necessary.

7. GENERAL BUSINESS

7.1 Affiliation Fees 2013

A report had not been prepared but there was general discussion about the need to increase affiliation fees. Michael Brown referred to the budget for 2013 which has been circulated previously to the committee. It is based on income of \$19,500 for affiliation. This year, to date, just under \$15,000 has been collected. Michael suggested we need to (1) review the budget, (2) put up fees by approximately 32%, (3) not increase fees by so much and expect an increase in numbers. There was discussion regarding the number of registered players having dropped. Chris said junior numbers had increased. Greg Ward said that even if fees go up, a large proportion goes to Squash Australia. Chris said we need to budget for a small surplus next year and re-assess affiliation numbers in the budget. Mark Noonan said we need to pursue affiliation fees and get more rigid. Chris said that there is a procedure to follow and it would be re-issued to clubs. Cheryl to review the procedure.

There was lengthy discussion about what increase should be applied. One large increase (suggested by most of the committee) or smaller increases year by year (suggested by Julie). Julie Smith-Kingston asked that a decision be made at this meeting or in December as clubs need to set their own fees for the following year. Greg Ward said we need income, not just from grants. Grants are approved for specific programs and should not be relied on. Chris said people may be reluctant to pay affiliation fees. Chris said that the sport is under-valued. Affiliation fees for other sports are much higher. The committee agreed that the affiliation fees need to be increased as per motion below. The decision would be circulated to clubs but would need to be ratified at the AGM in 2013.

It was moved by Chris Doig, seconded by Kent Harbutt "that member affiliation for 2013 will increase by up to \$20 for both junior and adult players."

All in favour. **CARRIED.**

7.2 Report on AJC Canteen

It was moved, Kent Harbutt and seconded, Cheryl Unsworth "that Mark Hudson's report on the AJC Canteen be received".

All in favour. **CARRIED.**

All agreed that it was a good report with an excellent outcome. Greg Ward said we should pass on our thanks to the many volunteers who made a contribution. Michael Brown would thank Mark verbally for his report.

7.3 Awards / Dinner

There was discussion about the upcoming Squash Tasmania dinner to be held on Saturday 24 November. At the moment there are 25 people attending and Chris Doig said it should go ahead. Paul Tuffin is organizing the dinner and Chris asked Kent Harbutt to be the MC. Kent agreed. It was suggested that the Ian Hocking Medal be re-presented to recipients and they would be invited to attend. It was decided that awards would be presented under the headings 'Service to Squash', 'Club Achievement Award' and 'Personal Achievement Award.' There had been a previous email circulated by Michael Brown about nominating people for awards to be presented at the dinner. Committee members are to circulate suggestions and come to a consensus via email by Monday.

Kent is producing certificates. Julie Smith-Kingston to contact Merv Stone and Greg Ward would contact Tim Robertson.

7.4 MPP Policy

Squash Australia has updated its Member Protection Policy and it was sent on to Sarah Davidson. Sarah reviewed the document and supplied comments. Chris Doig has asked one of his staff members to follow up and make amendments; however this has not been done yet. In response to a comment by Michael Brown, Chris indicated that the document has been prepared by professionals based on the Australian Sports Commission model. MPP to be placed on the follow-up list.

7.5 Matrix

Leon Barnett had raised the issue of matrix results for juniors not being put in after Devonport Open. (This has now been done). Greg Ward suggested that for an event to be included on the Squash Tasmania calendar, host organizer must commit to have results entered in matrix within 10 days of the event's final day". However, the committee, after discussion, decided that both tournament and pennant results should be entered within two days of the event. Chris said it is possible for team captains to enter results and it was a simple procedure to follow. Michael Brown suggested some training and notes may be necessary. 'Matrix' is to be placed on the next agenda.

8. OTHER BUSINESS

- A letter from Sport & Recreation re Aboriginal Program has been deferred until the next meeting. Chris asked committee members to review the document and email any ideas.
- Website – In response to a question by Cheryl Unsworth, Michael Brown said has tried to contact Ryan Wiegand regarding the state of the Squash Tasmania website. He was unable to reach Ryan and he will contact him again.
- President's Council – Kent indicated he would be attending a meeting of the President's Council in Melbourne on 1 December.
- Chris Doig said that a State Coaching Team Leader needs to be appointed and that the recommendation is Paul Tuffin, not to be funded by the TSA making it more independent. Greg asked if expressions of interest were called. Chris indicated that Level 2 coaches are Bill Cook, Max Moorhouse, Chris Doig, Paul Tuffin and Melanie Dunn. Melanie is not available and from a Squash Australia point of view, Paul is the logical choice.
- Performance Pathway Committee – three year term with one member standing down each year. Melanie Dunn is retiring and Debbie Reynolds has accepted position. A female is required. Chris Doig said that Mark Hudson would do a report for consideration by the Squash Tasmania committee.
- Governance Review – a report was due to Squash Australia by 16 November. Chris Doig said that with no comments from the committee, it was assumed we did not want to make a submission.
- Insurance Review – Michael Brown to discuss email and accompanying documents with Chris Doig after meeting.

9. CLOSE OF MEETING

The meeting closed at 10:45am. Next meeting to be held on a date to be advised, after consultation with committee members.

Cheryl Unsworth
Secretary
unswdc@bigpond.net.au
18/11/2012

TO BE CONFIRMED

Bank Reconciliation Report**Squash Tasmania**

16-Nov-2012

From : 16-Aug-2012 To : 16-Nov-2012

Date	Description	Debit	Credit	Balance
16-Aug-2012	Opening Balance			16,289.60
	<i>Credits to Account</i>			
1-Sep-2012	Interest Sep 12		6.04	
13-Sep-2012	Kingborough registration 2012		212.00	
13-Sep-2012	Kingborough registration 2012		177.00	
22-Sep-2012	AJC Clothing 2012 Squash Aus		8,920.00	
1-Oct-2012	aaa		5.34	
3-Oct-2012	AJC 2012 canteen		1,747.75	
10-Oct-2012	AJC 2012 canteen		1,761.05	
16-Oct-2012	Parsons registration 2012		350.00	
17-Oct-2012	Scottsdale registration 2012		462.20	
1-Nov-2012	Interest Oct 12		7.14	
2-Nov-2012	AJC 2012 referee food vouchers		675.00	
9-Nov-2012	AJC 2012 Tas SRT Grant		<u>8,250.00</u>	
	<i>Total</i>		22,573.52	38,863.12
	<i>Debits to Account</i>			
23-Aug-2012	993672, Business Affairs 2011	79.20		
29-Aug-2012	993670, Squash Matrix payment	755.65		
29-Aug-2012	993671, Tas Open PSA+WISPA fees	1,115.00		
29-Aug-2012	993673, Squash Aust reg Aug 2012	1,031.80		
29-Aug-2012	993674, AJC 2012 entry	1,700.00		
1-Sep-2012	Bank fee Sep 12	10.05		
20-Sep-2012	993678, Web site fees 2012	171.50		
1-Oct-2012	Bank fee Oct 12	5.95		
4-Oct-2012	993677, AJC 2012 tops	1,937.10		
5-Oct-2012	993676, PP court hire Devonport	335.00		
9-Oct-2012	993675, Squash Aust reg Sep 2012	1,031.80		
25-Oct-2012	993679, Squash Aus EOC meeting Aug 2012	163.75		
25-Oct-2012	993680, Ajc 2012 referees	4,526.01		
26-Oct-2012	993681, AJC Clothing 2012 Inform Connection	7,342.91		
26-Oct-2012	993683, GST Jul - Sep 2012	330.00		
1-Nov-2012	Bank fee Nov 12	11.00		
2-Nov-2012	993682, AJC 2012 referees food vouchers	<u>675.00</u>		
	<i>Total</i>	<u>21,221.72</u>		<u>17,641.40</u>
	<i>Unpresented Cheques - None</i>			
	<i>Total</i>		<u>0.00</u>	<u>17,641.40</u>
	<i>All Outstanding Supplier Invoices</i>			
24-Aug-2012	24/8/2012; Tas Squash Academy; Squash in schools part 2 ***	<u>12,000.00</u>		
	<i>Total</i>	<u>12,000.00</u>		<u>5,641.40</u>
	<i>All Outstanding Sales Invoices</i>			
5-Aug-2012	295; Tas Squash Academy; Longford player registration 2012	72.00		
5-Aug-2012	297; Tas Squash Academy; Penguin player registration 2012	192.00		
5-Aug-2012	298; Tas Squash Academy; Eastside player registration 2012	1,685.00		
24-Aug-2012	999; Ulverstone; Ulverstone 2012 ***	880.00		
5-Aug-2012	296; Tas Squash Academy; Scottsdale player registration 2012	<u>72.00</u>		
	<i>Total</i>	<u>2,901.00</u>		<u>8,542.40</u>

Squash Tasmania AJC 2012

Report on Australian Junior Squash Championships Canteen



The canteen was open from approximately. 8.30am until 5pm on each day of play (i.e. 9 days) and service provided from the Clubroom at Eastside Squash Centre. It was co-ordinated by Gaye Mitchell & Wendy Ashley. All food was provided at a reasonable price as listed below and nearly all food was home baked.

The menu each day comprised:

On the colder days a hot soup was also available with slice bread
\$3.00
Toasted sandwiches with a choice of wholemeal, white or grain bread
\$3.50
Salad Sandwiches with a choice of the above breads
\$3.50
Variety of muffins, slices and cakes
\$1.00
Some days hot scones, jam & cream
\$1.00
Bagged lollies
\$1.00
Tea/coffee by donation of a coin
Percolated coffee or hot chocolate on some days
\$3.00
Fruit
\$1.00
A choice of at least two hot dishes
\$4.00

A daily roster of volunteers was organised in three shifts; i.e. 8.30am-11am; 11am-2pm and 2 – 5pm. There were 17 volunteers available to be rostered.

Total Cash taken	\$4,575.70
Less costs	\$1,066.90
Total Cash banked	\$3,508.80
Add Referee food vouchers – Individuals - vouchers were counted and tallied – yet to be paid by Squash Australia	\$ 550.00
Add Referee food vouchers – Teams – not counted but handed to Trevor and to paid back to Squash Tas by Squash Australia	\$ 675.00
Known profit:	\$4,733.80

As well as the above actual cash figures the following donations should be taken into account (which are hard to quantify in terms of monetary value):

50 loaves of bread
2 x spaghetti Bolognese
3 x butter chicken
1 x Thai Chicken
2 x Chow Mein
3 x lasagnes
3 x vegetarian curries
5 x large containers of soup
4 x quiches + salad
Nachos
2 x quantities of egg & bacon pies

Other:

A variety of hot scones, fruit muffins, cakes, biscuits and slices – at least 3 different types per day.

Cappuccino and hot chocolates, pies, party pies and sausage rolls did not sell particularly well.

Further funds were raised by way of raffles (again the prizes were donated) in the order of approximately \$400. This has not been factored into the above; however the raffle was sold at the canteen on a number of days. This aspect could be improved in terms of promotion and selling of tickets, so for future reference this is another additional source of income.

Summary:

The feedback from customers was very positive, in relation to the fact that the majority of the food was homemade, the high quality of the food and variety of food that was provided on a daily basis.

Mark Hudson
Chairman
Tasmanian Performance Pathway Committee