

SRASA BOARD OF DIRECTORS MEETING

MEETING: Board Meeting Wednesday 28 March 2012

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

1 ATTENDANCE

1.1 Present:

G. DeVizio (GD) M. Goldstone (MG) Chair C. Johnstone (CJ) A. Proctor (AP)
A. Ryan (AR)

Ex Officio:

P. Sinnott (PS) - General Manager

1.2 Apologies: S. Abishara (SAb) L. Franzi (LF) C. Psaromatis (CP) P. Teale (PT)

1.3 Guests: Damien Hill, Club Manager Racquets SA (apology)

2. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on 28 February 2012 confirmed

Moved: Alissa Proctor Seconded: George Devizio Carried.

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

3.1 Racquets SA Draft Catering Agreement (D. Hill, P. Sinnott)

The General Manager and Club Manager met with Dennis Kildare, Hospitality Advisor from Clubs SA to discuss the existing Racquets SA catering agreement. Dennis provided advice on sections of the agreement that could be tightened up. PS and DH have amended the agreement and will meet with Kym Leak (Spring-A-Food Services) to negotiate amendments to the agreement. Test the market if Kym is not interested in signing the new amended agreement. DH and PS will provide a further report to the Board regarding the negotiations with Kym and will present a final draft of the catering agreement for Board endorsement.

PS to approach Mark Booth regarding the food services market, if required.

Board suggested the contractor needs to present a Food Safety Plan as part of the new agreement. HACCP Australia can assist with this. Certificate for Food Handlers should be undertaken by all staff employed by the contractor. D Hill to follow up on Food Safety Plan.

3.2 Online Member Satisfaction Survey (P. Sinnott)

PS tabled the online Member Satisfaction Survey. Additions to the survey have incorporated feedback provided by the Board and Court Owners/Club Operators. Survey to be finalised 29 March 2012 and distributed to all stakeholders. Survey takes approximately 5-8 minutes to complete. The Survey will be live until the end of April, with results tabled with the Board at the May Board Meeting.

The Board endorsed the Member Satisfaction Survey.

3.3 Women's Participation in Squash and Racquetball Strategy (C. Johnstone, P. Sinnott)

The draft concept and strategy circulated prior, was discussed by the Board. Project funding application has been submitted with Office for Recreation and Sport. Squash SA staff to drive the implementation of the strategy. The Board will develop and monitor progress.

Goal – implement multilevel approach to increase and sustain females in squash and racquetball – administration, coaching, officiating, mentoring and playing.

Suggested to align with other sports, and work in partnership to promote squash as their “off season” sport.

“What do females want?” general consensus of SA females, not necessarily already playing. Has this data already been collated by sporting organisations, can Squash SA access this?

2 month consultation period. Applied for \$50,000 funding per year for 3 years. Squash SA will be notified of the outcome of the grant by ORS in May 2012.

The Board endorsed the Women's Participation Strategy. Consult with Squash SA Staff, provide a further report to the Board.

Moved: Alissa Proctor

Second: Alex Ryan

Carried.

4. GENERAL MANAGER'S REPORT

4.1 General Overview Report

4.1.1 OHS Report

A procedure for food services staff (contractors) and waste depositing has been implemented. Identified issue with carpark stormwater flooding, drainage pumps are now functioning and operational.

4.1.2 ORS Funding Submission

The General Manager has submitted the following funding applications to alleviate operational and project costs and provide income streams for Squash SA. Outcome to be notified in May/June 2012.

- Female Participation Project- \$50,000/year for 3 years, Office for Recreation and Sport
- Multicourt Feasibility Study – \$10,000, Office for Recreation and Sport
- Performance Pathways – \$10,000/year for 3 years, Office for Recreation and Sport
- Prof Development Anchor Facilities – \$10,000, Office for Recreation and Sport
- Operational Sustainability Funding - \$30,000/year for 3 years, Office for Recreation and Sport
- Women's Leadership Grant - \$10,000, Australian Sports Commission
- Performance Pathways - \$10,000, Squash Australia

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

Racquets SA – Racquets have several fixed operational costs, and few areas that can be managed back other than marketing and staffing. Half the number of Platinum Memberships have been purchased as only one partner is registering with both partners receiving benefit for one membership. Need to attract new members, and change membership package. DH/MG to address this issue prior to the next membership drive– June (mail out in May).

\$8,000 Borrowing costs – hidden fees. Talk to ANZ to try to gain a better deal or try another bank. \$4,000 training, this amount to be reinstated by funding once staff complete training course.

Bar Sales \$10,000 down due to less functions at Racquets SA. More functions have been organised – bands, darts back on Monday nights. Approach nearby sporting associations, promote happy hour after their sporting matches/events. Retirement homes Sunday lunch? Note times the bar is quiet, and find ways to promote.

Kitchen – electricity, gas up.

Gaming has had a 5% downturn statewide but Racquets have experienced a 2.5% downturn.

Independent consultant to undertake an extended review on Racquets SA operations.

Suggested to look into Uni work experience placement – marketing/hospitality management – and provide them the specific task of increasing clientele. The staffer could be the second person during quieter shifts, and paid incentive based.

Squash

PS identified variations to budget and the operational areas that are achieving budget.

Development, Member Services and Pennant to budget.

Operationally Squash's expenditure is within budget, however projected income streams (Racquets and Squash) are down.

ACTION

The Board accepted the financial reports.

Moved: Cheryl Johnstone

Seconded: George DeVizio

Carried.

6. **GENERAL BUSINESS**

6.1 Seaford Recreation Centre (PS)

Fly through video presented to the Board.

6.2 2014 Racquetball Championships (SA)

Deferred.

6.3 2012 Squash Week/Gala Dinner (PS)

PS discussed Squash SA's financial position, recommending the Board run the Gala Dinner and Squash Week every second year. PS tabled the costs of Squash Week and discussed ways to run the project more cost effectively.

The Board discussed the pros and cons of the 2011 Gala Dinner and determined this should be held annually. Squash SA to source appropriate venue and minor sponsors to help offset the cost.

The Board suggested to continue to book the inflatables in Rundle Mall during Squash Week, and try to do the same at Westfield venues. Squash SA should remain committed to hold the 2 events either side of Squash Week – The Barossa Valley Toyota Open and the SA Open, dependent on sponsorship.

Rundle Mall and Squash Week conversion figures to be provided at April Board Meeting. Reduce cost from last year. Suggested Squash SA talk to Clubs if they want to attend the Mall and Westfields to help promote their Clubs/venues.

The position of the Board is to run 2012 Squash Week based upon the calculated financial risks of sponsorship to offset event costs and the Gala Dinner to be run on a user pays basis. Project budget to be presented at the April Board Meeting.

7. POLICY

No policies to note.

8. CORRESPONDENCE

In:

None to note.

Out

Performance Pathway Funding Application – Squash Australia

9. SQUASH AUSTRALIA

9.1 Squash Australia AGM Overview

PS and CJ summarised the Squash Australia AGM, informing the Board that Graeme Pittock withdrew his nomination prior to the AGM elections. John Lee has been re-elected as President.

PS and CJ attended Saturday's Workshop conferences and the Annual Awards Function and Sunday AGM. PS to write to John Lee requesting John state his clear position regarding the Governance Review timeline herein.

10. NEW BUSINESS

No new business.

11. **CONFIDENTIAL ITEMS**
No confidential items.

12. **BOARD DIARY**

Next Meeting Thursday 26 April 2012.

Postpone Squash SA Board and Staff Social dinner, Saturday 28 July 2012

13. **CLOSE MEETING**

Meeting closed at 8.35pm.