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**BOARD MEETING MINUTES**

**Monday 26 June 2017 - Melbourne Sports & Aquatic Centre, 6.30pm**

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| **WELCOME**  Present: Nicci Rossouw, Catherine Swift, Lee-Anne Carpenter, Lao Biesbroek, Peter Wright, Olivia Coles, Fiona Young (CEO), Fiona Jones (Vicsport) for item 1.  Apologies: Gavin Murphy. | |
| **ITEM** | **ACTIONS** |
| 1. **Board Evaluation Report**   (Report attached) Fiona Jones outlined the background and process for the evaluation which followed the procedure developed in the 2015 evaluation. Overall the report was positive and shows the Board has continued refining its governance practises. Areas to focus on include Board diversity, succession planning and professional development.  Lao asked about increasing Board diversity, Fiona suggested looking at the Strategic Plan and identifying likely areas of impact, what populations etc. Using the Board skills audit and potentially a Nominations Committee (could be current Governance Committee) to identify skills required, communicate and educate the community around Board activities and the election process to encourage more engagement. | The Governance Committee is developing an action plan to follow through the items raised. |
| 1. **Conflict of interest declaration** – nil |  |
| **3.0 Previous Meeting Minutes**  **Matters arising from the previous Minutes**  The President confirmed that all Directors were aware that Carl Freshwater has resigned from the Board due to family and work commitments.  Previous meeting Minutes actions are complete, noting no further discussion around lease of MSAC (see item 4.2), Minister for Sport is unable to attend the Official Launch of the Victorian Open Squash and a cash flow report is to be prepared for the August meeting.  **4.0 CEO’s Report**  **4.1 Knox Council Squash Facility**  Lao Biesbroek advised John Sounness is continuing contact with Knox Councillors in relation to the potential squash facility in the City of Knox. At this stage, too early for forming any project steering committee.  **4.2 MSAC**  Correspondence has been received that MSAC intends to employ several Sport Development Officers to work with sports on increasing usage of the Centre facilities.  **5.0 Strategic Plan**  The CEO suggested as per the Finance reporting, that a key item(s) be addressed in depth each meeting as well as any issues of concern.  **Sporting Schools** – communication and navigation within the SS structure is still a problem and exposure within the program difficult. S&RV continues to work with Squash Australia and other States regarding this.  **Junior Teams Event** - progress is being made in developing the concept of a state-wide team’s event similar in format to that of the Australian Junior Championships. The aims of the event are to:  a) encourage greater country engagement with the junior player pathway,  b) provide incentive for better players to remain within the (metro) junior pennant competition,  c) provide an additional competition option for winning teams in the Secondary Schools Squash competition and  d) provide incentive for junior (regional) players to participate in the Hopman Cup and Country Individual Championships.  Entry into the Teams event would be via selection from the above competitions and would include both singles and doubles events. Framework will be developed during 2017 with promotion and launch for 2018.  Note also that work is being done to include a **Racquetball division(s)** within the structure of the metro Junior Pennant competition. This will commence in either term 4 2017 or for term 1 2018.  **Player Survey** – just prior to the survey close on June 23, over 700 surveys had been received. La Trobe researchers will now analyse the results with the report to the Board expected late July.  **6.0 Finance Report**  The CEO advised S&RV has been unsuccessful with its application to Vichealth’s Creating New Opportunities for Women and Girls funding program. It had been hoped this funding would enable a third person to be employed in the office.  The current budget shows a year-end deficit of $20k so caution is being exercised to reduce this deficit. | CEO to maintain contact with John Sounness and ensure information as needed is provided.    CEO to write a letter to Vichealth on behalf of the Board suggesting closer consultation with applicants during the assessment phase. |
| **7.0 Governance**  **7.1 Reports from Committees:**  **7.1.1 Junior Development Committee**  A small delegation, primarily from the racquetball community approached the Board (via a meeting involving several Board members and staff) regarding forming a Junior Development Committee and implementing a junior racquetball proposal.  Notes from the meeting, including the proposal were discussed.  The Board supported the proposal in principle and will provide a framework to assist the Committee but noted there are insufficient resources available for employing additional staff, unless in a totally voluntary capacity. It was also felt the size of the committee was perhaps a little large and, as per the draft JDC terms of reference, should include one Board member (Olivia Coles) and one S&RV staff member (Fiona Smyth) plus community members. Consultants could be co-opted as and when needed.  It was also suggested a maximum of 5 venues be approached for the initial stages. Olivia Coles advised Westerfolds has taken the step to employ a Development Officer and that their experience could be used as a case study for promotion and refining of programs.  Noting that an accredited introductory coaching course currently exists, this should be utilised as a base with additions as required rather than seeking to develop new courses.  The JDC terms of reference as distributed with the Agenda were adopted.  **7.1.2 Governance Committee – Terms of Reference**  The Governance Committee TOR as distributed with the Agenda were adopted.  **7.1.3 Appointed Director Positions**  The President advised that she and the CEO had met with Deakin University research fellow and lecturer, Geoff Schoenberg (resume attached) who had expressed interest in an Appointed position with the S&RV Board. It was felt Geoff would be able to contribute to the Board especially in Governance.  On Friday 24 June, the CEO placed advertisements for a finance focussed Appointed Director and the President has already received two responses. It is expected that, following interviews, a recommendation will be made to the Board to fill the final Appointed Director position. | CEO to respond back to the delegation representative, Paul Vear, on behalf of the Board  Geoff Schoenberg to be appointed to the S&RV Board  CEO and President to continue recruitment of Director with finance experience |
| **8.0 General Business**  **8.1 Knox Squash Centre**  Olivia Coles advised the Knox Squash Centre is back on the market for lease.  **8.2 Player Registration Fees**  The Board noted the ongoing difficulty in collecting player registration fees from the metropolitan pennant competitions, particularly the further a season progresses.  It was agreed that from 2018 all State Grade competition players must be financial prior to the start of the season or their first match (no pay – no play).  SSL and ESRA will be advised this will now be S&RV policy and strongly encouraged to adopt the same process. | CEO to link the advertisement to the S&RV website    CEO to advise SSL and ESRA of S&RV new policy.  Information will be provided to clubs and players with information about 2018 fees in October. |
| **9.0 Next Meeting**  The next meeting of the S&RV Board will be held on August 21, 6.30pm at MSAC.  Meeting closed at 8.25pm.  **Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |