



SRASA BOARD OF DIRECTORS MEETING

MEETING: Board Meeting Monday 18 March 2013

LOCATION: 6pm, Racquets SA, 1303 South Road, St Marys

1 ATTENDANCE

1.1 Present:

S. Abishara (SAb)	G. DeVizio (GD)	L. Franzi (LF)
M. Goldstone (MG)	C. Johnstone (CJ)	P. Stevens (PSt)
P. Teale (PT)		

Ex Officio: P. Sinnott (PS) - General Manager

1.2 Apologies: A. Proctor (AP)
A. Ryan (AR)

1.3 Guests: Dale Welsh, Office for Recreation and Sport Industry Advisor
Andrew Edwards, Development Officer Squash SA

Dale Welsh, ORS

Dale introduced himself and his role at the Office for Recreation and Sport, as Squash SA's Industry Representative.

12 months ago the Office for Recreation and Sport (ORS) streamlined their funding process. Squash SA's \$40,000 pa funding requires Squash SA to register on the 'my RecSport' webpage which is an online profile to upload organisations strategic reports, annual reports and list key contact people for grants. Other organisational requirements are:

- Anti doping policy (align to NSO)
- Member protection/childsafepolicy (align to NSO)
- Hot weather policy
- Match fixing policy (NSO to develop)
- Promote Play by the Rules Program
- Participate in 360 degree survey which will be rolled out in the next 4 to 5 weeks

Dale distributed an information flyer regarding a Financial Management Workshop and Resources and Services Guide for Board Members to consider.

Dale reiterated that ORS look favourably on Clubs that align with State Sporting Associations (SSO), and State Sporting Associations with National Sporting Organisations (NSO). Club funding applications should be supported by their State Body.



2. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on 18 February 2013 were confirmed by email as a true and accurate record.

Moved: Lynton Franzi

Seconded: George DeVizio

Carried.

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

3.1 Junior Pathways (Grassroots) (AE/PS)

AE and PS spoke to a slideshow progress report regarding Squash SA's grassroots programs. Key points from the presentation included:

- 14 junior Club squash and/or racquetball programs available in South Australia
- Implementation of the Junior Grand Prix, (2-3 hour tournament) introducing Junior Club players to an interclub tournament
- High School Competition (Terms 2 and 3) 210 participants in 2012, additional teams YTD 2013.
- 58 players Adelaide Uni, 60 players at Flinders Uni. Both Clubs are affiliated with Squash SA and intend to field teams pennant and in the 2013 Uni Games.

AE to visit and investigate club support and promotion of Junior Programs and provide feedback to Board.

3.2 SRASA Strategic Plan Presentation (PS)

Postponed item to April Board meeting.

3.3 Award Inductees – Hall of Fame and Life Members (PS)

Discussions held in camera.

4. GENERAL MANAGER'S REPORT

4.1 General Overview Report

4.1.1 OHS Report

No OHS incidents or accidents to report.

4.1.2 General Manager's Report

Matters Arising from the General Managers Report – March 2013

STRATEGY

Key Agenda Items for the coming 6 months

The GM advised the Board of the key reports that will guide decision making and in turn the strategic plan leading into the 2013 AGM.

March	April	May	June	July	August	September
Strategic Plan Discussion	Appoint Strategic Plan Working Group. Establish methodology	Commence Strategic Plan Consultancy	Strategic Plan Workshop 1	Strategic Plan Workshop 2. Take into account: - Facilities Strategy - Racquets SA Review	Strategic Plan Final Report	Strategic Plan tabled at AGM
Attend 2013 SA Racquetball Open			SA Open, Gala Dinner, Pennant Presentation			
	Player Hall of Fame Life Membership Recommendations		Hall of Fame-Gala Dinner		Life Member Nominations voted by membership	
	ORS 360 Member Satisfaction Survey – Squash SA				ORS 360 Member Satisfaction Survey Results	ORS 360 Member Satisfaction Survey Results
	Initiate Budget		Prepare Budget	Table Budget	Adopt Budget	
		Outdoor multi court feasibility study	Facilities Strategy Board Workshop			
		Board Induction Program/Hand book		Initiate Annual Report	Board Nominations /Notice of AGM	Board Orientation
			Racquets SA Review Board Workshop			



Squash Australia Governance Review.

(Working Group, M.Goldstone, C. Johnstone, P.Sinnott)

On behalf of the Squash SA Board, the project group have prepared a response to the Squash Australia Governance Review Recommendations and the Squash Australia Board's position on each recommendation.

M.Goldstone, C. Johnstone, P.Sinnott will attend the Squash Australia National Workshop on Saturday 23 March, 2013 to discuss each of the recommendations.

C. Johnstone and P.Sinnott will attend the Squash Australia AGM on Sunday 23 March, 2013.

Copies of the Squash Australia Board nomination were circulated and discussed by the Board per Agenda Item 10.

FACILITIES

The GM has engaged Rob Dowling, the former CEO of YMCA of South Australia, to provide a qualified independent comment on Squash SAs facilities strategy – viability, land ownership, lease agreements.

The study has commenced and has included consultation with the Facilities Advisory Committee, Adelaide Shores, and the Barossa.



Racquets Patron Visitation and Popularity (Damien Hill, Club Manager)

Racquets SA manually collects data to track attendance and assess activity popularity trends as detailed in the table below:

	01-03 Feb	04-10 Feb	11-17 Feb	18-24 Feb	25-28 Feb	Month Total	Comment
Foot Traffic Counter	618	1262	1406	1460	786	5532	Patron visiting marginally lower due in the main to February being a shorter month.
Happy Hour attendance	80	135	100	100		415	Happy Hour attendance increased due to Platinum Member Jackpot Draw approaching \$1000.
Electrical Raffle Attendance		80 (370)		74 (454)		124	Electrical raffle run fortnightly (Ticket Sales)
Darts Attendance		18		22		40	
8 Ball Attendance		20	32	12	28	92	Attendance figure variances due to home v away matches.
Function Attendance	-	44	140	408	60	652	RAAF Air Crew – 20 60 th Birthday - 114 Mark Andrew – 120 & 130 Hallet Cove Probus Luncheon – 32 St Marys Church Fellowship –18

17,000 Racquets SA brochures will be distributed to North, South & East Glenelg, Flagstaff Hill, Bellevue Heights, Pasadena, Panorama, Edwardstown, Daw Park & Blackwood on 16 and 17 March 2013.

In line with the Racquets SA Promotional Plan, the mail drop will be distributed targeting different suburbs.

The promotion offers a free drink voucher to visitors that complete their details (Name, Suburb, Mobile Number and Email address), enabling Racquets SA to collect tangible data (geographical breakdown) and build their database.

Further to this initiative, the internal television channel and promotional televisions have been installed. A jpeg file sequence will allow Racquets SA to advertise and promote upcoming events, promotional activities, highlight our relationships with local community / service groups and promote sponsorships.



SERVICES

Club Affiliation (Michelle Sterry)

All 2012 metro affiliations have been renewed in 2013 with the exception of Uni SA which will be replaced with Flinders Uni.

Four country affiliations remain outstanding but are expected to carry out an affiliation commitment.

Female Participation Strategy

Project 1: Female Awareness Sessions (Tanya Virgens)

A female 'get moving play squash promotion squad' has been formed consisting of approximately 30 members to date, with their first planned promotional activity in Rundle Mall scheduled for 11 May 2013.

The promotional team will be dressed in a bright pink 'women play squash' sports top and accompanied by a squash mascot. The team will distribute squash information leaflets to interested people in conjunction with Centres offering promotions or programs.

Project 2: Hits and Giggles (Andrew Edwards)

Hits and Giggles is a program designed specifically for women to teach the basic skills of squash and racquetball. The program will be established initially at 3 squash facilities:

- 18 March 2013 – Flinders Uni
- 5 April 2013 – Next Generation
- 29 April 2013 – South Adelaide

The project will also collaborate with the Governments Active Ageing '5 for 10' program to build 'older' female participation. This program commences at South Adelaide on 6 May 2013.

Universities (Andrew Edwards)

In line with Squash SA's strategy to attract the university market to squash and racquetball, Squash SA has introduced the following initiatives:

Adelaide University

On the 25th and 27th of February 2013 Squash SA promoted Adelaide Uni Squash at the O-Week activities. 58 students registered their interest to join the club. The club is looking at setting up a permanent weekly club session hit at Norwood Squash Centre as well as defend their 2012 Men's Australian University Games title. Adelaide Uni Squash Club aims to also enter a female team to the 2013 Australian University Games. Adelaide University are an affiliated member of Squash SA.

Flinders University

On 6th of March, Squash SA and Flinders Uni attended the Club Fair Day. The combined effort of the Club Fair Day and previous advertising of flyers at Flinders University saw 18 new uni students registering their interest, totalling 70 registered club members. Squash programs will commence from 13th of March and will include mixed social hitting on Wednesdays and 'Hits and Giggles' on Thursdays. This year Flinders University aim to send a Men's and Women's team to the Australian University Games.



University of South Australia

University of South Australia is a challenging University to establish a club structure. The sporting clubs find it hard to attract members as students are enrolled across several campuses. UniLife and Uni SA Sport have yet to affiliate with Squash SA.

Performance Pathways (James Rogers)

Nationally Ranked Juniors

Alexander Haydon	Clare	U/13	1st year	ranked 3
Lauren Aspinall	Campbelltown	U/15	2nd year	ranked 2
Cherie Surman	Karadinga	U/13	2nd year	ranked 6
Courtney Aspinall	Campbelltown	U/15	2nd year	ranked 5
Lauren McInerney	Clare	U/15	1st year	ranked 6
Stacey Cope	Adelaide Malibu	U/17	1st year	ranked 3
Bianca Burnard	Adelaide Malibu	U/17	1st year	ranked 11
Jasmin Burnard	Adelaide Malibu	U/19	1st year	ranked 12
Simon Cope	Adelaide Malibu	U/19	1st year	ranked 15

Australian Junior Open

17 Players will be traveling to the Australian Junior Open over Easter to compete against Australia's best and some international players also. The tournament is being played at Thornleigh (Sydney), the home of NSW Squash.

Coach Education

A level 1/Club Development Coaching course will be run on May 18-19 2013, at Next Generation under the new Squash Australia coaching framework.

Trevor Smith, National Development Manager, to assist in running the course. Squash Australia now control the fee's and payment of the presenter/state association that run the course. The financial arrangements are based on a minimum of 4 participants and profits are shared if more participants attend.

STAFFING

Grant Norman will be stepping down from the position of Pathways Coordinator, in order to establish a new squash club at the Ingle Farm Recreation Centre. Grant will be based at the Ingle Farm Rec Centre and will open a Karakal Squash Shop. Whilst Grant will not be employed by Squash SA as a Development Officer, we are negotiating providing Ingle Farm Squash with seed funding and program rebates to assist Grant in establishing this northern centre. Grant will continue his position as Country Coordinator (8 hours/week), now based from Ingle Farm Rec Centre.

Board happy to support him as much as we can. Monitor his progress at Ingle Farm.

COMMUNICATION

In recent weeks the Squash SA server has needed to be replaced. The cost to replace the server was \$4,000. This cost was unbudgeted but a necessity as emails and internet access were affected. During this time we have contacted members and key stakeholders to advise them of the situation and remedy.



GOVERNANCE AND ADMINISTRATION

The General Manager has entered into the following Agreements with Squash Australia.

- 1) National Insurance Program (\$10,500 pa)
- 2) Member Services Agreement (13,500 pa 2013/2014)
- 3) Underpinning Pathways Agreement (\$10,000 Income)

Check into insurances, do not necessarily have to run with National body (Marsh, or Squash Oz Program).

Squash SA will embark on a member satisfaction survey in partnership with the Office for Sport and Recreation. The survey will be released to stakeholders in late March/April.



Executive Report: February 2013 Financials
Racquets SA

Racquets SA SUMMARY NET PROFIT / (LOSS)	Month February	Month February		Year to date 2012/13	Year to date 2012/13	Annual Budget EOY	
	Actual	Budget	<u>Variation</u>	Actual	Budget		<u>Comment</u>
Admin	(13,296)	(13,440)	144	(120,095)	(119,684)	(173,652)	Income and expenses meet Budget. Overall performance remains below YTD Admin expenses from previous year.
Bar	6,940	5,088	1,852	40,874	40,344	60,696	YTD Bar Sales above budget as a result of additional functions. Both Income and Expenses in line with Budget.
Bar Catering	83	100	(17)	1,037	800	1,200	Sales marginally decreased due to the introduction of a broad range of food products available outside of Bistro trading hours. This income is donated to local charity.
Gaming	59,643	69,097	(9,454)	546,210	557,325	841,352	Gaming turnover remains below budget projections. This is in line with State-wide trend (avg 10 – 12% reduction).
Kitchen	(2,268)	(2,910)	642	(26,057)	(26,825)	(41,780)	Kitchen expenses meet Budget..
NET PROFIT	51,102	57,935	(6,833)	441,969	451,960	687,816	February shortfall is directly attributed to the Gaming Net performance. All other areas met Budget projections.

Sponsorship proposals for surround businesses to advertise on new Racquets SA screens, money or 'in kind'.

Executive Report: February 2013 Financials
Squash SA

The Squash SA Income Statement was not available at the time of writing this report, therefore an Executive Summary could not be provided. The Income Statement will be circulated in the coming days.

PS spoke on Budget distributed to Board at the meeting. No major concerns. Insurance not budgeted, Gala Dinner venue deposit in Admin etc.

ESTIMATED CASH FLOW to 30 APRIL 2013

LIABILITIES DUE		FUNDS AVAILABLE	
Gaming Tax	55000	Racq Est Profit NOV	63000 *
Barossa Council	11500	Squash Est Costs NOV	-8000 *
Racquets Loan	11000	Squash Bank	44000
Squash Loan	3500	Racquets Bank	48000
PAYG	10000	Gaming Bank	6000
GST Racquets	31000		
GST Squash	-3000		
TOTAL		TOTAL	153000

* Adjusted for Depn

Prepared 13 MAR 2013

INFORMATION THAT IS WORTH SHARING

New Zealand Tour – Squash SA Tour Team

As a new initiative a mix of EAS and Development Squad Players will tour New Zealand July 13 to 20 2013.

10 to 14 juniors have registered their interest. Grant and James will supervise the Squad. The tour will include training with NZ regional squads, test matches against regional squads and senior club teams, the North Island Junior Regional Championships, and sight-seeing.

5. FINANCE (Reports Circulated Electronically)

5.1 Bank Statement and Cash Flow Position (PT)

5.2 Income Statements Squash SA and Racquets SA

PT spoke to the finance income statements in conjunction with the General Managers financial executive summary.

Barossa Valley loan to be paid off in full by June 2013.

The Financial Statements were Accepted and Noted.

Moved: Lynton Franzi

Seconded: Sam Abishara

Carried.

6. GENERAL BUSINESS

6.1 Racquets Review

(Working Group, M.Goldstone, P.Sinnott, P.Teale, L.Franzi).

Tender submissions closed on Monday 18 February, 2013 (a copy of the successful tender submission is attached). The working group have met to assess the tender submissions against the criteria and recommend that BRM Holdich and Realtycorp be engaged to undertake the project.

PT declared a conflict of interest and refrains from the appointment of the Racquets Review contract.

The project group will meet on 14 March and April and the final report will be presented to the Board in June.

It is recommended a motion be endorsed by the Board "BRM Holdich and Realtycorp be engaged to undertake the Racquets Review at a fee of \$27,000. It is noted by the Board that this a non-budgeted item previously approved in principle."

Moved: Mark Goldstone

Second: Lynton Franzi

Carried.

The GM and MC Officer will roll out a Communication Strategy that will advise Life Members, Members and Stakeholders of the Review and Plan.

7. ITEMS FOR INFORMATION

7.1 2013 SA Open Racquetball Championships (SA)

SA reported on the 2013 SA Open Racquetball Championships held 9th & 10th March was a successful event. Players have expressed their interest to register for the 2014 National Racquetball Championships (Barossa)..

8. POLICY

No policies to record.

9. CORRESPONDENCE

In

Racquets Review Tender Submissions

Out

CTS IT Maintenance Contract

10. SQUASH AUSTRALIA

10.1 Squash Australia Governance Review Member Content Submissions

Squash Australia have provided a summary of all Members responses to the Governance Review. The submissions have been circulated to the Squash SA Board.

10.2 Squash Australia Annual General Meeting Board Nominations

Discussions were held in Camera.

11. NEW BUSINESS

No new business to minute.

12. CONFIDENTIAL ITEMS (IN CAMERA)

12.1 Award Inductees – Hall of Fame and Life

12.2 Squash Australia Board Nominations

12.3 Squash SA Annual General Meeting Board Nominations

13. BOARD DIARY

Next Meeting: 6pm Monday 29th April 2013, at Racquets SA – 1303 South Road, St Marys.

14. CLOSE MEETING

Meeting closed at 8.15pm.