****

**BOARD MEETING MINUTES**

**Monday 13 February 2017 - Melbourne Sports & Aquatic Centre, 6.30pm**

|  |  |
| --- | --- |
| **WELCOME**  Present: Nicci Rossouw, Catherine Swift, Bryan Bird, Carl Freshwater, Lee-Anne Carpenter, Gavin Murphy, Lao Biesbroek, Fiona Young (ED), Kevin Quick (Commercial Club) and Jade Fitzgerald (for items 1-8).  Apologies: Peta Murphy and Matthew O’Brien.  The President welcomed Kevin Quick and Jade Fitzgerald to the meeting. | |
| **ITEM** | **ACTIONS** |
| **1.0 Conflict of interest declaration** – nil |  |
| **2.0 Previous Meeting Minutes**  **Matters arising from the previous Minutes** - nil  **3.0 Guest Report**  **Squash & Racquetball North East Victoria Association (SARNEVA)**  Kevin and Jade (volunteer assistant) spoke to their tabled report (attached) detailing the progress of SARNEVA. Key component is the use of the national IT platform (SportyHQ) to assist with club member management and events. The CEO noted once operational, it would be an idea to produce a case study to encourage other clubs to adopt the software.  Kevin noted some financial assistance would be helpful for the Association. The CEO advised of a Sport & Recreation grant that would be suitable and the Board requested Kevin submit a budget.  **4.0 Ceo’s report**  **Strategic Plan 2014-2016** a review of performance against this Plan is now included in the 2016 Annual Report (to be circulated at the AGM and available online after the AGM).  **Strategic Plan 2017-2020** as just one month into the new Plan, all proceeding without issue.    **MSAC** the CEO spoke to her report on the current situation with MSAC and the squash services. | * Kevin to submit a budget for requested assistance * CEO to arrange for Fiona Smyth to meet up with Jade while in Wodonga for the Coaching Course Day 1 * The CEO will request a meeting with Sport & Recreation Victoria to try and clarify direction and future support from MSAC. |
| **5.0 Child Safe Standards**  S&RV has a new website now (National IT platform) with a page dedicated to the Child Safe Standards and how the organise is responding to the need to comply. A number of policies have been developed and/or updated to reflect the new Standards and circulated to Board members for comment. These are:   * Child Safe Policy * Employment Policy * Volunteer Policy * Image Consent Policy * Risk Management Policy   S&RV will be hosting an Information Session on the new Standards on Sunday March 5, from 11.00am – 1.00pm to which all affiliates have been invited to attend. An invitation will also be extended to all S&RV (contracted) coaches and referees. The session will be web streamed live for country clubs and recorded for later viewing. | * Policies as listed were formally adopted and will be added to S&RV’s Club Spot webpage |
| **6.0 Committee Reports:**  **Nominations Committee** – the following nominations have been accepted for  Legend – Vicki Cardwell  Hall of Fame – Paul Price  Life Member – Bill Hunt, Margaret Smith (dec), Barry Taylor, Peter Wright  Peta Murphy has volunteered to MC the evening and Lee-Anne Carpenter will take the official photographs. | * CEO to contact Award winners |
| **7.0 General Business**  **7.1 Epping Squash Club**  Lee-Anne Carpenter advised Epping Squash Club is now operating out of the Diamond Valley Community Centre and the move appears to have gone smoothly.  **7.2 2017-2020 Victorian Open**  Mulgrave Country Club has offered Squash & Racquetball Victoria a 3 year sponsorship of $10,000 plus use of facilities at no cost for the Victorian Open.  The Board resolved to accept the offer. | * CEO to arrange an MOU with Mulgrave Country Club |
| **7.3 Member Protection Information Officer**  Peta Murphy has agreed to be S&RV’s MPIO.  (Kevin Quick and Jade Fitzgerald left the meeting at this point) | * CEO to source appropriate training |
| **8.0 2017 Budget**  Morris Whorlow & Co are completing the review of the 2017 financials. A profit of around $8k is expected to be the final figure.  The CEO advised the draft budget for 2017 is not yet complete. It will be similar to that of 2016 with some small adjustments to cater for funding requirements.  Once the draft is finished it will be circulated firstly to the Finance Committee and then to all Board members for adoption via email. | * CEO to circulate 2017 budget for comment and adoption prior to AGM |
| **9.0 Next Meeting**  The next meeting will be the AGM & Awards Night on Friday 24 March at Mulgrave Country Club.  The following meeting will be Monday April 10, 6.30pm at MSAC. It is expected an Induction for the new Board members will be carried out before the meeting.  The President acknowledged this was Bryan Bird’s last Board meeting following decades of involvement. Bryan was sincerely thanked for his contributions over the years and will be missed. |  |
| **Meeting closed 8.19pm**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairperson Date** |  |