



## BOARD MEETING MINUTES

**Monday 18 September 2017 - Melbourne Sports & Aquatic Centre, 6.30pm**

<p><b>WELCOME</b>  <u>Present:</u> Nicci Rossouw, Gavin Murphy, Lao Biesbroek, Olivia Coles, Geoff Schoenberg, Kal Desai, Fiona Young (CEO), Tousif Miran (Competition Administrator) for Item 1.  <u>Apologies:</u> Catherine Swift, Lee-Anne Carpenter, Peter Wright.</p>	
ITEM	ACTIONS
<p><b>1.0 Welcome</b>          The President introduced and welcomed Tousif Miran, newly appointed Competition Director to replace Fiona Smyth. Tousif received a handover from Fiona last week and commences full time employment on September 22. Tousif has a Masters in Sports Management, has worked with England Squash as a Marketing and Website Officer and plays squash socially at La Trobe University. He was recently working with La Trobe University as a Student Services Administration Officer and Futsal Oz as a Centre Coordinator.</p>	
<p><b>2.0 Conflict of interest declaration – nil</b></p>	
<p><b>3.0 Previous Meeting Minutes</b>  <b>Matters arising from the previous Minutes</b>          The player survey summary document is yet to be prepared and membership fee increases (CPI) and notice regarding registration and team fees to be submitted prior to start of season will be communicated to all clubs next month. All other items have been attended to.</p>	
<p><b>4.0 CEO's Report</b>          MSAC Lease – the CEO advised that no further progress has been made with the new lease as still awaiting a draft from MSAC. No major changes are expected.           Competition Administrator – as per item 1. Fiona Smyth finished up with S&amp;RV on 15 September.</p>	

<p><b>5.0 2017-2020 Strategic Plan Update</b></p> <p>The CEO provided an update on progress with Strategic Plan KRA 3 – Events. Report attached.</p> <p>It was noted significant changes to the Professional Squash Association (PSA) World Tour circuit will likely impact the hosting of Victoria’s 3 PSA events. The PSA Tour has been divided into two circuits, Australian events falling into the second tier Regional Tour. Minimum prize money limits for events has been increased, main draw sizes decreased (from 32) to 24 or 16 and qualification draws have been eliminated.</p> <p>Sponsorship agreements with both Bendigo and Shepparton Councils are up for re-negotiation. This process is being initiated by Sports Marketing Australia (who have been managing the agreements since inception).</p> <p>GS enquired as to whether there was concern over lower Grand Prix event participation numbers. The CEO advised that there were valid reasons (that should not occur in 2018) as to why two events were significantly down in numbers.</p> <p>Sub-strategy 4 refers to the use of the national IT platform software for managing all events. While several events have used the software to date, there are still some issues to be addressed to develop a confidence in its use. The primary aim should be that event hosts have access to appropriate event software they are comfortable with.</p>	
<p><b>6.0 Finance Report</b></p> <p>KD presented the new format Finance Report, noting some of the exceptions and timing issues.</p> <p>GS suggested a breakdown of the P&amp;L revenue into smaller categories and with the revenue split chart, LB suggested a comparison of actual v budget. Overall Directors appreciated the less complicated and visual format.</p> <p>Membership revenue is a problem and not expected to reach the budgeted amount. The CEO asked OC for thoughts on how we could best tackle collection of social and casual player demographics at metropolitan commercial venues. This item was deferred until the end of the meeting and in addition, to be listed for discussion at the October Board meeting.</p>	<p>This item to be listed for discussion at the October Board meeting.</p>
<p><b>7.0 Governance</b></p> <p><b>7.1 Reports from Committees:</b></p> <p><b>7.1.1 Governance Committee</b></p> <p>LB reported that the Governance Committee has been working through the Board Evaluation report and recommendations, noting many have already been done or are in place. With Board diversity, it was suggested that an effort be made to attract younger members on to sub-committees next year as a process for potentially developing new Board members.</p> <p>It was suggested a Planning Day be held annually after each AGM and that Committee Terms of Reference are reviewed in March/April each year following Committee appointments.</p> <p>The CEO position description is complete as is the appraisal process. The proposal is for appraisal preparation to occur prior to the December board meeting. The GC will then share this with the board seeking approval of the GC's view. The appraisal</p>	<p>Sub-committee information to be added to S&amp;RV website.</p>

<p>discussion then to occur in December after the board meeting. This will ensure that the process is completed prior to the AGM in February and takes into account holidays and potential personal leave.</p> <p>The Committee looked at the Governance Principles suggested by Squash Australia (collated from State Departments of Sport &amp; Recreation and the ASC) and suggested the adoption of:</p> <ul style="list-style-type: none"> <li>- 3-year term of office for Directors</li> <li>- Maximum of 9 Directors with 6 elected and 3 appointed (3 Directors elected in years 1 and 2 with every third year therefore not requiring an election)</li> <li>- a maximum of 3 consecutive terms before a Director is required to step down.</li> </ul> <p>These items and any other suggested changes to the Constitution will be reviewed and prepared with sufficient time to be presented for member voting at the 2018 AGM in February.</p> <p>Two policies were reviewed and some small changes have been made to the Conflict of Interest and Board Induction policies – these are attached to the Minutes.</p>	<p>Directors to confirm acceptance of Conflict of Interest and Board Induction policy changes.</p>
<p><b>8.0 General Business</b></p> <p><b>8.1 Squash Australia AGM</b>  NR reported that the Squash Australia AGM will be held in Brisbane in early November and that David Mandel has asked to be renominated by S&amp;RV. OC and GM asked if there were any other potential candidates from Victoria – none known. The Board agreed to endorse David’s nomination.</p> <p><b>8.2 Squash Australia Awards</b>  Novatel St Kilda on February 16, to be followed by S&amp;RV AGM and Club Forum day on February 17.</p> <p><b>8.3 Australian Masters event - Ballarat</b>  In the absence of PW, this item to be deferred until October.</p>	
<p><b>9.0 Next Meeting</b>  The next meeting of the S&amp;RV Board will be held on October 23, 6.30pm at MSAC.</p> <p>Meeting closed at 7.42pm.</p> <p><b>Chair:</b> _____ <b>Date:</b> _____</p>	

