

SRASA BOARD OF DIRECTORS MEETING

MEETING: Board Meeting Monday 22 February 2010

LOCATION: 6.30pm Racquets SA

1 ATTENDANCE

1.1 **Present:**

M. Goldstone (MG)	S. Allan (SA)
A. Proctor (AP)	C. Johnstone (CJ)
R. Tisher (RT)	J. Wass (JW)
S. Cope (SC)	

1.2 **Ex Officio:**

P. Sinnott (PS)

1.3 **Apologies:**

D. Giles (DG)

2 CONFIRMATION OF THE MINUTES

Confirmation of the Minutes of the Board of Directors Meeting held on 18 January 2010:

Moved Richard Tisher, Seconded Cheryl Johnstone.

3. FINANCE

(Reports Circulated Electronically)

- 3.1 Disbursements Racquets SA / Squash SA
- 3.2 Income Statement Racquets SA / Squash SA
- 3.3 Bank Statement
- 3.4 Financial Summary Report

PS presented verbal financial summary report to Board noting any abnormalities to budget. Email reports circulated to Board members prior to meeting for review. Both Squash & Racquets are running to budget.

Verbal overview and documented financial reports (items 3.1 to 3.3) to be adopted: Moved: Steve Cope Seconded: Richard Tisher.

4. GENERAL MANAGERS REPORT and ITEMS FOR INFORMATION

4.1 Action Summary Report

Tabled for information – report circulated to Board electronically prior to meeting.

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Strategic Information Forum – Evaluation and Feedback

34 people attended Strategic Information Forum. Formal feedback received from staff and attendees has been emailed to Board members. The Board discussed Member feedback submitted to date. Squash Australia has advised the Squash SA Strategic Direction is 'a good fit' with the Squash OZ Strategic Plan.

5.2 Committee Restructure - Recruitment Plan

Action	Responsible	By When
Board to formerly adopt "Terms of Reference" as previously circulated to create new committees.	PS	Adopted.
Previous committee members to be contacted to seek their intent to stand for their roles again.	PS	15.3.2010
GM to call for applications for committee positions and report back to Board at March Board meeting for endorsement.	PS	15.3.2010
Moved: Jack Wass. Seconded: Cheryl Johnstone. Carried.		

5.3 OAMPS Insurance Claim

Action	Responsible	By When
Re-lodged insurance claim, and it is now looking positive for Racquets to receive compensation for monies stolen.	PS	15.3.2010

5.4 Racquets SA Car Park

Action	Responsible	By When
Demolition plans lodged with Council – potentially a 3-week turnaround. Architect is drafting master plan should be ready for March Board meeting.	PS	15.3.2010
Prior to demolition of properties - remove salvageable equipment (kitchenettes, air conditioning units) for fundraising purposes. PS has ensured demolition contractor is aware this equipment will remain the property of Squash SA.	PS / Junior Committee	Prior to demolition.

5.5 Squash Facilities Study

Action	Responsible	By When
Place the proposed Facilities Study on hold. Remove Agenda Item.	PS	UFN

5.6 Glass Squash Court

Currently located at Squash ACT. The Board discussed at length the pro and cons of selling the Glass Court.

Action	Responsible	By When
PS to call for expressions of interest for sale of court and report outcome back to the board.	PS	15.3.2010

5.7 OH&S Report

Brief overview provided by Stewart Allan. Audit performed on Squash SA & Racquets SA. There is an OHS policy for Racquets, which is outdated, and needs updating. No Policy for Squash. Plant and equipment require a comprehensive risk assessment. Policy development required in regards to working to working alone and in isolation. At Racquets, we own kitchen equipment so we need to ensure its operational use is safe. Other areas identified include electrical wiring at Racquets SA. At South Adelaide, functional office areas are too small for a conducive working environment. On a positive note, we have people who have been through responsibility officer training.

Action	Responsible	By When
Written OH &S Report to be prepared by Stewart Allen and presented to Board.	SA	15.3.2010

6. NEW BUSINESS

6.1 Organisational Restructure (Confidential Item)

A lengthy discussion was held regarding cash flow projections and the staffing structure, costing and future projects identified in the strategic plan. A record of the Board discussion and outcomes has been documented for Board Members. Keen interest has been shown for positions.

Action	Responsible	By When
GM to circulate by email draft job and person specification for the First Line Management positions as outlined in the proposed organisation chart: 1. Marketing & Membership Manager 2. Pathways Manager. 3. Member Services /Office Manager. 4. Administration Officer	PS	27.02.2010
Board authorises GM to progress recruitment process for 4 positions outline above	PS	27.02.2010
GM report back to Board for approval to appoint positions	PS	15.3.2010
Moved Steve Cope, Seconded Alissa Proctor, carried.		

6.2 Pennant Registrar

There is limited Pennant admin support currently available with the resignation of Pennant Registrar - Peter Norman, Pennant Committee Member- Mark Parker and Pennant Admin - Renee Braithwaite.

Action	Responsible	By When
Bylaw interpretation & dispute resolution - to be handled by Board in the interim	Board	As required.
Letter to Peter Norman and Mark Parker accepting their resignation and thanking them in recognition of their voluntary contribution to Squash SA.	PS	15.3.2010
Letter to Renee Braithwaite accepting her resignation and thanking her for her contribution to Pennant Administration.	PS	15.3.2010
Rankings - Peter Norman indicated he would provide a handover to new committee members. Remaining Pennant Committee members to work with Peter to exchange knowledge and work through immediate requirements.	PS to coordinate	15.3.2010
Matrix Player Data Entry to be carried out by Rebecca Thickbroom.	PS to coordinate	15.3.2010

6.3 Adelaide Shores Squash Facility

Regional Facility opportunities with Schools, Councils and Adelaide Shores were tabled and discussed. In general it was agreed that it is positive to see a number of potential opportunities that will further squash development.

Action	Responsible	By When
Adelaide Shores Paper & Plan circulated to Board to flag development opportunity and possible squash involvement. Consideration for costing of a six court facility to be sought from Adelaide Shores Trust, with a view to draw up a business plan to analyse repayment options and establish facility management commitments.	PS	15.3.2010

7. **CORRESPONDENCE**

In

7.1 **Campbelltown State 2**

7.2 **Peter Norman, Pennant Registrar**

Peter has formally resigned from his role in Pennant Committee.

7.3 **Glass Squash Court Hire Agreement ACT Squash**

Out

7.4 **Racquets SA Collective Agreement – Employers Declaration**

7.5 **Campbelltown State 2**

7.6 **Staff Information Session**

7.7 **Invitation - J Holland - thank you luncheon.**

8. **SQUASH AUSTRALIA**

8.1 2010 AGM – Squash SA Delegates

Action	Responsible	By When
No SAOEG meeting to be held after the AGM this year. PS & MG to attend AGM, invitation extended to Board members if interested in attending 20.3.2010. Please contact Phil if interested.	PS.	ASAP
Grant Norman to be nominated for position with Squash Australia subject to Grants willingness to accept. PS to investigate with Grant and Squash Australia. Board supports nomination - Moved Cheryl Johnstone / Seconded Jack Wass.	PS	Immediate

8.2 Squash Australia 2010 Service Agreement

Action	Responsible	By When
Carry over to March 2010 meeting.	PS	15.3.2010

9. **OTHER BUSINESS**

9.1 General Manager – Fuel Expenses and Salary Review (Confidential Item)

A record of the Board discussion and outcomes has been documented for Board Members.

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9.2 NJS in April 2010 – Update

Action	Responsible	By When
Steve Cope has requested an update be presented to the board at the next meeting. Cheryl gave a verbal overview of the current status – Phil to circulate an action sheet / checklist to Board for information.	PS	ASAP
Des Panizza to be invited to next Board meeting to provide update.	PS to invite.	15.3.2010

10. NEXT MEETING

Workshop: No March workshop scheduled.

Board to be available on 6th April 2010 for NJS Series Presentations at Karadinga – times to be advised.

Board Meeting: Racquets SA
Monday, 15th March 2010.

President _____

Date _____