

Southern Tasmanian Badminton Association Annual Report

***2019-2020***

STBA Secretary - William Ponsonby

# Introduction

The committee consisted of the following volunteers

|  |  |
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| **President:**  | Garion Weller |
| **Treasurer:** | Peter Stewart |
| **Secretary:** | William Ponsonby |
| **Vice President:** | Eion Jennings |
| **General Committee Members:** | Katrina Powell, Vicky Zhang, David Needham, Nathan Bevin, Wayne Monks |

# Executive Summary

The past FY period saw STBA undergo a few key changes. The most significant of these being the employment of a centre manager and community engagement/development officer. This is a key shift towards unburdening the committee of day-to-day activities of running the facility, allowing what is hoped a more governance style approach to committee roles and responsibilities into the future.

With the COVID-19 disruption where the badminton facility was shut down from 23rd March through to the 17th of June. STBA continued to operate at a very limited capacity until restriction were eased and the recommencement of badminton begun. The facility followed the guides of local Tasmanian government restrictions, Safe Work Australia’s Guidelines, and Australian Institute of Sport trailed the regulations. The restrictions have remained in play until eventually full capacity within the STBA facility was achieved with 12 courts available on the 1st of July.

The facilities centre manager and community engagement officer have played a pivotal role in ensuring COVID restriction are adhered to and STBA returned to maximum allowable capacity at the earlies opportunity.

**Contents**

[Introduction 2](#_Toc51757413)

[Executive Summary 2](#_Toc51757414)

[Membership 4](#_Toc51757415)

[Rosters 4](#_Toc51757416)

[Coaching Offerings 4](#_Toc51757417)

[Court Bookings/Social Offerings 5](#_Toc51757418)

[Tournaments 5](#_Toc51757419)

[Facility Maintenance 6](#_Toc51757420)

[Committee Meetings 6](#_Toc51757421)

[Committee meeting #1 7](#_Toc51757422)

[Committee Meeting #2 13](#_Toc51757423)

[Committee Meeting #3 15](#_Toc51757424)

[Committee Meeting #4 19](#_Toc51757425)

[Committee Meeting #5 23](#_Toc51757426)

[Committee Meeting #6 27](#_Toc51757427)

[Committee Meeting #7 30](#_Toc51757428)

[Committee Meeting #8 34](#_Toc51757429)

[Committee Meeting #9 38](#_Toc51757430)

[Committee Meeting #10 41](#_Toc51757431)

# Membership

The STBA membership continues to cost $10 per year for a full rights voting member, with the subscription expiring on the last day of February each year.

STBA recorded 1124 members prior to the P.A expiry on February 29th 2020. The current membership court as recorded on the 23rd of September is 583.

Badminton Tasmania developed and implemented a “Badminton come and Try program” to increase participation in the sport and the STBA membership base. The following sessions were run in the south region, which resulted on a total transfer of 70 members from October 2019 to September 2020. Since the programs implementation STBA have received without significant effort 270 addition members including the membership fees.

# Rosters

A series of rosters were offered throughout the period, with shorter length and changed structure such as the lightning format where the roster is self-grading.

Lightning Rosters: Cost $40

* From 8th March through to hall closure
	+ Combined Doubles (Ladies and Gents combined) – Mon or Tuesday
	+ Women’s Doubles – Wednesday
	+ Singles – Thursday
* From 3rd of August to the 24th of August. Offering:
	+ Combined open doubles – played out on Monday and Tuesday evenings Ladies only doubles
	+ played out on Wednesday evenings (subject to numbers)
	+ Combined open singles – played out on Thursday evenings

Pennant Rosters: $10 membership fee plus $40 for one roster or $105 for 3 consecutive rosters and $8 per evening

* 2019 Spring Pennant Commenced on the 1st of September through 13th December 2019
* 2020 Spring Pennant Commenced on the 7th of September, Grand final on the 20th of November.

High school roster was postponed due to COVID-19. Despite its postponement significant work was carried out by Rowan Henderson in preparation. The planned postponement date for the High school roster is term 4.

# Coaching Offerings

Offerings from STBA for coaching have been continuously promoted to the badminton community. These being:

* Super-Smash in the latter half of the 2019 calendar year
* Junior beginner coaching, implemented post COVID beginning on the 8th of August to the 5th of September. The cost for the program was $60, was run on Saturdays from 1-2pm Approximate attendance 13
* Junior intermediate implemented post COVID beginning on the 8th of August to the 5th of September. The cost for the program was $60, was run on Saturdays. Approximate attendance 14.
* Adult coaching. Various offerings were implemented to target Adult players in line with a demand as seen in the STBA survey. Approximately two session per week were on offer pre-COVID. Adult sessions post COVID are planned to re-commence late September.

The STBA continues to support private coaches with reduced court hire rates.

STBA would like to acknowledge the following coaches for their contribution in furthering Tasmanian badminton players – these coaches being:

* Robert Brockman
* Greg Meahgan
* Lasse Bundgarrd
* Rowan Henderson
* Clinton Badger
* Will Ponsonby
* Eion Jennings

# Court Bookings/Social Offerings

All booking are handled by the online booking system now managed by the centre employees. A new court booking system was implemented after COVID-19 restriction were eased. The system is called Sporty HQ which replaced Skedda. The current monthly fees are $20, with a transaction fee of 5% per booking.

# Tournaments

Tournaments were re-scheduled to later in the calendar year with the following tournaments hosted at STBA:

City of Hobart Championships held on August 15-16th – see below link for more information

<https://www.tournamentsoftware.com/sport/tournament?id=FBAD92E0-8B2F-42E3-B70E-6915BA98720C>

STBA Invitational held on September 19–20th - see below link for more information

<https://www.tournamentsoftware.com/sport/tournament?id=1EA39920-0B58-453F-A887-F6EABB8F6B04>

# Facility Maintenance

A number of activities, listed below, have been on-going and are of a general maintenance nature.

* Instillation of a new synthetic similar to Taraflex is planned to be installed over the Christmas period, the cost is estimated to be in the region of $210,000.00
* Wind damage to the roof over courts 8-9. The damage was estimated at approximately $11,000.00
* An Air conditioner system 5kW-reverse cycle installed in the new centre manager office. The cost was approximately $3000.00
* Instillation of an external key lock for increased access to the facility was put in place.

# Committee Meetings

As an attachment to this report the 10 committee meetings minutes held are published in accordance to the constitution. Within these minutes are an open and closed section, only the open section is available to the membership and the closed section is deemed confidential in nature and withheld.

## Committee meeting #1

|  |  |
| --- | --- |
| **Date**  | 24th September 2019 – 6pm STBA Centre |
| **Venue**  | STBA committee Room  |
| **Present**  | Bronwen Taylor, Will Ponsonby, Garion Weller, Peter Stewart, Katrina Powell, Vick Zhang, Eion Jennings, Chloe Chong |
| **Apologies**  | Nathan Bevin |

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| --- | --- | --- | --- |
| **Discussion Point**  | **Speaker**  | **Notes**  | **Action Items**  |
| Conflicts of interest | Bronwen Taylor | 1. Any conflicts/disclosure of interests?
	1. Will Ponsonby -Off Court Shop Part/Owner, Vicky Zhang Partner of Rowan Henderson other Part Owner of the shop
	2. Will Ponsonby, Vicky Zhang, Eion Jennings Coach all coaches
2. Appoint Public Officer-
	1. Will Ponsonby
3. Previous minutes from committee meeting July 2019 – accepted/amendments?
	1. Peter moved motion, Katrina seconding the motion
4. Honorariums – held over for consideration and to be set next meeting.

Chairperson recommended honorariums cease, some opposition to this but most agreed needed reviewing. Discussion for next meeting, committee need to review the frequency and regulatory of the payment (out of step with practice for honorariums versus wages). The position put forward is that we are all volunteers and that set honorariums for these positions needs to be removed due to potential for a conflict of interest and payments should not be regular because there is a grey area where it becomes considered a wage. Suggested that specific services can be remunerated or specific costs reimbursed and this would be a better method moving forward. Current secretary waived honorarium and the Treasurer honorarium to be reviewed at next meeting.  |  |
| Future directions – Building | Bronwen Taylor | Presidents Presentation – “Can’t see the forest for the wood”. Chairperson to drive the over-arching big picture which requires committee members to manage the club details and for everyone to collaborate. Facility redevelopment is back on track but club must secure financial sustainability to support any facility and be in a position to maintain facilities and be able to offer programs. Need to strip out costs and maximise potential for grant money to flow down.* State government has committed 1/3 (up to 2 million) **if** we can secure the majority of funding from Federal government 2/3’s.
* Increase in membership to be bought back on track and why membership numbers are so important to secure financial sustainability.
* Met with Jackie Lambie, outcome was very positive and her key message was this facility must be for state-wide purposes – local small grants to be put on hold for next month until outcome from Federal politicians known.
* Breakdown of the funding from ASC, BA, TBA, Sport and Rec and the process – to date, STBA has not applied for available, accessible and unlimited grants through TBA. Participation numbers linked to grants from BA and membership numbers linked to grants from sport and rec – vital to meet these timelines and have accurate database reporting.
* KPI’s of projects run in STBA and required for programs and grants
* Vicky requested development plan to be circulated – noted masterplan was available in foyer area, however this would be reviewed once funding secured.
* State wide stakeholder forum – all associations at some point in next 12 months gather and discuss future, keep TBA accountable to ensure information and funding flows downwards. Current committee agreed to focus in-house for this year before stakeholder forum could occur.
* Chairperson suggested state-wide open discussion to avoid duplication of policies and constitutions. Proposed that club constitution needs to be updated within the year.
 |  |
| Sub – Committees | Bronwen Taylor | Forming of sub committees with responsible committee leads to volunteer for areas – recommended that committee leads invite any member with skills or interest in their area to be invited to join sub-committee. Sub-committee’s do not need to be restricted to committee members only and nor can they be with the amount of work required. Committee member lead is responsible to write their own role description for their area so everyone knows what they are doing, seek out assistance and then report back a summary of progress at future committee meetings. |  |
| Financials | Peter Stewart | Moved Will, Seconded Bronwen Taylor |  |
| Finances | Bronwen Taylor | 1. Chart of accounts and budget. There is a real cost to providing a facility and we need a formula to establish what is that cost currently?
	1. **Sub-committee** - Lead Vicky Zhang and Peter Stewert, to modernise system, present monthly budget, MYOB update and each area to be coded so early “red” flags can be detected and everyone knows the next monthly budget.
	2. Check we are not doubling up with insurance. Building insurance – check what Hobart council cover involves. Check TBA and BA cover. Casual players insurance policy – club does not have one in place – to be immediately rectified. Chairperson recommended all players should be members and we should have a type for “social” so that all players are covered. This was opposed therefore recommended that casual player costs cover use of facility and insurance costs to cover them and us.
	3. Chairperson will check up the line on cover and treasurer will check at club level and locally.
 |  |
| Committee Appointment | Bronwen Taylor | Best practice recommends 9 members and certainly an odd number – chairperson usually has casting vote if required. Committee recommended picking the next two with highest votes. Will suggested all club members be considered regardless. Chairperson recommended it is important to have the right person do the right job therefore is was deferred. Committee to circulate all people that nominated to pick two appropriate people, One with grand writing skills, One with fundraising skills if available. |  |
| STBA sub group leads |  | * **Chart of Accounts and Budget**: Lead Peter Stewart and Vicky Zhang.

This area to review all **Insurance policies** in place. Chairperson to send Treasurer the Hobart council contact and Chairperson to request documentation from up the line.* **Membership forms and Database**
	1. Peter Stewart
	2. Garion Weller
	3. Will Ponsonby
* **Grant writers – local and general state grants available**
	1. Vicky Zhang
* **National Grants and Badminton specific through TBA and BA**
	1. Bronwen Taylor
* **Rosters – Pennant**
	1. Garion Weller
* **Managing current sessions and casuals**
	1. Chloe Chong. Need to contact people
	2. Katrina Powell
* **Centre Manager / Roles Contracts**
	1. Nathan Bevin
	2. Will Ponsonby
	3. Bronwen Taylor
* **Tournaments**
	1. Will Ponsonby
	2. Rob Brockman - to be confirmed
	3. Karon Arnold - To be confirmed
	4. Chloe Chong
* **Access – 24 hour access**
	1. Bronwen Taylor
	2. Nathan Bevin
* **Junior committee – Coaching, High Schools (Survey to be sent out re feedback around current organisation and program)**
	1. Vicky Zhang
	2. Eion Jennings
* **Pathways –**
	1. Eion Jennings
	2. Vicky Zhang
	3. Chloe Chong
* **Building Partnerships**
	1. Will Ponsonby
	2. Bronwen Taylor
* **Communications**
	1. Katrina Powell
* **Social and Fundraising – invite members**
	1. Katrina Powell
* **Strategic Plan/Constitution**
	1. Nathan Bevin
	2. Garion Weller
	3. Vicky Zhang
	4. Will Ponsonby
* **Maintenance**
	1. David Needham
	2. Email Members to invite others to join this group and check if we have preferred businesses
 |  |
| Other Business  | Bronwen Taylor | * Vicky to Start Session Friday 5-7pm. Allowance for current coaching session run by Lasse Bundgaard, currently 1-2 courts.
* Development officer roles responsibilities – where are the duties and how are costs set for players. Clarification around players being members and on our database for insurance purposes.
* UTAS south president
* Resolved and agreed that HLBA Members are full STBA members and therefore have full membership rights – to be reconfirmed at Meeting with HLBA Jamboree committee on 25/9/2019 which Will, Bronwen and Katrina are attending (minutes to be circulated post meeting)
* Will To call Marshall to attempt to obtain outstanding STBA money, Peter will pursue via debt collectors
* Fixed Agenda items – draft to be sent out. Secretary to call out for agenda items to avoid general business becoming an unknown quantity of time at meetings.
* STBA merchandise, clothing available through member Sue Menzies. Samples available in shop – Katrina and Vicky will circulate information.
* Pamphlet for the member, with sign up form. Action for membership sub-committee. Suggestions for modern take on this with a member portal in couch area.
* Better communication for BIG decisions and more say/input from the members.
* President report to go in Newsletter via Katrina – should include basic outline on general areas of discussion at committee meetings.
* Everyone email Vicky and Peter with large budget items from their various sub committees.
* Will to email Grant website out to committee, this website collates all available grants to groups like us. Note from Bron: Request from Jacki Lambi, following on from the meeting for a federal funding commitment - do not apply for basic local grants until we know if we can obtain the money for major redevelopment – building specific grants obviously grants relating to players and participation go ahead.
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| **Meeting Closed**  | 1030pm |
| **Next Meeting**  | October  |

## Committee Meeting #2

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| --- | --- |
| **Date**  | 15th of October 2019 |
| **Venue**  | STBA committee Room  |
| **Present**  | Garion Weller, Nathan Bevin, Katrina Powell, Peter Stewert, Vicky Zhao, Chloe Chong, Wane Monkes, Vicky Zhang, David Needham, Will Ponsonby |
| **Apologies**  | Dominic Weller |

**Open Section**

*After the minutes have been accepted by the committee, this section of the minutes will be published onto the STBA website for members to review.*

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| **Discussion Point**  | **Speaker**  | **Notes**  | **Action Items**  |
| President nomination | Garion Weller | Moved : Will PonsonbySeconded: Nathan Bevin |  |
| Vice President Nominations : Vicky Zhang & Eion Jennings | Garion Weller | Eion Voted as Vice president |  |
| Member Protection Policy | Eion Jennings | Feedback on policy to Will Ponsonby |  |
| Committee Code of Conduct | Eion Jennings | Moved: Garion WellerSeconded: Nathan Bevin. |  |
| Incident Reporting | Garion Weller | Incident Reporting for injuries, developed by Paul Andrews to be adopted |  |
| Gifts to past committee members | Garion Weller | Gift of thanks to Rose Meaghan, Rob Brockman, and Alan Bottomley |  |

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| **Meeting Closed**  | 730pm |
| **Next Meeting**  | 19th November 2019  |

## Committee Meeting #3

|  |  |
| --- | --- |
| **Date**  | 19th November 2019 |
| **Venue**  | STBA committee Room  |
| **Present**  | Garion Weller, Nathan Bevin, Peter Stewart, David Needham, Dominic Weller, Eion Jennings, Katrina Powell, Wayne Monks, Chloe Chong, Will Ponsonby |
| **Apologies**  |  |

**Open Section**

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| --- | --- | --- | --- |
| **Discussion Point**  | **Speaker**  | **Notes**  | **Action Items**  |
| Minutes from previous meetings | Will Ponsonby | Minutes from the 24th SeptemberMoved : Katrina PowellSeconded: Wayne MonksMinutes from the 15th of OctoberMoved: Nathan BevinSeconded: David Needham |  |
| STBA Planning Day, various resolutions | Garion Weller | * Starting in 2020, the stadium manager and all session managers will be based out of the canteen

Moved: Garion, Seconded Nathan* Reaffirm that the committee will hire a stadium manager as part of a three-month trial in early 2020

Moved:Garion , Seconded : David* That the STBA will adjust its offerings for 2020, to include shorter roster competitions with different formats designed to increase participation and encourage new players

Moved: Eion, Seconded: David* That roster registration fees will be consolidated and incorporated into nightly fees, And given the option to make this payment upfront (Note: *the exact cost to be determined later*)

Moved: Eion, Seconded: Chloe* In line with the constitution, all memberships will expire on the last day of February (Note: this can be reworded if required to account for temporary provisions).
	+ Registration form to be updated
	+ Member to be updated via email

Moved: Dominic, Seconded: Nathan* Eion would be the line manager for the development coordinator
* Garion would be the line manager for the stadium manager (when the position is filled).
* Nathan would act as the HR manager for both positions.

Moved: Will, Seconded: Vicky |  |
| Vending Machine | Nathan Bevin | Ongoing, no decision | More information |
| Correspondence  | Garion Weller | Communication on roster format changes was viewed by member as not great. | Improve communication to members on impending changes |
| HLBA bookings | Will Ponsonby | Require notification to this group regarding the court price bookings and how to book |  |
| TBA/NWBA/NTBATournament Dates | Garion Weller | Change of dates for the City of Hobart to the 4th of May and the city of Launceston to the 6 of June  |  |
| Gosen Shuttles | Gaion Weller | Request from NWBA to purchase shuttles | Follow up request |
| TBA State team fundraising | Dominic Weller | STBA to provide voucher to raffle off |  |
| TBA Meeting | Garion Weller | TBA AGM to be held at Launceston during Ede Clendinnen Shield  |  |
| Member Survey | Eion Jennings | Eion to review the survey questions |  |
| Social Hall Bookings | Will Ponsonby | Move Social Hall bookings onto SkeddaParked – reassess when centre manager comes online |  |
| Grant | Garion Weller | Small grant won to purchase equipment ~$7k |  |
| STBA Branded Clothing | Vicky Zhang | Item discussed, not moving ahead. |  |

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| **Meeting Closed**  | 730pm |
| **Next Meeting**  | 7th JANUARY 2020 |

## Committee Meeting #4

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| --- | --- |
| **Date**  | 7th of January 2020 |
| **Venue**  | STBA committee Room  |
| **Present**  | Garion Weller, Nathan Bevin, Eion Jennings, Peter Stewart, Wayne Monks, Chloe Chong, Katrina Powell, David Needham, Vicky Zhang, Dom Weller, Will Ponsonby |
| **Apologies**  |  |

**Open Section**

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| **Discussion Point**  | **Speaker**  | **Notes**  | **Action Items**  |
| Tasmanian Badminton Assoc | Garion Weller | * Nominations to STBA for consideration, Why they want to nominate?
* 19th January Deadline
* Facebook and newsletter for advertising

- TBA constitution amendments (Garion)* Directors meeting at least 6x, amend to no less than 4 times, due to difficulty in physically doing this, doesn’t stop meeting more.
	+ Committee moved this – moved Eion, seconded Peter
* Amend quorum that majority of directors is a quorum
	+ Declined – Moved Eion, Seconded Nathan
* Change of name to Badminton Tasmania from TBA
	+ Moved Wayne, Seconded Peter

Change of financial year – agreed expected | Advertise nominations |
| Gosen Contract | Nathan Bevin | * Contract – Gosen proposed a change is shuttle supply amount, to 1000 tubes
* Gosen requested/suggested a amendment to the contract, because of this it was agreed to move away from the contract and leave this to be picked up by BT or other associations. Respond to Gosen purchase outstanding amount of shuttles and request to terminate - Moved Nathan, Seconded Wayne
 |  |
| Gosen teams Tournament | Garion Weller | * Respond to Event directors inform we will be withdrawing the agreement with Gosen
* Agreed $1400 for the weekend, we will provide
	+ Social hall that evening for free
	+ Canteen STBA will open during the day and we will provide RSA person
	+ 50% of the alcohol profit
	+ Confirm booking times must be finished by 5pm for the regular sessions
 |  |
| STBA Offerings  | Garion Weller | Offerings:- Update on Roster 1 nominations (Garion)* 160 nominations, on par this time of year.
* Females numbers are down, more targeted programs in this space
* Rolling out new payment format

- Development Pathways (Eion)* **Elite squad** Will fill out term 2 roll out, discuss with coaches.
* Court cost $10 not including coaching
* **One Super** smash coaching session
	+ Super smash coaching sessions – determine if having the same day for coaching as super smash (Saturday) best in terms of getting good numbers
* **Adults** 2 sessions per week
* **Special** needs session coaching – courts free

Committee accepted  |  |
| STBA Survey | Eion Jennings | * Coaching survey, High school survey, Parents of juniors (guardians) to be surveyed
* Very Good response rate, will assist and guide the development pathway plans.
 |  |
| Vending Machine | Nathan Bevin | Instillation planned for coming months |  |
| 2020 public sessions | Garion Weller | * 5pm -7pm Monday to Thursday Skedda to be opened.
* Run by session manager from the canteen only for skedda booking sessions not weekends.
 |  |
| HLBA / Keiko Group / Vets Group | Dominic Weller | * Determine a best method for other incorporated groups to book courts. Take offline
* Nath, Will, Katrina, to meet discuss and get back to committee by the 14th
 |  |

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| **Meeting Closed**  | 930pm |
| **Next Meeting**  | 18th of February  |

## Committee Meeting #5

|  |  |
| --- | --- |
| **Date**  | 6th of April 2020 commencing at 6:30pm  |
| **Venue**  | Teams/Online  |
| **Present**  | Katrina Powell, Garion Weller, Eion Jennings, Vicky Zhang, Nathan Bevin, Will Ponsonby, Peter Stewart, Chloe Chong  |
| **Apologies**  | Wayne Monks, David Needham  |

**Open Section**

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| **Discussion Point**  | **Speaker**  | **Notes**  | **Action Items**  |
| Previous Minutes  | Garion Weller  | Minutes from the previous meeting have been distributed Moved: Eion Jennings Seconded: Garion Weller  |   |
| Correspondence (open)  |   | * Ellise Archer – Congrats on the grant
* ANU email, grade 9 schools badminton competition verification follow up
* HLBA meeting need to schedule when able
 | Draft reengagement post-COVID 19 to all groups, lay out the terms of the use of the facility – N.B  |
|  |  |  | • Badminton Tasmania events cancelled, revisit in July •   |  |  |
| Grants  |   | •  | Minor Grand (Donna’s) - defer if possible, marry up with flooring grant if possible Flooring Last round of the small grants for security upgrade – submitted G.W TCF grand submitted for Vulnerable/ppl group – submitted C.C  | •  | Clarify what we can actually purchase - E.J  |
| Shuttles  |   |  | • 300 tubes arriving  |   |  |
| COVID 19  |   | • •  | Job Keeper - wait and see Employees Bookings/Tournaments/Rosters - all cancelled for foreseeable future Flooring project – on hold  | •  | Meeting Monday 30th arvo 4pm to discuss Job keeper legislation impact on STBA employees GeFloor quote – need site assessment – N.B  |
| AirBadminton   | Will Ponsonby  |  | • Registered through BT. Getting these shuttles is very hard with limited supply and now a heavy demand to play outside  |   |  |

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| **Meeting Closed**  | 8:19pm  |
| **Next Meeting**  | Monday 13th of April 4pm  |

## Committee Meeting #6

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| --- | --- |
| **Date**  | Monday the 13th of April 2020 commencing at 4:00pm  |
| **Venue**  | Teams/Online  |
| **Present**  | Katrina Powell, Garion Weller, Eion Jennings, Vicky Zhang, Nathan Bevin, Will Ponsonby, Peter Stewart, Chloe Chong  |
| **Apologies**  | David Needham, Wayne Monks  |

**Open Section**

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| **Discussion Point**  | **Speaker**  | **Notes**  | **Action Items**  |
| COVID 19 Job keeper and employees  |   | Job Keeper  | * Sport and Rec grant -
* ATO lodgement for exemption -

N.B * Reduced hours would be one day per week -
* Give notice to employees that hours will be reduced in two weeks as of 13/4/2020 - Hours will be one day per week on the E.J
 |
|  Membership   |   | Discussion on fees for lockdown | • Ask BT question on capitation fees  |

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|  |  |  | •   | No membership fees to be asked until we re-open  |
| Cleaning Contract  |   | Re-engage with existing contactor  | •  | Garion to Follow up  |

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| **Meeting Closed**  | 5:06pm  |
| **Next Meeting**  | TBD  |

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| **Discussion Point**   | **Speaker**   | **Notes**   | **Action Items**   |
| Previous Minutes  | Will Ponsonby  | Garion – moved Eion Seconded  |   |

## Committee Meeting #7

|  |  |
| --- | --- |
| **Date**   | 29th of May 2020 commencing at 7pm  |
|  | Online  |
| **Venue**   |
|  | Garion Weller, Will Ponsonby, Eion Jennings, Peter Stewart, Chloe Chong, Vicky Zhang, David Needham, Luke Warrner  |
| **Present**   |
| **Apologies**   |  Nathan Bevin, Wayne Monks  |

**Open Section**

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| STBA restricts easing  | Garion Weller  |  * Easing date, open to 12 courts – July

1st * Court Hire rate o Sessions and bookings per court (TBD before next session)
* COVID Plan
 | Court costs to be worked out with cleaning fee by Luke and Alicia with oversight from Garion.W  |

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|   |   | * Cleaning after each session o Cleaning costs factored into court costs per hour
* Booking times and days
* Coaches - between session times only (Costs TBD) preferable at a reduced rate
* HLBA / Various Ladies group o Luke’s email o Point of contact suggested to be Luke

o Hall hire rate cleaning factored into court cost * Court hire rate to be the same for all groups

    |   |
| Schools roster ‘re-ignite’  | Will Ponsonby   | * Who? Rowan/Centre manager /Dev officer
* When Mid July (term 3 kick off 13th

July)  | Response to Rowan, Alicia and Luke  |
| Badminton Tas  | Will / Garion  | * BT Calendar of events
* No Southern Vets tournaments (check in with Southern Vets)
* Cashless fees
 | Response to BT - WP  |

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| Special Needs Group  | Chloe  | STBA to subsidise special needs group  | Chloe managing the special needs coaching Subsidy to remain for this group only. No further concessions to any other groups  |
| STBA Building Asset  | Peter  |  STBA building asset insurance value (ongoing)  | To be resolved assets listed to be limited to building improvements only, excluding land and sections not build with STBA members money, backdated to start of 20-21 FY Agreement that STBA do not own the Building Treasurer to liaise with auditor for a remedy to building asset value  |
| Vice President election  | Garion  |  Deferred no nominations  |   |
| Shuttles  | Vicky  |  Get price from Geelong Badminton Association for 50-100 doz – request centre manager to make contact with Craig Booley  |   |

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| **Meeting Closed**   | 8pm  |
| **Next Meeting**   | Tuesday 14th July 6pm  |

## Committee Meeting #8

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| **Date**   | 29th of May 2020 commencing at 7pm  |
|  | Online  |
| **Venue**   |
|  | Garion Weller, Will Ponsonby, Eion Jennings, Peter Stewart, Chloe Chong, Vicky Zhang, David Needham, Luke Warrner  |
| **Present**   |
| **Apologies**   |  Nathan Bevin, Wayne Monks  |

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| **Discussion Point**   | **Speaker**   | **Notes**   | **Action Items**   |
| Previous Minutes  | Will Ponsonby  | Garion – moved Eion Seconded  |   |

***Open Section***

*After the minutes have been accepted by the committee, this section of the minutes will be published onto the STBA website for members to review.*

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| STBA restricts easing  | Garion Weller  |  * Easing date, open to 12 courts – July

1st * Court Hire rate o Sessions and bookings per court (TBD before next session)
* COVID Plan
 | Court costs to be worked out with cleaning fee by Luke and Alicia with oversight from Garion.W  |
|   |   | * Cleaning after each session o Cleaning costs factored into court costs per hour
* Booking times and days
* Coaches - between session times only (Costs TBD) preferable at a reduced rate
* HLBA / Various Ladies group o Luke’s email o Point of contact suggested to be Luke

o Hall hire rate cleaning factored into court cost * Court hire rate to be the same for all groups

    |   |
| Schools roster ‘re-ignite’  | Will Ponsonby   | * Who? Rowan/Centre manager /Dev officer
* When Mid July (term 3 kick off 13th

July)  | Response to Rowan, Alicia and Luke  |

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| Badminton Tas  | Will / Garion  | * BT Calendar of events
* No Southern Vets tournaments (check in with Southern Vets)
* Cashless fees
 | Response to BT - WP  |
| Special Needs Group  | Chloe  | STBA to subsidise special needs group  | Chloe managing the special needs coaching Subsidy to remain for this group only. No further concessions to any other groups  |
| STBA Building Asset  | Peter  |  STBA building asset insurance value (ongoing)  | To be resolved assets listed to be limited to building improvements only, excluding land and sections not build with STBA members money, backdated to start of 20-21 FY Agreement that STBA do not own the Building Treasurer to liaise with auditor for a remedy to building asset value  |
| Vice President election  | Garion  |  Deferred no nominations  |   |
| Shuttles  | Vicky  |  Get price from Geelong Badminton Association for 50-100 doz – request centre manager to make contact with Craig Booley  |   |

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| **Meeting Closed**   | 8pm  |
| **Next Meeting**   | Tuesday 14th July 6pm  |

## Committee Meeting #9

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| --- | --- |
| **Date**  | 14/7/2020  |
| **Venue**  | Online/ STBA  |
| **Present**  | Garion Weller, Will Ponsonby, Nathan Bevin, Peter Stewart, Chloe Chong, Vicky Zhang, Nathan Bevin, David Needham  |
| **Apologies**  | Eion Jennings, Wayne Monks  |

**Open Section**

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| **Discussion Point**  | **Speaker**  | **Notes**  | **Action Items**  |
| Previous Minutes  | G.W  | Vicky -moved Garion - Seconded  | Fix Attendees  |
| Tournament   | Will P  | Tournament Director – Will .P Luke and Alicia assistant directors Referee – Rob Brockman   | Shuttles order - Luke TBD Who sells shuttles (Luke Alicia) Peter to assist Luke with paypal setup in T.S asap. Invite life members to City of Hobart – Will.Ponsonby  |
| Reopening Update   | Will Ponsonby /Garion /Luke   | * Luke provided update
* Ladies groups started
* Social room added to sporty hq
* SportyHQ
* Junior offerings
 | Will to meet with Luke to get a Saturday program off the ground Will/David to reinstate doors on change rooms  |
| High schools roster term 4   |   | Wed/Thursday 4-6 offering to high school kids – 4 weeks  |   |
| Coaching / Sporting schools   |   | On Hold  |   |
| Purchases  |   | Credit card or Petty cash  | Alicia to be notified of the petty cash in the office – float 1 is $300? Float 2 is $100  |
| Membership  |   | Database on Hold  | Peter to send updated list of who is paid up to Luke / Alicia  |
| AGM  |   | Will to pick a date in early Sept circulate  | Wednesday 23rd September   |
| Roster start dates   | Garion/Will  | * 3rd August start date
* Short form roster 4 weeks
 | Garion to provide information to Luke and Alicia on structure  |

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| **Meeting Closed**  | 730pm  |
| **Next Meeting**  | 25th August 6pm |

## Committee Meeting #10

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| **Date**   | 25th of August 2020 commencing at 6pm  |
|  | STBA committee Room / Online  |
| **Venue**   |
|  | Garion Weller, Nathan Bevin, Vicky Zhang, Katrina Powell, Chloe Chong, Luke Warrener, Will Ponsonby  |
| **Present**   |
|  |  Eion Jennings, Peter Stewart, David Needham, Wane Monks  |
| **Apologies**   |

**Open Section**

*After the minutes have been accepted by the committee, this section of the minutes will be published onto the STBA website for members to review.*

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| **Discussion Point**   | **Speaker**   | **Notes**   | **Action Items**   |
| Previous Minutes  | Will Ponsonby  | Moved: Garion Weller Seconded : Katrina Powell  |   |
| Flooring   | Nathan Bevin  | • •  | Progress floor this year – Committee decision Yes Based off site visit on Gerfloor and Aura Quotes. Gerfloor is only contractor that can carry out floor works with out interstate workers. Removeable net posts – Committee Decision Yes  | Conduct site visits – on both surfaces if possible Quote on removable net posts – Done ,Will  |

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| Centre update  | Luke Warrener   |     | Cleaning reduction – no clean between sessions per guidelines Cost reduction – Members $20 per court per hour, non-member $25 Junior Program - Session managers, no enough managers – Advertise to membership base to increase capacity Adult program Membership database (revolution sport) BT Come and Try in school holidays – courts booked Session managers Court Pricing and hourly bookings Tournament cost and prize money  | • • • •    | Session managers, not enough managers – Advertise to membership base to increase capacity Cost reduction – Members $20 per court per hour, non-member $25 Revolution sport membership database progressed with Badminton Tasmania, Badminton Australia shared training. Adult program progressing, starting in a few weeks Junior program coaching beginners/intermediate coupled with Lighting Junior Roster starting after STBA invitational Tournaments – not cost effective, need sponsorship, increased rates  |
| Grants  | Chloe  | * Special needs Grand, disability access
* Major infrastructure grant

  | • Chloe Chong to pursue TCF medium sized grant. Committee support Chloe direction to provide mechanisms to get people into  |
| STBA Building Asset  | Peter  | Resolved in between meetings  |   |
| Hobart City Council Lease offer to STBA  | Peter  | Not discussed. HCC offered new lease for 30 years  |   |
| Honorariums  | Garion  | Figure proposed to AGM :Abolish honorariums Moved: Garion Weller Seconded: Nathan Bevin  | A book keeper to be utilised to take case of extra treasurer tasks. Access of MYOB to committee to engage book keeper in next few weeks to take over  |
| Centre manager and Development Officer Contracts  |  Will  | * Centre manager contract resign to extend for 12 months
* Development officer re-jig role responsibilities in line with current duties, if needed, discussion needed with reoffer/re-sign
* Rates for weekend to be assessed
 | Nathan to handle contract resign.   |

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| **Meeting Closed**   | 730pm  |
| **Next Meeting**   | AGM Wednesday 23rd September 6pm  |