

# STBA COMMITTEE MEETING – AGENDA



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## MEETING INFORMATION

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**Attendees**

**Executive Committee:**  
Matthew Stewart (President/Chair)  
Garion Weller (Vice-President)  
Ryan Aditama (Treasurer)  
Clinton Duong (Secretary)

**General Committee Members:**  
Jim Birch, Soon Rea Lau, David Needham, Jono Cracknell, and Mark Steczkowicz.

**Invited Attendees:** Alicia Morgan (STBA)

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**Apologies** Casim Al-Adzin, Lakshini Krishnadasa and Terry Polglase

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**Date:** 16<sup>th</sup> October 2022

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**Time:** Start: 5:05 PM

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**Location:** 101 Cascade Road, South Hobart, TAS, 7004

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AGENDA ITEMS	PRESENTER
1 Call to Order	
2 Welcome/Introduction	
3 Roll Call/Apologies	
4 Approval of Previous Meeting Minutes Moved by Matt, Seconded by Jim	
5 Items for Discussion / Review No further items tabled.	
<b>6 Old Business</b>	
A. Badminton Shop Lease	Matt
<p>Matt has received email on the 6<sup>th</sup> October from Rowan and there is the store is comfortable with the proposed lease, but would like some changes regarding opening hours. For committee to review as there were prior concerns around shop staff playing on courts when centre is closed.</p> <p>Current proposed lease is for 3 years, with an increase of \$1500 rent per year with the understanding that rent is remaining low so that the shop can provide cheap services to members.</p> <p>Action: 1) Matt to send through the proposed lease to committee to discuss.</p>	
B. Strategic Planning	Matt
<p>Mark has a draft of a strategic plan and will be sending it through to committee to be reviewed. Separate meeting to occur to discuss draft plan once it has been reviewed.</p> <p>Action: 1) Mark to send through his draft strategic plan for committee to review.</p>	
C. Improving the Playing Field Grant	Matt

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The Improving the Playing Field Grant is a federal government grant to improve disability access for the centre. 85% of the cost of this upgrade will come from the grant with 15% to be covered by STBA. Grant covers up to 400k. Approximately \$80,000-\$90,000 of STBA money is planned to go towards this development.

Query from Garion around possible fire permit/plans with the planned changes to the building. Matt to check.

Matt has had a conversation with Will who has stated that we are currently waiting for permits to be completed. Once permits are completed Will to hand over remaining tasks to current committee. Plan is for the construction work for this grant to occur December 2022, January period 2023 period but may need to be reviewed depending on progress.

Action:

- 1) Matt to check whether additional fire plans or permits will be required due to changes to the centre.

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D. Kitchen Upgrade Grant

Matt

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Will is trying to complete the kitchen upgrade in time for it to be used for the STBA Spring Championships at the end of October. Clinton has queried if a copy of the planned kitchen exists.

Action:

- 1) Matt to request from Will a copy of the kitchen plans.

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E. Lease

Matt

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STBA building is owned by HCC. A lot of the construction and upgrades within the building has been funded by STBA members and we are hoping for HCC to recognize these contributions. STBA's lease is due to end soon and we are looking for clarification from HCC before signing a 30 year lease.

The previous understanding from HCC and STBA is that STBA is charged under market rent provided that STBA will maintain and improve the building. Proposed rent with new lease has increased from \$1 a year to \$50.

Garion has queried about some new clauses added from HCC to have access to STBA financials. Also, that centre is only to be used for Badminton. Concerns raised that clause would cause difficulty for the centre as we currently rent out the hall and rooms for various different sports such as pickleball, fencing and ballroom dancing.

Action:

- 1) Matt to check with council to see if clauses can be adjusted.

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F. Branding/Marketing Review

Matt

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Approval had been provided in previous meetings for a subcommittee to explore possible branding options such as shirts, stickers, drink bottles and logos. It is understood that people often wish to wear clothing that represents their sports club.

Staff uniforms to also be looked at as it can often be difficult for members to distinguish who is staff, particularly during social sessions.

Subcommittee- Luke Bennet and Matt.

Actions:

- 1) Matt to contact Luke to determine if he still wishes to be part of this subcommittee.
- 2) Subcommittee to continue exploring possible branding/marketing options.

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#### G. Shuttle Review

Matt

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There are currently two issues around progress with the shuttle review.

The first issue was around the logistical issue of bringing together the subcommittee to discuss the shuttle review. Meetings were difficult to arrange and subsequently did not occur.

Matt and Alicia have provided feedback that shuttles are becoming difficult to acquire, with stock being available for purchase, and then being significantly delayed. A significant purchase has been made with Yonex but delivery has been delayed by several months.

The centre is currently selling a wide range of shuttle as an interim measure which is dependent on whatever shuttles we can find.

It was noted that at this current time, the Black Aeroplane shuttles are currently being sold at cost due to price increases.

Current subcommittee: Mark and Matt and possibly Will if he wishes to continue being part of the subcommittee.

Action:

- 1) Subcommittee to bring back suggestions to the wider committee.

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#### H. Rosters/Pennants

Matt/Clinton

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Feedback received from Matt is that division 2 is currently progressing well with members finishing on time even with the increase from three to four games.

Alicia reports that some complaints have been received in division 3 and 4 around cross over games causing problems with games being delayed. Possible solution is to look at playing cross over matches first in div 3-4.

Discussion around the decline in participation from division 1 level players. It was agreed that subcommittee will reach out to Open and A grade players to determine why they are not playing rosters.

Matt has provided a suggestion around possible one 10 week Division 1 roster in a calendar year as a possible solution as it could be disinterest from too many roster offerings in a year.

Clinton has provided a suggestion that the current subcommittee requires increased participation from players in each division to ensure accurate grading and continuity should current members depart.

Current subcommittee- Mark, Matt, Alicia, Ester, Lisa Grundy and Fabian.

Action:

- 1) Subcommittee to complete a survey with Open, A, B grade players to determine what they want from rosters and see if changes can be made to bring players back to rosters.

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#### I. Social Club/Liquor License

Mark

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Mark has proposed setting up social and fundraising subcommittee. Purpose of subcommittee is to put forward some recommendations around building the culture at STBA while also utilizing our liquor license.

STBA currently has an approved liquor license with permit hours being Wed/Thurs/Fri/Sat afternoons/nights. 15 hours per week. License is a yearly renewable license and is approximately 6 months old. Alicia to check next renewal date but estimated to be June 2023

Difficulty raised around that it would be difficult to make a profit if staff are used to run events.

Members to send through request to participate in sub-committee to Clinton. Alicia will be a part of this subcommittee due to involvement with liquor license.

Action:

- 1) Members wishing to participate with this subcommittee to email Clinton.

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#### J. Staffing

Alicia/Matt

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Update from Matt: Staffing is currently in a good space. No further updates.

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K. Installation of Roof Vents

Matt

Condensation remains an issue with the courts.

Whirly bird vents were considered but never progressed.

Alicia has been in contact with Degree C who have indicated that whirly birds would not work. Have suggested dehumidifying units but they have yet to provide an official quote. There are concerns that there will be significant costs with this option with indications that it would be in the hundreds of thousands.

David has spoken with a plumber who has suggested a possible solution around creating covered holes in the roof to increase ventilation.

Actions:

- 1) Alicia to follow up on quote from Degree C.
- 2) David to request an official quote from plumber.

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L. Coaching Experience / Benefits

Clinton

Badminton Tasmania have recently completed a Foundation level course at STBA with 10-12 STBA members having completed this course. Previous decision from committee was not to extend coaching benefits to these individuals due to concerns around court availability being impacted by too many coaches and also whether the courts will be appropriately used.

Concern has also been raised around the qualification/expertise of foundation level coaches and whether the course is a precursor level coaching level to the previous level 1 course, and do they therefore deserve the same benefits of the more experienced coaches in the centre.

Consideration was taken around being equitable with Mark indicating that BA considers foundation level coaches to still be coaches rather than just a precursor qualification.

It was also noted that the coaches we currently have at STBA will not be around forever, and it is therefore important to provide some support for new and upcoming coaches by providing them with opportunities to gain experience. Noted that foundation coaches have been provided with an opportunity to coach Super Smash and get paid but no one has taken up this opportunity.

Discussion point was also raised around individual coaching sessions and group coaching sessions, in relation to court availability.

Action:

- 1) Clinton and Matt will develop a proposal to bring to next committee meeting. Aim for new policy to come into effect late 2022 or early 2023.
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**6 New Business**

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**A. Security Camera's**

Mark

Security cameras have now been installed throughout the centre for security purposes.

There was an issue previously around an individual accessing the cameras outside of their intended purposes who have has been spoken to.

Committee in agreement that privacy policies need to be developed around accessing camera footage, and to create signs so members are aware of cameras in the centre.

Action:

- 1) Matt to discuss with Ryan and Alicia to develop the policy and signs around the cameras.

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**B. Honorariums**

Mark

Honorariums were approved at 2022 AGM for committee members to be eligible to collect a flat \$15 when travelling to STBA for committee related tasks. Information about who accessed the scheme and when would be recorded and released to wider members. Details of this honorarium were discussed.

Mark has also proposed scrapping the honorarium and developing a travel allowance policy instead which could be accessed by all volunteers and members, rather than just committee members.

Committee in agreement that honorarium was developed particularly for committee members such as David, who travel frequently to the centre to do repair work.

Action:

- 1) Clinton and Matt to work on a policy regarding accessing the honorariums.

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**C. Publishing Committee Minutes**

Clinton

Proposal is to release all committee minutes to the STBA website and FB page. Minutes will be reviewed by the committee and redacted if required for confidentiality reasons. Minutes will then be posted to the STBA website and FB page once accepted by committee members.

Justification for this proposal is to improve transparency of the committee, while also keeping members informed around what is being discussed.

Moved by Clinton. Seconded by Matt.  
Moved unanimously by committee members.

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**D. Review of Abuse Policy**

Clinton

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Paragraph 3 of the STBA Centre Entry Policy stipulates that  
*“Abusive, offensive and disrespectful language and behaviour will not be tolerated and may result in eviction from this facility, membership revoked, and/or reports to the police.”*

However, at this time, there appears to be no clear policies around how to respond when abuse does occur within STBA towards members and staff, with instances currently being managed ad hoc.

Clinton has also raised concerns around a formal avenue for members/staff to lodge complaints and also how staff members can be better supported when abuse occurs.

Committee to work with staff to discuss and develop clear policies and actions when paragraph 3 of the centre policy is breached. E.g. Formal warning letters, banning from centre, how to lodge formal complaints and who investigates.

Action:

- 1) Clinton to draft a policy around how to address abuse when it occurs in the centre and how to support members and staff.

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**7 In Camera / Executive Session**

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**8 Adjournment**

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Closed at 7pm.

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