

# STBA COMMITTEE MEETING – MINUTES



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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, Casim Al-Adzin, Lakshini Krishnadasa and Terry Polglase.

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

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**Apologies** Mark Steczkowicz and Jono Cracknell

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**Date:** 27th November 2022

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**Time:** Start: 5:02 PM

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

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**AGENDA ITEMS****PRESENTER**

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**1** Call to Order

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**2** Welcome/Introduction

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**3** Roll Call/Apologies

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**4** Approval of Previous Meeting Minutes

Moved by Garion, Seconded by Clinton- update Leesa's name to be accurate.

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**5** Items for Discussion / Review

No further items tabled.

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**6 Old Business**

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**A.** Badminton Shop Lease**Matt/Terry**

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New motion put forward by Terry regarding the shop:

*Motion*

*1. That an initial 6-month lease extension be given to Rowan to operate the shop while remaining issues are sorted to the satisfaction of the committee.*

*With the shop opening hours being one of them and with limited progress being made to address concerns:*

*2. That the Committee seeks through an EOI (Facebook, website) an interested party with an ABN to undertake string repairs through our office.*

*Reasons:*

*a) Shop opening hours (5pm to 8pm competition week nights) do not cover times of play when breakages occur.*

*b) Members need to be able to leave racquets for repair on the night of a breakage.*

*c) Rowan and Will are not keen to work through the office to address the issue.*

*Thoughts - What would it entail?*

*A trial for 6 months with initial thinking being (SMS is used at Tennis Tasmania)*

*i. Members would pass a racquet to be repaired to an office staff member.*

*ii. A slip would be filled out with required details ( Eg.name, phone number, Email. racquet brand, repair required, any other information) and staff would place the racquet on a rack with this attached.*

*iii. Repairer would collect racquets at known times, contact member (preferred method) for details, price acceptance and do stated repairs.*

*iv. When completed - Eg. but to be determined - SMS client, direct debit payment made and when received, racquets would be taken to the office for pickup with a final SMS indicating readiness for pickup.*

**Notes:**

Committee has noted that concerns have continued to be raised regarding the complications around shop opening times and difficulties this has caused for members. Discussions with the shop owners have been positive but progress has been slow.

Terry has provided the rationale that signing a 6 month lease provides the shop with time to make changes. It was also put forward that signing a 3 year lease would be an implicit approval from STBA regarding how the store is currently run.

General agreement from committee that while STBA is not trying to tell the tenants how to run their shop, the current service is not up to member expectations.

It was briefly discussed that if the current tenants do not come on board that the shop could possibly be moved to being STBA run and managed.

The motion has been moved by Terry Seconded by Matt with unanimous agreement from members present.

**Action:**

1. Matt to discuss this motion and request for service with Rowan and Will.
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## B. Strategic Planning

Matt

Mark has sent through the draft strategic planning survey results.

**Notes:**

Matt has noted the draft strategic plan is currently very state based rather than club based. Whilst this is beneficial for badminton within the state it may be necessary to look at making it more club based.

It was also noted that the strategic plan was based on a small survey size of only 9 members which makes it difficult to draw any conclusions.

It was agreed that the Executive Committee will look at the to look at the draft and to determine what changes are needed.

**Actions:**

1. Executive Committee to come together to discuss the strategic plan further and to determine what changes are needed. To bring back to general committee once changes are determined.

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## C. Improving the Playing Field Grant

Matt

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**From previous minutes:**

*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.*

**Notes:**

David and Alicia have had several discussions with key stakeholders and have stated that there many steps left before the disability access is completed.

Structural plans for the building will need to be drawn up, the building will need to be surveyed and council permits still need to be granted.

David has stated that the project manager he has spoken to, Rhett, has indicated that it would be at least another 6 months before we can start installing the lift as multiple assessments needed to be completed first. The estimate total cost of the project being \$500,000 which is conservatively \$100,000 over the original quote. It was stated that the quote was an estimate and it was difficult to accurately assess the cost due to multiple complicating factors such as possible foundation slippage, entrance concerns, flooding and condensation issues with the building. Excavation costs could also significantly increase the total cost of the project. It was flagged that the cost could potentially exceed what STBA can financially cover.

The committee have indicated that once a more accurate costing can be established, that it may be necessary to abandon the project due to financial constraints. It is also our current understanding that the lift would not be able to be resold, as it is custom made. Decision be made at a later date once more information is made available to the committee.

Noted that 31<sup>st</sup> December 2023, is the deadline for the lift to be installed.

It was noted that approximately \$139,000 has already been spent on this project.

Will Ponsonby has sent an email regarding this grant and whether the committee would like him to continue doing the work. General agreement is to bring the work within the committee with the rationale that we need to make the decisions.

Council engineer needs to check the building first before we can proceed with any further quotes and costings from Rhett.

**Actions:**

1. Alicia to engage with council regarding the back toilet area of the building to assess the foundation/structural safety.
  2. Matt to inform Will that the management of this project will be managed by the committee.
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D. Kitchen Upgrade Grant

Matt

**Notes:**

Matt has requested a copy of the kitchen plans and no plan has been provided. It is also reported that the kitchen work is now “complete”, however there has been additional costs associated with fixing up the kitchen upgrade that was completed. Work now needs to be done to fix a hole in the roof, incorrectly installed power points and faulty wiring.

It was also noted that a bar fridge key is missing. Further information is included within the In Camera notes down below.

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E. Lease

Matt

**From previous minutes:**

*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.*

*Previous action:*

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

**Notes:**

There has been no progression or actions taken regarding the lease and we are still waiting on the council to come back to us

Action:

1. Alicia to follow up with the council.
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## F. Branding/Marketing Review

Matt

Subcommittee- Luke Bennet and Matt Stewart and Jim Birch.

### Notes:

There have been no actions taken regarding the branding/marketing review, however Jim Birch has now entered the subcommittee and will be reaching out to agencies to gather quotes and tenders regarding possible branding changes such as the logo and the name of the club.

Future expansion of the club was briefly discussed with the understanding that under our constitution we have the ability to affiliate smaller clubs with us.

### Actions:

1. Jim to reach out services to gather quotes and tenders regarding possible branding and marketing review.

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## G. Shuttle Review

Matt/Ryan

### Notes:

Ryan has raised concerns that shuttles are still currently being sold at cost, as we purchase the shuttles for \$36 per tube, and has completed an analysis to determine how much STBA should be charging based on previous trends. STBA had, prior to COVID, been receiving a \$2 profit margin per tube. Ryan has proposed that shuttle costs be increased to \$40 to cover future increases in shuttle costs and also so that a profit can be made.

The committee discussed that there was no clear purpose at this time for the money that would be generated from shuttle sales. Additionally, it was noted that whilst the club has moved to more of a business model, we are still a sports club and should be providing some benefits back to our members. It was also noted that the cost of playing badminton can be significant, and as a club we can financially afford to continue selling the shuttles at cost. It was agreed upon at the meeting to continue selling the shuttles at cost to benefit our members. This means that shuttle costs will only increase at this time if the cost of STBA purchasing the shuttles from suppliers increases.

*Ryan would also like to raise the issue of frequently changing shuttle brands being sold. Concerns raised around what whether members should be provided with a choice of which shuttle they would prefer and also whether we should charge different prices for different shuttles. E.g. if we have Black Aeroplanes and also Gosen shuttles in stock, should we let members choose which one they can buy and should we also charge different costs for them as one costs more than the other. - Was not discussed to be brought forward again at the next meeting.*

### Action:

1. For the missed topic to be brought forward again at our next meeting.
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#### H. Rosters/Pennants

Matt/Clinton

Subcommittee- Matthew Stewart, Clinton Duong, Mark Steczkowitz, Leesa Grundy, Clive Goransson, Alicia Morgan and Fabian Delanty.

**Notes:**

Ester has withdrawn from the Pennant subcommittee and has nominated Clive Goransson as her replacement.

It was noted that the subcommittee had come together with an agenda and recorded minutes, which will be fed back to the committee moving forward. It is intended that the committee will assess the subcommittees proposals and will make decisions instead of the subcommittee.

It was reported that the subcommittee had put forth an idea around creating a "premier league". The general idea around the league is to provide a guarantee around the quality of the matches and to entice division 1/Open/A and B grade players back to rosters.

Details around what the premier league will be determined once a survey is sent out to division 1 level players.

**Actions:**

1. Subcommittee to complete the survey and to provide minutes and proposals for the next committee meeting.

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#### I. Social Club/Liquor License

Mark

**Notes:**

Following on from the last meeting whereby Mark suggested setting up a social club subcommittee, membership of this subcommittee currently consists of only Matt.

Matt will look at putting together some suggestions to put forth to the committee regarding how to best utilize the liquor license. Committee to then decide whether to go forward with these plans, and possible next steps regarding the liquor license and whether to renew it.

It was noted that the current license is set to expire in May 2023 and that only Alicia currently has an RSA.

Cost wise, the liquor license ends up costing the same as what STBA was spending previously with individual day licenses, but the additional planned actions would be at lost due to staffing costs.

**Actions:**

1. Matt to send through some ideas for review.

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#### J. Staffing

Alicia/Matt

**Notes:**

No update

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K. Installation of Roof Vents

Matt

**Notes:**

Alicia have stated that Degree C have come back and stated they would be unable to provide a quote as they do not believe the plan would work around the dehumidifiers.

Only option currently left to us is with the idea provided by David's plumber which was put forth at the last meeting. For David to follow up and acquire a quote.

**Actions:**

1. David to continue follow up with quote from his plumber.

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L. Coaching Experience / Benefits

Clinton

**Notes:**

There has been two proposals provided in relation to the coaching experience and benefits. The first proposal is in relation to introducing an On-Peak and Off-Peak court hire timing. This proposal is attached and titled "*Peak and Off Peak Proposal*".

This has been discussed for quite some time and the rationale is not to make money for the club, but rather to increase utilization of the courts. It is likely that the STBA's court hire revenue will decrease as a result of this change. It could also act to increase capacity during peak hours by having players move to the off peak times. The intention is to trial for it to run until March 2023 and to assess again at that time.

Motion regarding On-Peak and Off-Peak times has been moved by Matt. Seconded by Garion with unanimous agreement by present committee members.

The second proposal in relation to the foundation coaches is attached as "*Foundation Coach Proposal*".

Matt has raised that the rationale around proposal is to provide foundation level coaches with some benefits but not to extent whereby it causes greater difficulties around court hires.

Casim has raised questions around possibility of requiring them to provide a curriculum, however it was discussed that prior attempts at implementing this with coaches has not been successful.

Motion regarding benefits for foundation level coaches was Moved by Matt Seconded by Terry. Unanimous agreement by committee members present.

**Actions:**

1. Alicia to check with Skedda around, whether it can facilitate the off peak and on peak rules.
  2. Alicia to promote to members the changes in court hire rates.
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## M. Security Camera's

Matt/Ryan/Alicia

### Notes:

There has been no progress with this topic. Alicia and Ryan to action providing a sign at the front of reception so that people are aware of the cameras, and also to update privacy policy for the centre.

At this time the only person who has access to the camera's is Alicia.

Alicia has also raised concerns around unclear policies about when to utilize the camera footage. Has raised the example of members asking to see footage to see who might have accidentally taken their racquets. Appears

### Actions:

1. Alicia and Ryan to follow up on completing sign and updating privacy policy.
2. Alicia and Ryan to look at implementing a policy around when the cameras can be used.

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## N. Honorariums

Matt/Clinton

### Notes:

Proposal regarding Honorariums has been put forth and is attached with the title "*Honorarium Proposal*".

Terry noted that any policies put forward should be consistent and apply broadly to all committee members as the current proposal could result in infighting and provides uncertainty to committee members. It was discussed that the proposal would be more beneficial, provided clear approval is provided before accessing the honorarium, as per the proposal.

Previous committee's had approval for \$10 per meeting and subsequently had alternative options such as pennant fees being paid for or membership being covered for future offerings.

Matt has moved the motion, Jim has seconded. Unanimous agreement from the committee.

### Actions:

Nil

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O. Review of Abuse Policy

Clinton

**Notes:**

Abuse policy has been drafted and put forth to committee members. A copy of the abuse policy has been attached and is titled "STBA Abuse Policy and Procedure".

It was discussed that as an affiliated Badminton Australia club, we are currently already covered by an abuse policy as set out National Integrity Framework, Badminton Australia - Complaints, Disputes and Discipline Policy. It was noted that this document, whilst helpful, was 31 pages long and was very difficult to navigate. The current proposed abuse policy is much briefer and provides a clearer guideline for staff should abuse occur within the centre.

Proposal has been moved by Clinton and seconded by Matt. Unanimous agreement to accept the proposal.

**Actions:**

1. New policy to be distributed to all STBA staff.

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**6 New Business**

A. Parking

Clinton

**Notes:**

It was noted that parking is an occasional issue at the nearby carpark, with members on occasion complaining about poor parking. Committee has noted that while frustrating, the car park is council property and outside of area of our control. It was also noted that the cars parked there do not necessarily belong to STBA members. General agreement was that moving forward, the best course of action was to provide a reminder to members to be respectful when parking through STBA staff, and to not take other courses of actions to try and solve the issue. I.e. staff will make a post to remind members prior to tournaments.

**Actions:**

1. STBA staff to provide a reminder to members prior to tournaments

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B. Meeting time

**Notes:**

Brief discussion to set next meeting time noting that December is a busy period, and that most people are on leave/holidays. It was noted that an attempt had been made through email to look at alternative times, which was unsuccessful. It was agreed that finding a time that will work for every committee member is unlikely to be successful. Agreement from those present was for the executive to decide on future meeting times with the default being the last Sunday of each month.

**Actions:**

1. EC to look at deciding next meeting time and date as it will fall within the Christmas holiday period.
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7 In Camera / Executive Session

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8 Adjournment

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6:54pm

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