**STBA Committee Meeting – Agenda**

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| **Meeting Information** | | |
| ***Attendees*** | **Executive Committee:**  Matthew Stewart (President/Chair)  Garion Weller (Vice President)  Ryan Aditama (Treasurer)  Clinton Duong (Secretary)  **General Committee Members:**  David Needham, Eion Jennings, Casim Al-Adzin, Terry Polglase and Jim Birch  **Invited Attendees:** Alicia Morgan (STBA), Nicole (HLBA) | |
| ***Apologies*** | Jono Cracknell, Lakshini Krishnadasa, Soon Rea Lau, | |
| ***Date:*** | 25th June 2023 | |
| ***Time:*** | Start: 5:00 PM |  |
| ***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 |  |
|  | Eion to move- David second- all in favour. |  |
| **5** | Items for Discussion / Review |  |
|  | No further items tabled. |  |
| **6** | **Old Business** |  |
|  | 1. Badminton Shop Lease | Matt |
|  | All committee members have now voted with the vote being completed through email. The votes were as follows:  **Voted for Wallace**   1. Matt 2. Garion 3. Ryan 4. Clinton 5. David 6. Eion 7. Casim 8. Jim 9. Lakshini 10. Lau 11. Jono   **Voted for current tenants**  Nil  **Abstained**   1. Terry   Committee members have voted to proceed with Wallace Lam as the new tenant for the store. Terry has noted that he has abstained from voting as he was not present for the recent discussions around the store, but that he provided in principle agreement to proceed with Wallace as the new tenant.  Matt has provided the update that the store has provided the committee with a final lease date of the 18th of July. Wallace has been approached about the date and he has stated that he will come into the store at that time and will begin stringing immediately to ensure no service gap for members. Noted that there may be a delay in terms of him acquiring other badminton related stock but that stringing will commence immediately.  Eion has queried whether it might be beneficial to put in a probation requirement into the lease to ensure that Wallace is providing a sufficient service. Agreement at this time that this is not necessary.  Actions:   1. Topic to close |  |
|  | 1. Strategic Planning | Matt |
|  | No update provided.  Actions:   1. Garion to continue working on strategic planning. |  |
|  | 1. Improving the Playing Field Grant | Matt/Alicia/David |
|  | Notes:  Matt has distributed a timeline breakdown of events and meetings that led to the initial purchase of the disability lift. The timeline has indicated that a quote was provided initially which led to the purchase of the lift, and it was queried what had happened to that quote. It was noted that the initial builder had stepped away from the process.  No further discussion was had at this meeting regarding a possible external audit of the disability lift purchase as Jono was not present and he had put forward the initial motion. To wait until next meeting to discuss further.  Some updates were provided by David and Alicia regarding how progress was going with implementing the disability access plans. It was noted that the first stage of the disability access is installing accessible toilets which could commence soon. However, council has provide a list of potential issues with the new front entrance ramp being installed. It was raised that if we are unable to solve the front entrance issue, that working on other disability access areas would be moot as individuals would struggle to enter the centre. All in attendance agreed to not proceed with any of the other works until we can resolve the front entrance issues with the council first.  Work at this time has been fully passed onto Rhett, who will do all the follow up and liaising with HCC from here on to comply with any requirements and will also look at commissioning an engineers report to submit to the HCC.  Action:   1. Alicia to connect Rhett with the HCC around the plan. |  |
|  | 1. Lease | Matt/Alicia |
|  | Notes:  Alicia has updated the committee that the structural reports from the engineer in March has not been provided and we are still unsure about whether the building is structurally safe.  Committee has agreed to not sign the lease with the council until a structural report is provided.  Eion has raised queried several aspects of the proposed lease and the effect it might on the club.   * Clause 1.3 * Clause 4.1- can not enter into a sublease with the shop? * Clause 5.5D- makes STBA responsible for the cost of the HCC to prepare the lease. * Clause 8.4 A and B- Query regarding whether we need to paint the outside of the building as well, and what is required in terms of when the lease terminates and whether we need to paint the entirety of the building or just the inside. * Query around the “schedule” which is referred to in the lease.   Action:   1. Alicia to follow up with HCC around these queries. |  |

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|  | 1. Branding/Marketing Review | Matt |
|  | Notes:   * No update other then Garion has actioned purchasing the domain names.   Actions:  Nil |  |
|  | 1. Subcommittee updates- Social club, pennant, junior, tournament etc. | Matt |
|  | *Social Club*  Notes:   * Intended start date for the quiz night is being pushed back a few weeks to give more time to set it up. Matt will look at sending out some letters to seek interest in sponsorships. * New date is now intended to 5th of August.   *Pennant subcommittee*  Notes:   * Subcommittee has been informed and agreed that we will not run the teams event as a targeted event for div 1 based on the feedback that was received by the players. The subcommittee will however look to run the event during the break between regular pennants and have it open to all players.   *Tournament subcommittee*  Notes:   * No updates.   *Junior development*  Notes:   * A proposal has been put forward by junior subcommittee. In essence the referral is looking at hiring a coach to head up junior development. The draft plan has included clear KPI’s and it is felt that hiring a coach is needed as the program would not be sustainable under a volunteer run model. Proposal is to pay a wage of $50,000, for 20 hours a fortnight for the first year. Ideally, the coach’s wage would then be subsidized in the long run via sponsorships/grants. * Query around who we are looking at to run the program at this time. Our first preference is to have a local coach run the program, and then to then look at interstate options. * The ideal candidate is to be a high level coach or player and we are not considering individuals with low/no badminton experience. * Head coach would be responsible for all aspects of junior badminton. * Treasurer has noted that if funded, that it would likely account for half of the STBA’s profit and would be a substantial investment. * Eion to move motion to instigate a coaching position up to a salary of $50,000 per annum plus super. Matt seconded. All STBA committee members present have voted in favour. |  |
|  | 1. Staffing | Alicia |
|  | Notes:   * Beenu has renegotiated hours to 12 hours a week which is manageable at this time for the centre. |  |
|  | 1. Centre Management Processes | Eion |
|  | Notes:  Eion has completed a review of the necessary policies and procedures that the centre requires and has indicated that risk exposure at this time is significant with several areas needing work. Eion has indicated that the work needed to be done was beyond his scope and time availability and that we would likely need to outsource it.  Eion will put forward a risk profile for the next meeting so that the committee can consider the at risk areas.  Eion has also identified a company/person who can help to develop centre procedures to cover the risk.  Action:   1. Eion will reach out to the company person to determine plans. 2. Eion to put forward a risk profile at the next meeting. |  |

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| **6** | **New Business** |  |
|  | 1. Court Hire Rate Review | Eion |
|  | Committee have discussed whether any procedures are in place for reviewing court hire rates. Noting that STBA court hire rates at this time is relatively low in comparison to other badminton halls.  A query was also raised around whether there is a stock take of the items in the centre. Noted that if committees were to change there would not be clear information around who owns what within the centre. There is no stock take of the items in the centre at this time.  Garion noting possibility of splitting centre operation with committee related things.  Committee has agreed to review if court hire rates should be increased at the next meeting.  Action:   1. Ryan to look at developing a proposal about what the increase in court hire costs will look like. 2. Committee to review whether to implement the proposal at the next meeting. |  |
|  | 1. Badminton Net Dimensions | Matt |
|  | It has been noted by Alan Bottomley that the current net arrangements at STBA do not comply with BWF rules due to the net posts being on the sidelines rather then outside them. Agreement from committee to cut the posts to resolve the issue.  Action:  1. Matt to liaise with Alan about adjusting the posts. |  |

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| **7** | **In Camera / Executive Session** |  |
| **8** | **Adjournment** |  |
|  | 7:35pm |  |