**STBA Committee Meeting – Minutes**

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| **Meeting Information** |
| ***Attendees*** | **Executive Committee:** Matthew Stewart (President/Chair)Garion Weller (Vice President)Clinton Duong (Secretary)**General Committee Members:**David Needham, Jono Cracknell, Eion Jennings, Jim Birch, Casim Al-Adzin**Invited Attendees:** Alicia Morgan (STBA) |
| ***Apologies*** | Ryan Aditama (Treasurer), Lakshini Krishnadasa, Soon Rea Lau, Terry Polglase,  |
| ***Date:*** | 28th May 2023 |
| ***Time:*** | Start: 5:06 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 |  |
|  | Jono to move- Garion second- all in favour. |  |
| **5** | Items for Discussion / Review |  |
|  | No further items tabled. |  |
| **6** | **Old Business** |  |
|  | 1. Badminton Shop Lease
 | Matt |
|  | Notes:Committee has noted that we have received two tenders for the badminton shop. The first was submitted by Wallace and the second was by Will and Rowan. It was noted that the tender by Will and Rowan was submitted after the cut-off date, however the committee has agreed to accept the submission of the tender to ensure a balanced consideration of the available options. Alicia has stated to the committee that she has reached out to the stringing lab at the tennis club who have stated they do not want to take over the shop.The committee has raised questions around Wallace’s application in terms of staffing. It was noted that Wallace’s tender would involve only himself running the shop which raised queries about what would happen if he was sick or went on leave. Committee agreed that it would be best for Matt to reach out to clarify those points with Wallace before going to a vote.A motion was put forward to query Wallace about his staffing plans, to then email that back to the committee, and then for a vote through email to occur around which tender will be accepted.*Jim has moved the motion- Jono has seconded. All committee members present are in favour.*Actions:1. Matt to reach out to Wallace to clarify information regarding staffing and who will run the shop. E.g. if he wants to go on holidays?
2. Decision will be made through email after Matt has fed back that information regarding who we will decide to go with.
3. Matt to then reach out to determine exit times and transition planning.
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|  | 1. Strategic Planning
 | Matt |
|  | Notes:No updates to defer to next month.Actions:1. N/A
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|  | 1. Improving the Playing Field Grant
 | Matt/Alicia/David |
|  | Jono has also put forth a proposal to look at doing a third party review as to how the current lift was purchased and has noted concerns that questions will be asked about it at the next AGM.Notes:Eion has fed back to the committee a summary of the situation regarding the lift and were we stand in terms of the project. Eion has confirmed that the grant needs to be fulfilled or all of what has already been spent will need to be returned. If the decision is to cease the project then STBA will need to repay $140,000 as that is how much we have spent so far on the lift and project. An official quote has also now been received from Rhett at Apex Builders, and that if STBA was to follow that quote, include $35,000 for engineer and architect fees, 10 percent GST, and also plan for a $100,000 cost overrun, that STBA would be out of pocket $60,000 to complete the project. This costing would be based on the plan to ditch the current lift and to install a ramp down to the courts instead to improve disability access. This plan also includes improvements to the toilets in the hall for disability access and a ramp at the front of the building. It was discussed that the already purchased lift might be able to be sold back but unsure if any costs can be recouped and so we are operating under the assumption that it can not be refunded.Alicia has fed back that she has also spoken to the HCC regarding the ramp at the front and whether the changes would cause any issues with the council and they have indicated that they will get back to her about an answer. Eion has also followed up on an alternative option to the ramp which is to buy a free standing lift which could be installed in the hall. The freestanding lift has been costed at $60,000 but we are still waiting on the quote for installation.Matt has indicated that $140,000 has already been spent out of the $420,000 that has been set aside.A motion was put forward as to whether we will proceed with the project or stop and take the out of pocket financial loss. *Eion has moved to proceed with the disability access, Matt has seconded. All committee members present were in favour.*In addition to the above discussion, Jono has raised concerns that lessons need to be learnt around how the committee has found itself in it’s current predicament of having already purchased a lift without proper due process. Jono has therefore proposed that it may be beneficial to request an external auditor to examine what has gone wrong to prevent future mistakes occurring again. Matt has suggested providing everyone with the correspondences he has and minutes of previous meetings to the current committee to have a read. The committee will then decide from there if an external audit is necessary, and if so, who would provide the service.Actions:1. Matt to provide a timeline of the events based on minutes, correspondence and finance.
2. Jono to look at the cost of doing the investigation and who to complete the investigation once the information is received from Matt.
3. To then determine whether we proceed with the investigation and who will be doing the investigation.
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|  | 1. Lease
 | Matt/Alicia |
|  | Notes:Alicia has noted that there appears to be a new clause in the lease agreement that mentions that STBA is responsible for all structural issues with the building. The committee is unclear if this is a new clause and Alicia will subsequently follow up.Actions:1. Alicia to send to Clinton to distribute to the committee.
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|  | 1. Branding/Marketing Review
 | Matt |
|  | Notes:Matt has been in discussion with the marketing agency and the quotes provided at the last meeting was just for the logo and the branding. The agency has provided a more expensive option if we wanted to future proof, which would also include banners, stationary, market brand and animated logos. It would cost approximately $1000 extra if we want these extra options.No decisions were made regarding the higher option.However, it was discussed about a name change to Badminton Hobart as part of the branding change but to remain operating under the overarching banner of STBA.*Matt has moved the motion for the name change to Badminton Hobart and Eion has seconded. All committee members present were in favour for name change*.Action:1. Garion to look at purchasing the domain names related to Badminton Hobart.
2. Garion, Matt and Jim to meet with the company, Daniel Sim and Gloo. Subcommittee to then determine where to go from there and to provide recommendations back to the committee.
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|  | 1. Subcommittee updates- Social club, pennant, junior, tournament etc.
 | Matt |
|  | Notes:Pennant subcommittee* Jono has indicated that the Division 1 level players he spoke to were not interested/available to participate in the new proposal for a teams event.

Action:1. Information to be fed back to subcommittee.

Social club* Matt has indicated that he wants to run a quiz night as a fundraiser to raise money for junior related activities. Proposed date is July 22nd, which is a Saturday. Start time will be 7pm and will run for approximately 3 hours. Capacity wise, looking at 7 tables of 8 people.
* Matt has suggested that we may look to have the quiz note be sponsored, as STBA has been approached by members wanting to sponsor events.
* A quiz night should not incur any costs to the club outside of a small outlay to purchase alcohol to sell at the event.
* Garion has offered help to run the bar on the night as he has his RSA.
* *Matt moved a motion to run the quiz night fundraiser and Clinton has seconded. All committee members present in favour.*

Actions:1. Matt to organize event with staff

Junior* Two meetings have been held by the subcommittee had around what the development plan will look like. Eion to look at writing up the plan and will then provide to the committee to have a look at.

Actions:1. Subcommittee to develop the development plan for juniors and to provide to committee once completed.
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|  | 1. Staffing
 | Alicia |
|  | Notes:No updates.Actions:1. N/A
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|  | 1. Installation of Roof Vents
 | David |
|  | Notes:David has provided an update that the whirly bird installation has been completed and that preliminary feedback from members and coaches was that there appeared to be less water on the courts.The total cost for the whirley birds was $4,500. Installation completed.Topic to be closed as there is no further work to be done. |  |

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| **6** | **New Business** |  |
|  | 1. Centre Management Processes
 | Eion |
|  | Eion has put forward the following proposal:*Acknowledging that we have come a long way from where we were, unfortunately, from what in can see we are still pretty deficient in our business systems and the below areas look like they require work.** *Employment contracts*
* *Staff position descriptions*
* *staff induction procedures*
* *Performance reviews for STBA staff*
* *Policy and procedure documents*
* *Financial processes and delegated authorities*
* *Communication protocols*
* *Centre budget and forward planning for capital expenditure*
* *Contingency planning for staff annual leave and resignations*
* *Audit and review procedures*

*I'm pretty sure the above list isn't comprehensive, but it's a start.**I would like approval from the committee to commence working on the above (and anything else that people can think of) in conjunction with Alicia and Ryan.**As we get things completed they can then be submitted to the committee for sign off (we can work out a procedure for this after we have the first set of documents for review).*Committee has discussed the above proposal and accepted that additional work needs to occur considering the clubs shift to a business model. Committee discussed the need for a process to review the documents and it was agreed that Eion will complete documents and distribute at least 2 weeks before the next committee meeting. The committee will then discuss and ask questions/ send suggestions through email prior to the meeting. Committee will then use the meeting to accept or reject the submitted policy/protocol.*Eion has moved his motion and Jono has seconded. All committee members present in favour.*Actions:1. Eion to work with staff to develop a wide range of policy and procedures.
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|  | 1. Off-peak times and court hire reduction review
 | Matt |
|  | The proposal to provide off peak rates for court hire was proposed as a trial period and is now due to be reviewed. Matt has fed back to the committee that HLBA and Pickleball are making the most of the off peak rates with significant bookings during the week. It was also reported that court hire income over the 2023 Jan, Feb and March period compared to the same period in 2022, showed an increase in income of $8,500.*Matt has moved that the policy remains in place until such time as a review is requested and Clinton has seconded. All committee members present in favour.*Action:1. Matt to reach out to HLBA to let them know the policy is remaining.
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|  | 1. **Coaches policy regarding court bookings**
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|  | STBA staff have raised concerns that the current coach court booking system was not functional, and that issues were arising around last minute court cancellations and late payments. It was discussed that coaches at the centre all used different payment systems to pay for their court hires. E.g. some would pay a week in advance, others would pay on the day itself. It was noted that some coaches would also book courts and then cancel them on the day which resulted in unused peak hour courts. Staff have also reported issues with coaches with invoices that are overdue by 2.5 weeks and required reminding before they paid. The committee has agreed that the above ad-hoc system was not sustainable and was causing issues within the centre. The committee has subsequently agreed to use the following system for coach court hires:* Coaches to still be allowed to book courts a month in advance, but will no longer be allowed to cancel those courts. Coaches will also be provided with a formal invoice once they put in their bookings and will need to pay by 28 days. If a coach fails to pay the entirety of their invoice by the end of the 28 days then their bookings for the next month will be wiped.
* For coaches with less certain bookings, they will be able to book courts 9 days in advance but these will need to be prepaid and can also not be cancelled.
* The above policy will come into effect as of the 1st of July 2023.

Matt has moved the above motion, Eion has seconded. All committee members present voted in favour.Actions:1. Alicia to notify all the coaches through email about the upcoming changes to court bookings.
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| **7** | **In Camera / Executive Session** |  |
| **8** | **Adjournment** |   |
|  | 7:25pm |  |