**SQUASH & RACQUETBALL VICTORIA – BOARD MEETING**

**18:00 Thursday 23 July 2020 - Zoom**

**MINUTES**

1. **PRESENT:** Sarah Fitz-Gerald (President), Karen Cagliarini, Leon Faustini, Judy Kool, Kevin Quick and Paul Vear (Interim General Manager, S&RV).

**2. APOLOGY:** Olivia Coles.

**3. DECLARATION OF INTEREST:** None

**4. MINUTES OF THE PREVIOUS MEETING held 17 June 2020 - A**ccepted as an accurate record of the meeting.

**5. MATTERS ARISING FROM PREVIOUS MINUTES**

5.1 Board Skills Audit - No progress has been made on this matter. The Board does not feel that this is a priority at this stage and the activity will be put on hold. The skills matrix was to identify any skill weaknesses in the current Board which would provide additional insight into formal Board appointments.

5.2 Distribute Position Descriptions of S&RV Staff To Directors – Position Descriptions forwarded to each Board member via email.

5.3 Develop A Set Of Criteria for the assessment of Working Group Proposals - Six aspects of any proposal for assessment were listed for consideration: Is it Within our Mission, Timeframe, Magnitude and Impact, Resource Required, Source of Resource and Quantity of Resource.

Board members were to review document and provide feedback at next meeting.

5.4 Review Of Metro Melbourne Interclub Pennant Competitions – S&RV had been in contact with Peter Wright to discuss the matter further. Club Circuit had met on 22nd July and PW would provide additional information early next week after their next meeting.

 Consideration of public centre requirements around issues such as starting times for matches when in discussion with Club Circuit which has earlier start times was required.

5.5 Board Workshop - Not seen as a priority at this stage given the COVID-19 situation.

**6. GENERAL MANAGER’S REPORT**

6.1 COVID-19 – Assistance had been given to country venues regarding their competition structures during COVID-19. Timed competitions over more traditional structures were recommended to better manage start / finish times and therefore better control player entry and exits. Health authorities were not keen on having the Doubles competition commence at this stage.

6.2 MSAC – HP Manager Raj Nanda had been conducting JPP sessions at MSAC over the previous 7-8 weeks but has decided to postpone further sessions until after the lockdown concludes. Raj is also looking at travelling to NE Victoria for the short term to do some training and coaching sessions with venues/clubs.

6.3 Community Sport Sector Survival Package – Notification from the State Government was due on 15 July but is now due on 31 July to allow for the Treasury review as well.

6.4 S&RV Website/Social Media – S&RV is preparing stories on various squash and racquetball personnel, plus centres/clubs, for our website and social media pages.

6.5 2020 Events Calendar – Has been updated with a further review due mid-August.

6.6 Events Marketing Strategy – Being developed and to be influenced by new Strategic Plan.

6.7 Squash Australia Executive Officers Council Meetings – There is a lot of angst from the States regarding their 2020 insurance fees being increased due to incorrect numbers reported by NSW. S&RV has paid up to 30 June, but now being asked to pay an additional $4,600 for the full year.

Consideration to seeking insurance locally was given but it was indicated that enquiries were made last year and determined that a solo package would be more expensive than a national package.

S&RV Board does not believe Victoria should be penalised for the mistake of NSW and that NSW should either absorb the mistake or seek assistance from Squash Australia.

6.8 Squash Australia State Performance Pathway Coordinator (SPPC) – Squash Australia has had very little discussion with the states regarding the SPP project and the Coordinator’s position, plus S&RV feels that the position will impact upon Raj Nanda’s role, if he was not appointed. Following a request from S&RV, Squash Australia has now withdrawn the advertisement for the Victorian position, and we have requested further discussions be held with all five states involved in this project.

S&RV has requested for the SPP-related project documentation to be forwarded for our review.

6.9 Metro Melbourne Interclub Pennant Competitions – A proposal is being developed to complete the Autumn season metro interclub pennant competitions for this year if clubs/centres were able to open at the conclusion of the current 6 week lockdown.

A further proposal for a “Christmas” competition to help centres/clubs buffer against the losses incurring from COVID-19 is being developed also.

6.10 Financial Audit – The newly appointed Finance Director provided a proposal for him to undertake a “financial audit” of S&RV at a cost to S&RV. The Board believed that the request for payment was not appropriate as the position is a voluntary one.

6.11 Squash Australia Loan – Needed to be discussed once again as the full repayment of the loan is due by 30 April 2021.

6.12 Mornington Shire Sports Capacity Plan – A follow up meeting with Mornington Shire regarding its Sports Capacity Plan, where it is studying the requirements of lower profile indoor sports such as Badminton, Table Tennis and Squash etc, within the Shire, has been held. The development of a new 6 court complex at the northern end of the Shire with a private/public arrangement is being considered. Study results are due around January 2021. Within the Shire, there has been a loss of 34 courts with only 10 left - Tonic Dromana (8) and Toorak College (2). A further 28 courts have been lost around Frankston and Cranbourne.

6.13 Club And Venue Survey – due to S&RV having very little information on our member venues and clubs, in particular their product menus, it is recommended that we put together a survey for clubs/venues to gather info on programs available, responsible authorities and other relevant squash and racquetball related information. PV will arrange for the survey to be drafted.

6.14 S&RV PROJECTS. A full list of S&RV projects had been circulated to Board members. The VicSport Competition Review Committee has been formed comprising Meredith Hodson, who is leading the review group for S&RV (consisting of 1x racquetball player, 1x squash player, 1x Board member, 1x VicSport staff member, 1x university representative and 1 local council representative, plus PV. They plan to have three to four meetings over the next 12 months.

**7. GAME SHOW REPORT**

The Game Show report indicated that over 84 individuals including 16 Squash Logic Melton players participated and 18 clubs were represented. >$4k raised. Squash Logic Melton won overall. The appeal was far reaching (8 decades, young as 6 and as old as 86). Seven individual clubs won a round, three players won twice, and 10 celebrities returned for the all-stars final round.

**8. FINANCE REPORT**

The financial report as at 30 June was tabled indicating that adjustments, including the MSAC Trading Commission, will be required to the Cash Flow Chart due to COVID-19. Some clubs had been in touch regarding affiliation fees.

**9. PRESIDENT’S UPDATE**

Applications for the GM position closed Friday 17 July 2020. Late applications were being accepted due to the COVID-19 situation which has delayed the process. As at 4pm 23 July, 56 applications and an additional 7 had been submitted. PV, Brendan Downey and Jason Burgess are currently assessing the applications. The expected deadline for the assessments is the first week of August and following that, a shortlist will be finalised.

In regards to the appointment of a GM being budgeted for because the new GM would not be eligible for Government subsidies such as Job Keeper, it was indicated that funding for the position would depend upon the COVID-19 regulations imposed and the outcome of Survival Package funding application.

**10. MULTIBALL**

The MultiBALL unit is housed at Ballarat. An Advisory Group to manage its usage is proposed. The Terms of Reference were previously emailed to the Board. It was suggested that if the Advisory Group were formed, the TOR could be expanded to include inflatable court(s). PV was to check on what types of insurance cover we currently have on the unit. Discussion followed regarding the perceived lack of process in placing the unit at Ballarat.

It was agreed that an Advisory Group be established with expanded Terms of Reference to include other “promotional” products such as inflatable courts, with KQ as its Chair.

**11**. **STRATEGIC PLAN MEETING**

Ian Chalmers would facilitate the Strategic Plan meeting on Saturday 25 July.

**12. SQUASH AUSTRALIA REPORT**

ASADA had rebranded to Sport Integrity Australia. There was a new Manager at the National Squash Centre, previously known as the Carrara Squash Centre. The Participation and Governance Committee had met, but the Profile Committee had not. Both the insurance situation and the State Performance Pathway Project were discussed. S&RV is currently not able to make a decision regarding the Squash Australia loan.

**13. WORKING GROUPS REPORTS**

* Funding Advisory Group – No meetings held yet.
* Coaching Advisory Group – No meetings held yet.
* Participation Advisory Group - has met twice since previous Board meeting.

**14. CORRRESPONDENCE**

Nil.

**15. OTHER BUSINESS**

* State Coaching Director position description – PV to follow up with KC.
	+ Squash Analysis.com. Garry Pedersen had been in contact with several Board members and staff for input.

N.B. - Following the meeting, PV circulated to the Board GP’s proposal re his Online Squash Program and sought responses by 4 August.

**16. NEXT MEETING**

Next Meeting: 18.00, Thursday 27 August 2020.