1. **Present**

Karen Cagliarini, Sarah Fitz-Gerald, Adrian Boden, Olivia Coles, Kevin Quick, Judy Kool, Leon Faustini

1. **Apologies**

Nil

1. **Elections**

* ***President: Sarah Fitz-Gerald***
* KC had requested to appoint someone potentially as Vice President from outside. Explained best practice is to act as constitution states to elect President and Vice President and look at skills audit to further appoint other people based on need.
* ***Vice President: Olivia Coles***

Others TBD at a later date

1. **Minutes of the previous meeting**

The previous two meeting minutes reflected the AGM preparation and February had been previously accepted, therefore no action

1. **Matters arising from the minutes (Circular motions)**

Nil

1. **General Manager Notes to the board**

* Support our sports foundation setup
* Racquetball rebels program preparation
* Staff will be going on leave before next step priority projects
* Working with Sport & Rec Vic / VicHealth to adjust project plans and required outcomes for allocated fundings
* HR contracts in review to be finalised early next week to board for feedback
* Annual Reports and poster pack to be sent out – to be delayed to review timing best for access to venues, and feedback on posters prepared
* Directors to update Everproof all related compliance documents prior to next meeting

1. **Budget / finance report**

* No new report as yet. Projections have been done to show the board financial position in three versions. S&RV with operating reserves can withstand COVID-19 until end of July.
* LF had queries regarding the operational level financials and clarified the board position is strategic.

1. **Governance**

* Job descriptions of staff was discussed and they would be made available once updated in the next week, as with job contracts.
* Noted that Audited Financials needs to be signed after the AGM. RM to investigate “docu-sign” to possibly do it via online instead of printing and scanning etc.
* RM to still send out compliance documents including:
  + Child Safe – Code of Conduct

1. **OTHER BUSINESS**

* Covid-19
  + Letter to be sent to all members requesting support to continue paying their affiliation/membership fees to their clubs / S&RV in this time of challenge.
  + RM has registered and applied for 2 streams of Gov support so far. Looking for more and in discussions with Sport & Rec Vic regarding possible further financial support.
  + Support our Sports foundation (go fund me) set up to act as a level of support to clubs and venues and offering any donations to be tax free.
* Conflict of interest register use was discussed around the meeting. In everyone’s best interest, all things need to go on even things that may seem completely irrelevant.
* RM to send out further documents to the board.

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| --- | --- | --- |
| # | Action | Person Responsible |
| 1 | Send out information to board   * Financial projections * Planned poster packs for clubs * Staff contracts and job descriptions for feedback * Board skills audit information | RM |
| 2 | Complete conflict of interest register once online | RM / ALL |
| 3 | Complete all compliance documents prior to next meeting | ALL |
| 4 | Letter to members and clubs/venues to please support their clubs and State body in time of need | AB / RM |
| 5 |  |  |
|  |  |  |

Next meeting: 8th April, 10am

Meeting Closed 2pm