



**Hervey Bay Squash Incorporated
Committee Meeting Minutes
11 October 2017
1 Hampton Court Urraween**

Meeting declared open: 7:05pm.

Present: Russell Sim, Paula Kostowski, Sue Whyborn, Mike Stewart, Robbie Vella, Kathy Paterson

Apologies: Ray Strachan, Talon Lawson

Previous Minutes:

Previous Minutes were emailed to all those present at the previous meeting. Sue Whyborn moved that they be accepted. Seconded by Russell Sim.

Incoming correspondence:

Date	From	Description	Forwarded to
03/08/17	Office of Liquor and Gaming	Suspension Notice	Paula
05/09/17	Office of Liquor and Gaming	Suspension of Licence	Paula
08/17	CBA	Bank Statement	Paula
09/17	Australian Business Register	Check on ABN details	
09/17	Australian Taxation Office	Change of Registration Details	
28/09/17	CBA	Term Deposit Renewal Notice	Robbie
06/10/17	Julie Prentis (email)	Salming Shoe orders	

Outgoing correspondence:

Date	From	Description	Sent by
09/17	Office of Liquor and Gaming	Response to Suspension Notice (email)	Paula

Treasurer Report:

No report was presented at the meeting as Robbie has been away. The term deposit is due for renewal. Kathy Paterson proposed that we roll over the full amount as the funds are not needed for anything in the near future. This was seconded by Paula Kostowski and agreed by all those present. It will be left up to Robbie to determine how long to reinvest it for, depending on the interest rates. New signatories need to be registered with the bank. It was agreed that Robbie Vella, Russell Sim, Ray Strachan and Sue Whyborn will be added as new signatories. Robbie will complete the form and submit it to the bank. He will then let Russell and Sue know, so that they can go to the bank to verify their identity.



Business Arising:

1. Court refurbishment. Ray Strachan was contacted via phone to take part in this part of the meeting. He spoke to Ian (Breathe Manager) about the court refurbishment. The court lights have still not been replaced, but Wayne Kruger is coming in sometime this week to replace them. Other aspects of the court refurbishment were discussed, e.g. painting. Previously when maintenance has been done, the club has supplied the labour and Breathe have supplied the materials. Ray is happy to help out personally and should be able to get a group together to get it done. Ian is open to this option. Steve Robbo (Owner) is also happy to help out. Kathy and Paula will contact people they know who may be able to give some advice on how much painting the courts would cost and what it would involve. Ray has also had some experience in painting courts. It is also proposed that we give the floors a good clean/scrub followed by a coat of tung oil.
2. Club by-laws. This is a work in progress.
3. Liquor licence. The liquor licence has been paid but Paula is still waiting for a response to the correspondence which will be required to provide because it was paid late.

General Business:

1. ABN Registration Change of Details. We received correspondence from the Australian Business Register to ensure that our details are correct. They are incorrect and in order to change them a Change of Details form needs to be completed. Because we do not know who is authorised to make these changes, we also need to record in our Minutes who will be registered to be authorised to make changes. It was agreed that Sue Whyborn and Robbie Vella be authorised to make any required changes.
2. Christmas Party Menu. The menu for the Christmas party needs to be decided. No menu was available. Sue will email Jason to see if he can bring a menu next Thursday night.
3. Key Register. There is a Key Register on the club website. However, new forms will be filled out for all the current key holders so that we have an up-to-date record of who holds keys. It is known that Kathy and Russ have one and Ray and Linda Jones have 'half-keys'. The club President is the key custodian and all changes should be done through the key custodian.
4. Competition Prizes. The prize budget will be the same as for the previous competition. The suggested prizes for Thursday day were:
Line winners: Embroidered shirts
Team winners: Cooler bag and voucher
Runners up: vouchers
Plate winners: Socks/grips
It will be left up to Russell to make the final decision on the Thursday night prizes. Kathy will see Dean from Café Balaena to get some vouchers. Paula is going to order a variety of socks and grips which could be used for prizes and to be sold.
5. Court Conduct. There was an incident of unsportsman-like behaviour at last Thursday's competition. As convenor of the Thursday night competition, Russ will ask the club captain, Fred Baguley, to speak to the person involved.
6. Masters tournament. The Masters tournament will be held on the Australia Day weekend in 2018. Kathy is the overall co-ordinator and she is looking for club members to take on specific jobs for the tournament. Positions which have been confirmed so far are:
Food purchase: Sue Whyborn
Control desk: Mike Stewart, Sue Whyborn, Kathy Paterson
Hire, pick up and return of chairs: Fred Baguley?
Bar: Robbie Vella
Sweep the courts: Kel Buckley?
We need to notify Breathe so that they can arrange for a staff member to be present (paid by the squash club)
It was suggested that we could get a mobile coffee van to come to the courts.
Kathy will approach the Council to see if there is any funding available.
Sue will get a menu from The Village Caterers to see how much catering would cost.

Meeting declared closed: 8:25pm

Next meeting: Wednesday 8 November 7pm