



BEAUDESERT & DISTRICT TENNIS ASSOCIATION

ABN:97 780 907 205 PO Box 265 Beaudesert Qld 4285 beaudeserttennisassoc@outlook.com www.beaudeserttennis.com.au

Meeting: Beaudesert & District Tennis Association – March General Meeting MINUTES

Date & Time: Thursday 17th March 2022 @ 7pm

Venue: Beaudesert Tennis Club

Attendance: Darren Thorpe, Lauren Griffin, Lisa Quast, Craig Bridges, Erin McGee-Stevens

Meeting Opened – 7:25pm

1. Apologies: Sharyn Dent, Tim Fitzgerald, Les Ferguson

2. For Approval:

- **Confirmation of minutes of previous General Meeting: 17/02/2022**
Moved: Lauren Griffin **Second:** Lisa Quast
- **Finance Report:** February 2022 Reports
Moved: Susan Gee (via Email) **Second:** Darren Thorpe

3. Correspondence – beaudeserttennisassoc@outlook.com

Inwards:

- I. 19/02/22 Scott Buchholz – February 2022 Newsletter
- II. 20/02/22 Erin McGee-Stevens – Interest in Sponsorship from Professionals Real Estate Tamborine Village
- III. 21/02/22 Burhan Al-Fares (BBRF) – Confirmation BRFIPV000878 Agreement is being processed
- IV. 21/02/22 Natasja Frieberg – Clubhouse Hire enquiry for 14th May 2022
- V. 21/02/22 Community Benefits Fund - Gambling Community Benefit Fund – Application Number: APP-021870 CBFU:0047767 Acquittal Reminder 22/03/22
- VI. 21/02/22 Tim Fitzgerald to FairPlay Vouchers (Dept TIS) – CC'd on follow up email regarding what Fairplay require from us to complete this setup
- VII. 22/02/22 Steve Hughes – Mowing Invoice 0699 for 17/02
- VIII. 23/02/22 Child Wise – February Newsletter
- IX. 23/02/22 Alan Mitchell (Grant Writer) – Seeking approval for increase to Grant Writing fee in lieu of time lapsed and extra work involved with Government Grant received
- X. 24/02/22 Kimberley Moore (AdWrapIt) – Quote for new Club Banner
- XI. 24/02/22 Natasja Frieberg – Completed Clubhouse Hire Agreement attached
- XII. 24/02/22 Alan Mitchell (Grant Writer) – Invoice 02220275 for Preparation and Consultancy of the successful BBRF Grant.
- XIII. 25/02/22 Sport & Rec South West – Active Clubs Round 2 Now Open
- XIV. 25/02/22 Kimberley Moore (AdWrapIt) – Clarification of Banner cost increase for 2022 due to inflation of materials during Covid
- XV. 25/02/22 AdWrapIt – Invoice 1288A for new Club Banner
- XVI. 25/02/22 Rick Gillow (BCC) – Reply to 2022 Fire and Safety Training email sent 25/02
- XVII. 25/02/22 Rick Gillow (BCC) – Bicycle Club First Aid Course scheduled at the Clubhouse for 11th June 2022
- XVIII. 25/02/22 BBRF - BRFIPV000878 Agreement Negotiation
- XIX. 27/02/22 Blake Kebblewhite (TQ) – SEQ Rain and Flooding Event



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- XX. 28/02/22 Lisa Caruana (Council CDO) – Flooding Impact for Sport and Recreation Clubs
- XXI. 28/02/22 Blue Card Services – February Blue Card News
- XXII. 28/02/22 Sport & Rec (South West) – Extreme Weather Event Update
- XXIII. 01/03/22 Jamie-Lea (Premier Sports) – Response to email sent 26/02 regarding Invoice to be sent out today
- XXIV. 01/03/22 James Rapkins (TLC) – Club details required to be setup as Suppliers for Payments with TLC
- XXV. 01/03/22 Rebecca Woolf (AdWrapIt) – Banner Print for Approval
- XXVI. 01/03/22 Premier Sports – Invoice 00001358 for Deposit Payment on the Reconstruction of two Tennis Courts
- XXVII. 01/03/22 Blake Kebblewhite (TDO) – TQ Flood/Weather Check-in
- XXVIII. 01/03/22 Tennis Australia – Cheer on Team Australia at Davis Cup 2022
- XXIX. 01/03/22 NAB – Online Statement for account ending 8641 now available
- XXX. 02/03/22 TQ – Tennis QLD Support/Flood Update
- XXXI. 03/03/22 BBRF Grants Program Team – Grant Agreement Due Date Extended
- XXXII. 03/03/22 Blake Kebblewhite (TDO) – Information required for Affiliation
- XXXIII. 03/03/22 Blake Kebblewhite (TDO) – “Click to the Court” discussion with the Club
- XXXIV. 03/03/22 Blake Kebblewhite (TDO) – Confirmation of Blue Card Information received to complete Affiliation
- XXXV. 03/03/22 TQ – 2022 Affiliation Confirmation
- XXXVI. 03/03/22 Casey Clark (Scenic Rim DDS) – Reply to Banner Replacement email sent 03/03 and approval to proceed
- XXXVII. 04/03/22 Marsh Advantage – Issue of Sportscover Australia 2022 Certificate of Currency (Tennis Affiliation)
- XXXVIII. 04/03/22 Rebecca Woolf (AdWrapIt) – Confirmation of price for DDS Banner
- XXXIX. 04/03/22 Regional Development Australia – Disaster Recovery Assistance
- XL. 06/03/22 Telstra – February 2022 Invoice
- XLI. 07/03/22 Signonday – ACTIVATE22 Sports Marketing
- XLII. 07/03/22 Lacey Sawtell (CDO) – Volunteer Committees – THANK YOU
- XLIII. 07/03/22 Sport & Rec (DTIS) – SEQ Flooding Update
- XLIV. 08/03/22 Leah (Premier Sports) – Reply to email sent 08/03 with Invoice marked “PAID IN FULL”
- XLV. 08/03/22 Blake Kebblewhite (TDO) – GC Region Red/Orange/Green Ball Series Posters for 2022
- XLVI. 08/03/22 Rebecca Wolf (AdWrapIt) – Verification of where to place additional wording for DDS Banner
- XLVII. 08/03/22 Julie M (DVConnect) – Approval to Fundraise confirmation and DVConnect Logo
- XLVIII. 09/03/22 Blake Kebblewhite (TDO) Confirmation of “Click to the Court” meeting at the Club Saturday 19th March @8am
- XLIX. 09/03/22 Rebecca Wolf (AdWrapIt) – DDS Banner Print V1 for Approval
- L. 10/03/22 Community Benefits Fund – Application Number: APP-021870 CBFU:0047767 accepted and complete
- LI. 11/03/22 Rebecca Wolf (AdWrapIt) – DDS Banner Print V2 for Approval
- LII. 11/03/22 Sport & Rec (DTIS) – 11th March Disaster Recovery Update
- LIII. 13/03/22 Susan Gee (Treasurer) – February 2022 Financial Reports
- LIV. 14/03/22 Burhan Al-Fares (BBRF) – BRFPV000878 Agreement Negotiation extended to 22/03/22
- LV. 14/03/22 Urban Utilities – Quarterly Bill Nov 21 – Feb 22 Due and notified of spike in Water Usage
- LVI. 14/03/22 Julie M (DVConnect) – Reply to email sent 14/03 regarding Pamphlets/Posters for Charity Event. Julie to send to nominated address.
- LVII. 14/03/22 Casey Clark (DDS) – Reply to email sent 13/03 with approval of AdWrapIt Banner Print V2
- LVIII. 15/03/22 Brooke Goodland (South West Sport & Rec) – Webinar for Disaster Legal Assistance
- LIX. 15/03/22 QLD Check-In App – Change to Requirements for some Businesses
- LX. 16/03/22 Rebecca Wolf (AdWrapIt) – Confirmation of DDS Banner proceeding to Production



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Outwards:

- I. 16/02/22 Committee – February General Meeting Agenda
- II. 20/02/22 Burhan Al Fares (BBRF) – Response to email received 14/02 with Template approval and Contractors Agreement attached
- III. 23/02/22 Committee – Change of Date proposal for 2022 Charity Shield Event
- IV. 23/02/22 Natasja Frieberg – Response to email sent 21/02 regarding Clubhouse Hire. Clubhouse Hire Agreement and Procedures documents sent for persual
- V. 23/02/22 Committee – February General Meeting Minutes
- VI. 23/02/22 Erin McGee-Stevens – Reply to email received 20/02 with Sponsorship Packages attached
- VII. 24/02/22 Alan Mitchell (Grant Writer) – Response to email received 23/02 regarding increase to Grant Writing Fee
- VIII. 24/02/22 Committee – Confirmed Covid Guidelines for Charity Shield Event
- IX. 24/02/22 Jaron McComish (AdWrapIt) – Request for Quote for new Club Banner
- X. 24/02/22 DVConnect – Completed Authority to Fundraise Form attached
- XI. 25/02/22 Kimberley Moore (AdWrapIt) – Clarification on increase of Banner Quote for 2022.
- XII. 25/02/22 Kimberley Moore (AdWrapIt) – Confirmation of Banner Quote accepted online
- XIII. 25/02/22 Committee/BCC/U3A – Onsite 2022 Fire & Safety Training, Key Register and Blue Card Checks (21st April 2022 at 6:15pm)
- XIV. 25/02/22 Rick Gilllow (BCC) – Reply to email received 25/02 regarding BCC First Aid Course scheduled at Clubhouse
- XV. 26/02/22 Jamie-Lea (Premier Sports) – Follow up on Invoice for Deposit Payment
- XVI. 01/03/22 Rebecca Woolf (AdWrapIt) – Reply to email received 01/03 with approval to proceed with Banner Print and delivery address provided
- XVII. 01/03/22 James Rapkins (TLC) – Reply to email received 01/03 with Beaudesert Tennis Bank Details and ABN
- XVIII. 02/03/22 Committee – Upcoming Key Dates
- XIX. 03/03/22 Blake Kebblewhite (TDO) - Reply to email received 01/03 regarding Flood Check-In and open invitation extended for General Meetings
- XX. 03/03/22 Blake Kebblewhite (TDO) – Reply to email received 03/03 providing additional Blue Card information for Affiliation
- XXI. 03/03/22 Casey Clark (Scenic Rim DDS) – Seeking approval to replace DDS Banner and confirmation of Artwork
- XXII. 04/03/22 Rebecca Woolf (AdWrapIt) - Request for Quote for new DDS Banner
- XXIII. 04/03/22 Burhan Al-Fares (BBRF) – Reply to BRFPV000878 Agreement Negotiation questions received 25/02
- XXIV. 07/03/22 Committee – Information regarding Scenic Rim Council’s offer for free entry to upcoming Performing Arts events for volunteers
- XXV. 08/03/22 Leah (Premier Sports) – Confirmation of Invoice paid and request for updated Invoice with Payment applied to submit with acquittal
- XXVI. 09/03/22 Blake Kebblewhite (TDO) – Reply to email received 03/03 regarding meeting for “Click to the Court”
- XXVII. 09/03/22 Rebecca Wolf (AdWrapIt) – Reply to email received 08/03 regarding where to place additional wording for DDS Banner
- XXVIII. 09/03/22 Rebecca Wolf (AdWrapIt) – Reply to email received 09/03 regarding minor changes to the Artwork Print V1
- XXIX. 13/03/22 Casey Clark (DDS) – Forward of Banner Print V2 from AdWrapIt for approval
- XXX. 14/03/22 Julie M (DVConnect) – Request for Pamphlets/Posters for Charity Shield Event
- XXXI. 16/03/22 Rebecca Wolf (AdWrapIt) – Approval to proceed with the DDS Banner Print V2



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Received Via PO Box:

- I. 11/03/22 Beaudesert Newsagency – February 2022 Invoice 0000087652



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4. For Discussion - Business arising from Minutes of previous General Meeting: 17/02/2022

- I. **Debit Card Update for OneDrive Storage Increase** – Darren advised that nothing further has been received from NAB and account doesn't appear in the Club's online profile. Darren to follow up.
- II. **New Beaudesert Tennis Banner** – Lauren has ordered the new Club Banner and DDS Banner with AdWrapIt and both the Quote and Banner Prints have been approved. Banner costs have increased for 2022 due to the inflation of material prices. Lauren has updated the Sponsorship Packages to reflect this increase. Darren has received both Banners today and they can be erected.
- III. **Outstanding Maintenance Items:**
 - Court 3 Light – Reece Electrical has checked the light and the issue is the bulb. Reece is awaiting a cherry picker to be able to replace the bulb.
 - Office Printer – Lauren has purchased a new Canon Printer and it is in the Clubhouse Office.
 - Piping for Courts 3 & 4 Gap – Lisa and Craig are still working on which material would be best to use.
- IV. **Meeting with U3A** – Darren has spoken with the Monday U3A group and Memberships have been followed up. Darren has confirmed with the U3A Assistant Treasurer Stewart that our Tennis contact is Paulette Wilson for Wednesday U3A and Lorraine Rowe for Monday Social.
- V. **Removal of Myleigh from Media Contacts** – Lauren and Sharyn have discussed this and Sharyn is going to look into the Social Media logins in the Publicity folder. Myleigh's details are to be updated to the club email address.
- VI. **Fairplay Registration** – Lauren spoke with Tim yesterday and he is going to follow this up asap.
- VII. **Covid Guidelines for Charity Shield Event** – Lauren has contacted the QLD Health hotline and confirmed that as we are a Community Club that does not contain a Café, Restaurant etc, the Covid mandate does not apply to us even when we are serving food for the event. Both vaccinated and unvaccinated people are permitted indoors.

Discussion Action

- I. **Darren**
- II. **-**
- III. **Lisa,
Craig**
- IV. **-**
- V. **Sharyn,
Lauren**
- VI. **Tim**
- VII. **-**



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5. Agenda:

- I. **Covid Update** – From 6pm 4th March 2022 additional restrictions have eased. Refer to the QLD Government Health site for further information. Density limits and face masks are no longer required for our Club. Check-In App is also not required to be used at our Club as vaccination status does not apply.
- II. **Courts 5 & 6 Update** – Lauren mentioned that we have received many complex emails from the BBRF regarding the Grant and Darren agreed that the Grant Agreement is proving difficult to execute. Darren has been working with BBRF since November 2021 and they continue to require additional and repetitive information to execute the Grant. Darren is hoping this will move forward in the coming week or two.
- III. **Grants Update** –
 - Sport & Rec Active Clubs Round 2 Open (Closes 23/03/22) – We won't be applying for this Grant.
- IV. **Coaching Update** – Tim to give an update at the next General Meeting.
- V. **New Maintenance Items:** No new items to add.
- VI. **2022 Fire & Safety Training** – Thursday 21st April, 6:15pm at the Clubhouse. Email sent to Committee, BCC and U3A for attendance at this mandatory training. Volunteer/Committee Member Screening Checklist and 2022 Key Register to be completed then.
- VII. **2022 Charity Shield Event for “Domestic Violence”** – Committee has agreed via email to change the Charity Shield Event date to Saturday 7th May 2022. Lauren has emailed the Authority to Fundraise form to DVConnect and we have received the approval and logo to use for marketing. Lauren sought committee approval for the marketing documents created before advertising the event. The committee unanimously approved these documents. Lauren has also emailed DVConnect regarding official marketing material and they are more than happy to post Pamphlets and Posters to be used at the event. Lauren provided the meeting attendees with a copy of the Fundraising Letter to seek donations for the Charity Raffle.
- VIII. **Bicycle Club First Aid Course (11th June 2022)** – Lauren advised that this date clashes with our Open Tournament for 2022. The committee discussed and are happy to co use this space however are worried about the noise disruption to BBC's training. Darren to give Rick a courtesy call to discuss.
- IX. **New DDS Banner and Sponsorship** – Lauren has spoken with Scenic Rim DDS and confirmed that they happy to re-sign as our Gold Sponsor for an additional 3 years starting from the new financial year 2022. The new DDS Banner has arrived and the club are to Invoice DDS for payment as agreed.
- X. **Quote to repair Lauren's car (damage from 2022 Open Day)** – Lauren has received a quote from Scenic Smash for \$3524.13 to repair the damage sustained by the club's Gazebo on Open Day. Committee have agreed to apply for Insurance through the Club. Darren to follow up.

Agenda Action

- I. -
- II. **Darren**
- III. -
- IV. -
- V. -
- VI. -
- VII. **Lauren, All**
- VIII. **Darren**
- IX. **Darren, Lauren**
- X. **Darren**



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6. Business arising from floor:

- I. Lisa has raised the issue with our high Urban Utilities Bill for last quarter (email details outlined under 'Correspondence Inwards' above) due to the broken pipe under the tap at the rear of the Clubhouse. Lisa believes that we can claim the excess sewerage charge due to the leak. Darren to contact Urban Utilities to see if we qualify for a credit on the sewerage charge.
- II. The committee would sincerely like to wish Coach Tim and Jenny all the very best for a wonderful Wedding celebration in April.

Arising actions

- I. **Darren**
- II. -

Next Meeting – Thursday 21st April 2022 @ 6:45pm

Meeting Closed – 8:35pm

X

Darren Thorpe
President

X

Lauren Griffin
Secretary