



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 – September General Meeting MINUTES
- Date & Time:** Thursday 15th September 2022 @ 6:15pm
- Venue:** Beaudesert Tennis Club & Teams Online
- Attendance:** Darren Thorpe, Lauren Griffin, Lisa Quast, Rachel Payne, Les Ferguson (Facetime)

Meeting Opened – 6:22pm

1. **Apologies:** Sharyn Dent, Tim Fitzgerald, Craig Bridges

2. **For Approval:**

I. **Confirmation of minutes of previous General Meeting:** 18/08/2022

Moved: Lauren Griffin **Seconded:** Rachel Payne

II. **Finance Report:** August 2022 Reports to be submitted at the next meeting.

Moved: **Seconded:**

3. **Correspondence – beaudeserttennisassoc@outlook.com**

INWARDS:

- I. 20/08/22 Nathan Hewitt (Complete Asbestos) – Confirmation of dates for Asbestos Removal
- II. 20/08/22 Alan Mitchell (Grant Writer) – Council Grant Application for perusal and approval
- III. 21/08/22 Alan Mitchell (Grant Writer) – Confirmation of Council Grant Application submitted
- IV. 22/08/22 Jamie-Lea (Premier Sports) – Reply to email sent on 21/08 regarding asbestos removal date, fencing and erecting banner on new fence
- V. 22/08/22 TQ – Call for Tennis Queensland Board Nominations
- VI. 22/08/22 Amy Richards (McAuley College) – McAuley College Term 4 Sport Program for Tennis
- VII. 22/08/22 Sportzng Court Care Services – Invoice 1894 for Synthetic Grass Maintenance
- VIII. 24/08/22 Blue Card Services – August 2022 E-News
- IX. 24/08/22 Kadie Foster (St Mary's OSHC) – Reply to email sent 23/08 regarding follow-up of unpaid Court Hire Invoice
- X. 24/08/22 Justin Pugliese (QM Properties) – Reply to email sent 23/08 regarding follow-up of unpaid Silver Sponsorship Invoice
- XI. 24/08/22 K2K Signs – Confirmation of 2 x Gate Signs ordered
- XII. 24/08/22 Keer Moriarty (Beaudesert Bulletin) – Reply to email sent 24/08 confirming newspaper coverage of the Open Men's Prize Money Tournament
- XIII. 25/08/22 Aaron Todd (BOQ Jimboomba) – Confirming unavailability to attend the Open Men's Prize Money Tournament Presentation
- XIV. 25/08/22 Tennis QLD – Tennis Talks: Growing and Celebrating Our Game
- XV. 26/08/22 Raj Marwaha (K2K Signs) – Gate Signs Artwork Proof for approval



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- XVI. 29/08/22 Natasha Moore (Community Grants Officer) – Advising further information required for Grant Application submitted
- XVII. 29/08/22 Julie Ferguson (QLD Cancer Council) – Cancellation of Clubhouse Hire for Blue BBQ on Saturday 24th September 2022
- XXVIII. 30/08/22 Keer Moriarty (Beaudesert Bulletin) – Reply to email sent 29/08 confirming Tournament information and photos received
- XIX. 30/08/22 Urban Utilities – June to August 2022 Bill
- XX. 31/08/22 Leesa Dobby (BBRF Reports) – Reply to email sent 15/08 regarding how to access Grant payment for Court Upgrade Project
- XXI. 31/08/22 Rhys Brown Electrical – Invoice 5060 for replacement of 5 x Fluro Lights with LED's and removal of sensor
- XXII. 31/08/22 BBRF – Reply to email sent 15/08 regarding how to retrieve Grant Funds to Project Invoices.
- XXIII. 31/08/22 Beaudesert Hardware Mitre 10 – August 2022 Statement and notification of new BSB Number
- XXIV. 01/09/22 Sport & Rec South West – 2022 Club Contact Details
- XXV. 01/09/22 Trish Caverly – Request for Clubhouse and 1 Court Hire on Saturday morning 8th October 2022
- XXVI. 01/09/22 DVConnect (FW from Rachel Payne) – Donation Receipt and Thank You Letter
- XXVII. 01/09/22 NAB – Statement for Account ending 8641 available online
- XXVIII. 02/09/22 Amy Richards (McAuley College) – Completed School Hire Agreement and Certificate of Currency for Insurance received
- XXIX. 05/09/22 AussieBorn (FW from Lauren Griffin) – Invoice 00007168 for additional Hoodie ordered
- XXX. 05/09/22 Leesa Dobby (BBRF) – Reply to email sent 02/09 confirming that expenditure can be claimed in the End of Project Report which can be submitted as soon as the Project is complete
- XXXI. 05/09/22 Blake Kebblewhite (TDO) – Touching base on progression of new Courts to implement the Click to the Court system
- XXXII. 06/09/22 Jamie-Lea (Premier Sports) – Advising Surfacing Team are scheduled to be onsite Monday 11th September and earthworks and lights to be completed on Wednesday 14th September
- XXXIII. 06/09/22 QM Properties Accounts Payable – Remittance Advice attached for \$2200 Sponsorship payment
- XXXIV. 06/09/22 Blake Kebblewhite (TDO) – GCRA Application attached for the Tennis QLD Regional Shield
- XXXV. 07/09/22 Telstra – August 2022 Invoice
- XXXVI. 08/09/22 Beaudesert Hardware Mitre 10 – Invoice 1262571 for Black Cable Ties
- XXXVII. 09/09/22 Honan Sports Insurance – Property Insurance due for policy renewal for 2022-23
- XXXVIII. 12/09/22 Jamie-Lea (Premier Sports) – Advising rain has affected the schedule and surfacing will commence later this week
- XXXIX. 12/09/22 Rick Gillow (BBC) – Acknowledgement of email sent 12/09 regarding Clubhouse Hire dates and advising of new contact email for future BBC correspondence
- XL. 13/09/22 Lisa Caruana (Council CDO) – Seeking Providers for 2023 Be Healthy & Active Program

OUTWARDS:

- I. 17/08/22 Committee – August General Meeting Agenda
- II. 18/08/22 Nathan Hewitt (Complete Asbestos) – Follow up on date for Asbestos removal
- III. 18/08/22 Various Contacts – Players Welcome to the 2022 Open Prize Money Tournament
- IV. 19/08/22 Alan Mitchell (Grant Writer) – Reply to email received 08/08 providing information needed for Grant Application
- V. 20/08/22 Committee – August General Meeting Minutes
- VI. 20/08/22 Various Contacts – Notification to 2022 Open Prize Money Tournament Players regarding Draws and Schedule Available
- VII. 21/08/22 Nathan Hewitt (Complete Asbestos) – Confirming 1st September 2022 for asbestos removal



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- VIII. 21/08/22 Jamie-Lea (Premier Sports) – Advising date of Asbestos removal, fencing required and approval to erect banner on new fence
- IX. 21/08/22 Alan Mitchell (Grant Writer) – Reply to email received 20/08 approving to proceed with the Grant Application
- X. 23/08/22 Various Contacts - Notification to 2022 Open Prize Money Tournament Players of when Reserve List Refunds will be processed
- XI. 23/08/22 IPFlourish & BOQ Jimboomba – Invitation to present prizes at the 2022 Open Prize Money Tournament
- XII. 23/08/22 Kadie Foster (St Mary's OSHC) – Follow up regarding unpaid Court Hire Invoice from January
- XIII. 23/08/22 Justin Pugliese (QM Properties) – Follow up regarding unpaid Silver Sponsorship Payment for 2022
- XIV. 24/08/22 Beaudesert Bulletin – Potential newspaper coverage of upcoming Open Prize Money Tournament
- XV. 24/08/22 Keer Moriarty (Beaudesert Bulletin) – Reply to email received 24/08 with information relating to Open Prize Money Tournament
- XVI. 26/08/22 Various Contacts – Reminder to Open Prize Money Tournament Players of arrival times, contact numbers and link to schedule online
- XVII. 29/08/22 Various Contacts – Thank You to Open Prize Money Tournament Players and Families and congratulations to Finalists and Winners
- XVIII. 29/08/22 Keer Moriarty (Beaudesert Bulletin) – Open Prize Money Tournament results and photos attached
- XIX. 30/08/22 Julie Ferguson (QLD Cancer Council) – Acknowledgement of email received 29/08 regarding cancellation of Clubhouse Hire 24th September 2022
- XX. 30/08/22 Amy Richards (McAuley College) – Acknowledgment of email received 22/08 confirming courts available for Sport hire and School Hire Agreement attached
- XXI. 02/09/22 Leesa Dobby (BBRF) – Reply to email received 31/08 requiring further clarification on how to obtain Grant monies asap
- XXII. 05/09/22 Leesa Dobby (BBRF) – Reply to email received 05/09 requesting if progress payments can be made as advised by previous BBRF Grants Officers
- XXIII. 12/09/22 Sport & Rec South West – Reply to email received 01/09 with the Club's Contact Details attached
- XXIV. 12/09/22 Trish Caverly – Reply to email received 01/09 regarding Clubhouse & Court Hire. Hire Agreement form attached for completion and return
- XXV. 12/09/22 Amy Richards (McAuley College) – Acknowledgement of School Hire Agreement and copy of Insurance received
- XXVI. 12/09/22 Blake Kebblewhite (TDO) – Reply to email received 05/09 advising that the weather has slightly delayed the completion of the new courts however still aiming for October
- XXVII. 12/09/22 Rick Gillow (BBC) – Advising of Clubhouse Hire cancellation for the 24th September and Hire for the 8th October
- XXVIII. 12/09/22 Aaron Todd (BOQ Jimboomba) – Attached a copy of Open Men's Prize Money Tournament article published in the Beaudesert Bulletin
- XXIX. 12/09/22 Committee – September 2022 General Meeting Reminder



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4. FOR DISCUSSION - Business arising from Minutes of previous General Meeting: 18/08/2022

- I. **Outstanding Maintenance Items:**
 - Piping for Courts 3 & 4 Gap – In progress.
 - “Please Lock Gate” signs x 2 – Signs have been received and Darren has bolted them to the inside of the gates on Courts 1-4.
- II. **QCC Clubhouse Hire (24th September 2022):** Julie Ferguson has cancelled the hire due to not being able to secure a Guest Speaker. They hope to rebook for 2023.
- III. **Potential Change of Bank for Club Accounts:** Committee discussed changing from NAB to BOQ Jimboomba. Rachel questioned whether BOQ Jimboomba have a drop box or if cash can be deposited through Australia Post. Lauren to touch base with Aaron on the above questions.
- IV. **Meeting with Lorraine from U3A:** Darren and Lauren met with Lorraine and Denise Winter. Confirmed that Lorraine is the contact person for U3A and she will monitor the Monday memberships. Darren ran through the Clubhouse Fire Training procedures with Lorraine and Denise, and they are happy to attend the annual Training session in the future. Lauren provided the Club Hire Agreement document to Lorraine for completion. Lauren will follow this up when she returns from leave.
- V. **Grant Funds from BBRF:** Darren is corresponding with BBRF on how to receive the necessary progress payments to pay the outstanding Invoices from Premier Sports. Darren advised the committee that the upgrade project is almost complete, and we have not received any of the Grant funds. Darren to call BBRF next week to clarify how we can receive the funds.

For Discussion - Action Items				
NO.	ACTION ITEMS	ITEM NO.	WHO	STATUS
1.	Piping for Courts 3 & 4 Gap	I.	Lisa Quast & Craig Bridges	In Progress
2.	Contact Aaron Todd (BOQ) regarding Bank Change	III.	Lauren Griffin	To Action
3.	U3A Clubhouse Hire Agreement	IV.	Lauren Griffin	To Action
4.	Contact BBRG regarding Grant funds	V.	Darren Thorpe	To Action



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5. AGENDA:

- I. **Covid Update:** Nothing new to report.
- II. **Courts 5 & 6 Update:** Darren confirmed that the Asbestos removal has been rescheduled again to tomorrow and Premier Sports are soon to commence the acrylic surfacing after a minor rain delay.
- III. **Grants Update:** Awaiting confirmation if the GCBF and Council Grant Applications have been successful.
- IV. **Coaching Update:** Tim to provide an update at the next meeting.
- V. **New Maintenance Items:**
 - **Replacement Urn** – Lauren advised that the Urn is leaking water. It was used for both the Junior and Open Men’s Tournaments and needs to be replaced. Both Darren and Lisa confirmed that the Urn is extremely old. The committee have agreed for a new 5L Urn to be purchased. Rachel is going to check if Mitre 10 sell them.
- VI. **2022 Open Men’s Prize Money Tournament Wrap Up:** Lauren was extremely happy with how the Tournament ran. 32 Singles entries and 8 Doubles entries were received in total, however were only able to accept 16 Singles entries into the Main Draw due to the limited number of courts. The caliber of Tennis players was exceptional, and Lauren hopes that the event will be bigger and better next year with the addition of the two new hard courts. Lauren thanked IPFlourish and BOQ Jimboomba for their Sponsorship and advised that the Beauesert Bulletin published an article on the Tournament in the Sports section of their latest edition.

2022 Open Men's Prize Money Tournament		
	Income	Expenditure
IPFlourish Sponsorship	\$500	
BOQ Jimboomba Sponsorship	\$200	
Total Sponsorship	\$700	
Singles Entry Fees (\$60 x 16)	\$960	
Doubles Entry Fees (\$25 x 8)	\$200	
Total Entry Fees	\$1,160	
Total Prize Money		\$1,270
Total Canteen Expenses		\$63.35
Canteen Sales 27th Aug - Cash	\$10.20	
Canteen Sales 28th Aug - Cash	\$7.00	
Canteen Sales 27th Aug - EFT	\$81.70	
Canteen Sales 28th Aug - EFT	\$29	
Total Canteen Sales	\$127.90	
Total Square Fees		\$3.69
TOTAL INCOME	\$1,988	
TOAL EXPENDITURE	\$1,337	
DIFFERENCE	\$651	



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- VII. **2022 Grade Tournament (Closed Event 11th-13th November):** Lauren will create the entry forms ready to be distributed to both the Junior and Senior Members in Term 4.
- VIII. **Click to the Court System for new Courts:** Lauren advised that Blake Kebblewhite has touched base on when the new courts will be completed to install the Click to the Court system. The committee discussed whether to continue to hire the Grass Courts or to move the hire over to the new Hard Courts. The Committee unanimously agreed for the Court Hire to be changed to the new Hard Courts. Lauren to advise Blake once the courts are complete.
- IX. **DVConnect Thank You Letter:** Rachel received a Thank You letter from DVConnect for our \$1400 donation.
- X. **McAuley College Sport Clubhouse & Court Hire:** Lauren confirmed that McAuley College will be hiring the Clubhouse and Courts for School Sport in Term 4 on Thursdays, 2-3pm from 20/10 to 24/11.
- XI. **Trish Caverly Clubhouse & Court Hire:** Lauren advised that Trish Caverly has expressed interest in hiring the Clubhouse and one Court on Saturday morning 8th October 2022. Lauren has sent a Clubhouse and Court Hire Agreement to Trish via email and notified the Beaudesert Bicycle Club of the upcoming hire.
- XII. **Holiday Break for Committee:** The committee are taking a very well-deserved break for the first time in 2022. Lauren has setup an out of office message on the email Inbox from Friday 16th – Monday 3rd October, advising that emails will not be monitored during this time and will be responded to on our return.

Agenda - Action Items

NO.	ACTION ITEMS	ITEM NO.	WHO	STATUS
1.	Replacement Urn	V.	Rachel Payne	To Action
2.	Create Grade Tournament Entry Forms	VII.	Lauren Griffin	To Action
3.	Advise Blake when Hard Courts are Complete	VIII.	Lauren Griffin	To Action
4.	Follow Up Trish Caverly for Hire Agreement	XI.	Lauren Griffin	To Action



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6. OTHER BUSINESS:

I.

Other Business - Action Items				
NO.	ACTION ITEMS	ITEM NO.	WHO	STATUS

Next Meeting: Thursday 13th October 2022

Meeting Closed: 7:25pm

X

Darren Thorpe
President

X

Lauren Griffin
Secretary