



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 – August General Meeting MINUTES
- Date & Time:** Thursday 18th August 2022 @ 6:15pm
- Venue:** Beaudesert Tennis Club & Teams Online
- Attendance:** Darren Thorpe, Lauren Griffin, Lisa Quast, Craig Bridges, Tim Fitzgerald (Teams Online), Rachel Payne (Teams Online)

Meeting Opened – 6:22pm

1. **Apologies:** Sharyn Dent, Les Ferguson
2. **For Approval:**
 - I. **Confirmation of minutes of previous General Meeting: 21/07/2022**

Moved: Lauren Griffin **Seconded:** Lisa Quast
 - II. **Finance Report:** July 2022 Reports. Lauren to send a follow-up email to QM Properties and St Mary's OSHC regarding overdue unpaid Invoices.

Moved: Rachel Payne **Seconded:** Craig Bridges

3. Correspondence – beaudeserttennisassoc@outlook.com

INWARDS:

- I. 21/07/22 Jamie-Lea (Premier Sports) – Notifying the cancellation of the concrete pour due to wet weather. Rescheduled for Monday 25th July
- II. 21/07/22 Jamie-Lea (Premier Sports) – Topsoil Quote for Court Upgrade Project
- III. 21/07/22 Active Queenslanders Industry Alliance – FairPlay Vouchers Round 7 Open
- IV. 21/07/22 Nathan Hewitt (Complete Asbestos) – Scheduled asbestos removal for Friday 5th August
- V. 22/07/22 Jamie-Lea (Premier Sports) – Confirmation of court colours and requesting asbestos removal to be rescheduled due to the Premier team being on site
- VI. 22/07/22 Web Central – Renewal of Email Domain due to expire on 18/10/2022
- VII. 22/07/22 Lacey Sawtell (Council CDO) – Grants Workshops Reminder
- VIII. 22/07/22 Alan Mitchell (Grant Writer) – Advising that a copy of the resurfacing quote for artificial Grass Courts 1 & 2 to be sent to Scenic Rim Council on the club's behalf
- IX. 25/07/22 Julie M (DVConnect) – Reply to email sent 25/07 with the Bank Account details to transfer Charity Shield donation
- X. 26/07/22 Aaron Todd (BOQ) – Completed Sponsorship Contract Form received for Open Men's Prize Money Tournament
- XI. 26/07/22 Jamie-Lea (Premier Sports) – Response to email sent 26/07 acknowledging approved court surface colours and gates as requested
- XII. 26/07/22 Tim Fitzgerald (IP Flourish) - Completed Sponsorship Contract Form received for Open Men's Prize Money Tournament



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- XIII. 27/07/22 Nathan Hewitt (Complete Asbestos) – Response to email sent 26/07 re-scheduling asbestos removal for the week of the 8th August
- XIV. 27/07/22 Jamie-Lea (Premier Sports) – Update on proposed dates for second pour, fencing and surfacing
- XV. 28/07/22 Scenic Smash – Invoice 22736 for repairs to Lauren’s Nissan Pulsar
- XVI. 28/07/22 Containers for Change – Scheme ID awaiting setup of Payment Method
- XVII. 28/07/22 Jordin Sports Construction – Confirming if Grant was submitted on time with resurfacing quote
- XXVIII. 29/07/22 Child Wise – July 2022 Newsletter
- XIX. 30/07/22 GCRA – AGM & GM Wednesday 17th August 2022, 7pm @ GCA
- XX. 30/07/22 NAB – Statement for Account ending 8641 available online
- XXI. 31/07/22 Beaudesert Hardware Mitre 10 – Statement as of 31/07/22
- XXII. 01/08/22 Rod Smith (Parent) – Junior Age Tournament Thank You email
- XXIII. 01/08/22 FairPlay Vouchers (DTIS) – Reminder to register in the new system and Voucher Round open
- XXIV. 01/08/22 Scenic Smash – Payment Receipt of Invoice 22736 for repairs to Lauren’s Nissan Pulsar
- XXV. 01/08/22 Blake Kebblewhite (TDO) – Link to TQ Facebook Tutorial on How to Create and Event
- XXVI. 01/08/22 Greta Virgona (Sportscover Claims) – Payment Release Form supplied for completion
- XXVII. 01/08/22 Stripe – Debit initiated from Bank Account
- XXVIII. 02/08/22 TQ – Management Liability Insurance Declaration to be actioned by 13th August 2022
- XXIX. 02/08/22 Kurt Ewald (Sportzing Court Care) – Quote for chemical mould treatment and standard service of artificial grass courts
- XXX. 02/08/22 Casey Clark (Scenic Rim DDS) – Confirmation of Gold Sponsorship renewal for 2022-25
- XXXI. 03/08/22 Georgia Stratton (TQ Marketing) – Open Men’s Prize Money Tournament Social Tile and Flyer with Sponsors for Marketing
- XXXII. 03/08/22 Trish Caverly – Court and Clubhouse Booking enquiry for 24th September 2022
- XXXIII. 04/08/22 Chris Leckie (Euroturf NSW) – Free Demonstration of Tennis court Maintenance machinery
- XXXIV. 04/08/22 Greta Virgona (Sportscover Claims) – Updated Payment Release for completion with adjustment to settlement figure less GST
- XXXV. 05/08/22 Nathan Hewitt (Complete Asbestos) – Asbestos removal date to be confirmed
- XXXVI. 05/08/22 Jamie-Lea (Premier Sports) – Confirmation of second pour complete and fencing to commence next week weather permitting
- XXXVII. 05/08/22 Fairplay Vouchers (DTIS) - Reminder to register in the new system and Voucher Round open
- XXXVIII. 06/08/22 Telstra – July 2022 Invoice
- XXXIX. 08/08/22 Greta Virgona (Sportscover Claims) – Confirmation of claim passed onto Accounts for payment
- XL. 08/08/22 Kurt Ewald (Sportzing Court Care) – Confirmation of Court Maintenance booking Tuesday 16th August
- XLI. 08/08/22 Sport & Rec (DTIS) – August 2022 Edition of State of Play
- XLII. 08/08/22 Alan Mitchell (Grant Writer) – Actions required for Council Grant Application closing 21st August
- XLIII. 09/08/22 Blake Kebblewhite (TDO) – 2022 QLD Tennis Awards Nominations now open
- XLIV. 09/08/22 Leah (Premier Sports) – Invoice 00001428 for progress payment for works on the concrete pour
- XLV. 09/08/22 Connor O’Brien (Office of Fair Trading) – Payment required for 2021 Annual Return
- XLVI. 10/08/22 Julie Ferguson (QLD Cancer Council) – Completed Clubhouse Hire Agreement for 24th September 2022
- XLVII. 10/08/22 Jon Krause – Completed Bronze Sponsorship Contract Renewal for 2022-23 and payment transferred
- XLVIII. 11/08/22 Jon Krause – Letter of support for resurfacing of Synthetic Grass Courts 1 & 2
- XLIX. 12/08/22 Blake Kebblewhite (TDO) – Tennis Branded Scoreboards Order Form
- L. 13/08/22 Blake Kebblewhite (GCRA) – AGM and GM Wednesday 17th August 2022
- LI. 15/08/22 Casey Daniel (Scenic Rim DDS) – Completed Gold Sponsorship Contract Renewal for 2022-25
- LII. 15/08/22 Rachel Payne (Treasurer) – July 2022 Financial Reports



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- LIII. 16/08/22 Gaming and Fair Trading – Receipt 1183873 attached from payment
- LIV. 16/08/22 Leah (Premier Sports) – Invoice 00001434 for progress payment for fencing works
- LV. 16/08/22 Leah (Premier Sports) – Invoice 00001433 for variation to works for Topsoil and spread to correct levels
- LVI. 16/08/22 Alan Mitchell (Grant Writer) – Invoice 08220045 for preparation of GCBF Grant for Courts 1&2
- LVII. 17/08/22 Lisa Caruana (Council CDO) – Reminder of Council Community Grants closing Sunday 21st August 2022

OUTWARDS:

- I. 22/07/22 Jamie-Lea (Premier Sports) – Approval of Topsoil Quote sent via email 21/07. Seeking verification of blue shades for court colours, stencil wording and gates
- II. 22/07/22 Committee – July 2022 General Meeting Minutes
- III. 22/07/22 Committee – Seeking approval of Court Surface Colours for Courts 5 & 6 Upgrade
- IV. 23/07/22 Tennis Logan City Affiliate Clubs – Sent details of our Open Junior Age and Prize Money Tournaments to pass onto players
- V. 25/07/22 Julie M (DVConnect) – Request for Bank Account details to transfer Charity Shield donation
- VI. 26/07/22 Nathan Hewitt (Complete Asbestos) – Seeking reschedule of asbestos removal due to construction crew onsite for second concrete pour
- VII. 26/07/22 Jamie-Lea (Premier Sports) – Confirmation of approved court surface colours for Courts 5 & 6 upgrade
- VIII. 26/07/22 Aaron Todd (BOQ Jimboomba) – Correspondence regarding Sponsorship interest for Open Men's Prize Money Tournament
- IX. 26/07/22 Tim Fitzgerald (IP Flourish) – Correspondence regarding Sponsorship interest for Open Men's Prize Money Tournament
- X. 28/07/22 Kurt Ewald (Sportzing Court Care) – Request for quote to chemical spray mould and regular sweep service on grass courts before weekend of 27th-28th August
- XI. 28/07/22 Red Ball Entrants – Advising cancellation of Red Ball event due to limited entries
- XII. 28/07/22 Junior Age Tournament Entrants – Welcome and important information email
- XIII. 30/07/22 Yellow Ball Entrants – Schedule update for Sunday 31st July
- XIV. 31/07/22 Junior Age Tournament Entrants – Thank you and congratulations to players email
- XV. 01/08/22 Scenic Smash – Payment Receipt request for Lauren's car repairs
- XVI. 01/08/22 Kelly Grant (Sportscover Claims) – Receipt of payment attached to initiate reimbursement back to the club for Lauren's car repairs
- XVII. 01/08/22 Scenic Rim DDS – Follow up regarding the Gold Sponsorship renewal offer for 2022-25
- XVIII. 01/08/22 Jon Krause – Bronze Sponsorship renewal offer for 2022-23
- XIX. 02/08/22 Georgia Stratton (TQ Marketing) – Request to add Sponsors to Open Men's Prize Money Tournament Marketing material
- XX. 03/08/22 Greta Virgona (Sportscover Claims) – Completed Release Form attached for payment
- XXI. 05/08/22 Nathan Hewitt (Complete Asbestos) – Follow-up on date for Tennis Shed Asbestos removal
- XXII. 05/08/22 Trish Caverly – Advised Clubhouse is already booked for hire on 24th September 2022
- XXIII. 07/08/22 Greta Virgona (Sportcover Claims) – Resigned amended Release Form attached for payment
- XXIV. 08/08/22 Kurt Ewald (Sportzing Court Care) – Confirmation to proceed with court maintenance and booking required before 26th August
- XXV. 15/08/22 Committee – General Meeting Reminder Thursday 18th August 2022
- XXVI. 15/08/22 Casey Daniel (Scenic Rim DDS) – Gold Sponsorship Contract 2022-25 attached for completion
- XXVII. 15/08/22 Jon Krause – Confirmation that receipt of Payment for Sponsorship has been sent



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- XXVIII. 15/08/22 Casey Daniel (Scenic Rim DDS) – Confirmation of completed Sponsorship contract received and Invoice for payment to be issued
- XXIX. 15/08/22 Jayne Bates (Jordin Sports Constructions) – Confirmation of grant submitted in time and awaiting outcome
- XXX. 15/08/22 BBRF – Attached Invoice for concrete pour progress works payment required for Courts 5 & 6 Upgrade
- XXXI. 15/08/22 Rick Gillow (BCC) – Upcoming Key Dates for Beaudesert Tennis Clubhouse

RECEIVED VIA PO BOX:

- I. Scenic Rim Council 2022-23 Half Yearly Rates Notice



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4. FOR DISCUSSION - Business arising from Minutes of previous General Meeting: 21/07/2022

- I. **Outstanding Maintenance Items:**
 - Piping for Courts 3 & 4 Gap – In progress.
 - Clean of Courts 1 & 2 – Completed on Tuesday 17th August 2022.
 - “Please Lock Gate” signs x 2 – Darren to order the signs.
- II. **Insurance Claim for Lauren’s Car (Damage from Open Day):** Darren confirmed that the Club has paid the Invoice to Scenic Smash for the repairs, and we are awaiting reimbursement from Sportscover.
- III. **New “No Parking” Sign for Tennis Driveway:** Darren has erected the sign on the Selwyn Park fence. Lisa mentioned that some drivers are parking right in front of the sign which then can’t be seen by other drivers. Aside from that though, the sign appears to be working.
- IV. **Charity Shield Donation to DVConnect:** Rachel has transferred the \$1400 donation to DVConnect. Darren asked if we have received any further communication from DVConnect since the donation. Lauren confirmed that nothing has been received thus far.
- V. **QCC Clubhouse Hire (24th September 2022):** Lauren advised that Julie Ferguson has emailed through the Clubhouse Hire agreement on behalf of the QLD Cancer Council and the date is locked in. Lauren has also emailed the Bicycle Club to advise of the Clubhouse Hire on that Saturday.
- VI. **Renewal of Scenic Rim DDS Gold Sponsorship 2022-25:** Darren was thrilled to announce that Scenic Rim DDS has renewed their Gold Sponsorship for a further 3 years (2022-25). The committee are extremely grateful for their ongoing support of our Club.

For Discussion - Action Items				
NO.	ACTION ITEMS	ITEM NO.	WHO	STATUS
1.	Piping for Courts 3 & 4	I.	Lisa Quast & Craig Bridges	In Progress
2.	“Please Lock Gates” signs x 2 to be purchased	I.	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 concrete slab is complete and the fencing is almost finished. The next stage of the project is to apply the acrylic surfacing. Darren is still awaiting to hear back from Complete Asbestos on a date to remove the Asbestos from the old shed. We have received three Invoices from Premier Sports thus far for the work completed to a total of \$112,480.89. Darren to contact BBRF on how to receive our Grant funds to pay the Premier Sports Invoices.
- III. **Grants Update:** Alan has submitted the GCBF Grant Application and is working on the local Council Grant which closes this Sunday 21st August. Lauren to email Alan the documents required for the Grant submission. Alan has emailed through his Invoice of \$250 for preparation of the GCBF Grant.
- IV. **Coaching Update:** Tim is Coaching Monday and Wednesdays at capacity for after school hours. Tim has capacity to take on more Coaching before 3pm on those days, however this would only suit adults. Michael Parker is coaching Fridays and his preference is to work with the advanced players. Tim is receiving enquiries from parents of younger children (ages 5-6), and he is looking into running another younger squad on the Monday. Tim is talking to another potential Coach who may be able to take on this younger group. Tim reiterated that he is enjoying Coaching at the Club and working with the committee, and hopes to bring in additional coaches to help grow the Club long term.
- V. **New Maintenance Items:** No new items for maintenance.
- VI. **2022 Open Junior Age Tournament Wrap Up:** Darren and Lauren advised that the tournament ran smoothly and was a great weekend of Tennis for the Juniors. We received 30 entries in total however 5 entries were refunded due to the cancellation of the Red Ball event and withdrawals before the deadline. The canteen ran extremely well over the weekend and the total profit received after expenses paid was \$700.79. A big thank you to everyone who helped over the two days.
- VII. **2022 Open Men's Prize Money (27th-28th August):**
 - Sponsors: Lauren advised that we have two Sponsors onboard for the event this year. Major sponsor "IPFlourish" and minor sponsor "BOQ Jimboomba". Lauren to send an email invitation to the Sponsors to present the cash prizes on the Sunday afternoon.
 - Draws/Schedule: Blake from TQ is assisting Lauren and Tim with the Draws and Schedules.
 - Food/Drinks: Lauren to purchase Pies and Sausage Rolls. We have plenty of drinks still in stock.
 - Helpers: Darren asked if anyone can spare an hour or two to help over the weekend that would be greatly appreciated. Lauren and Tim will be running the Tournament however Tim is also playing in the Singles event.
 - Marketing: Tim offered to plug the events and sponsors on social media in Sharyn's absence.
 - Prize Money: Lauren to confirm Prize Money amounts for Rachel to debit from the Bank in Cash.
- VIII. **Tom Ferguson Tennis Shield Wrap Up:** Darren confirmed that the weather was great and all had a fantastic day. Beaudesert came in 3rd Place and Beenleigh won the Shield. The event is being played at Queen's Park on the Gold Coast in 2023.
- IX. **Potential Change of Bank for Club Accounts:** Lauren tabled the idea of a potential change of Bank to BOQ Jimboomba for our Club accounts. NAB have been difficult to deal with of late and BOQ Jimboomba are extremely supportive of our Club. Darren was not sure how this would work with the regular depositing of the cash as the BOQ branch is in Jimboomba and not Beaudesert. The



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committee agreed we need more time to discuss this as it would be a big change. Lauren to add to the agenda for the next meeting.

- X. **Renewal of Jon Krause Bronze Sponsorship 2022-23:** Lauren confirmed that Jon Krause has renewed his Bronze Sponsorship for another year (2022-23).
- XI. **Changes to U3A Beaudesert Social Tennis Group Facilitator:** Darren confirmed that the new Tennis facilitator is Lorraine Rowe. Lauren & Darren to meet with Lorraine to discuss Court and Clubhouse hire moving forward.

Agenda - Action Items

NO.	ACTION ITEMS	ITEM NO.	WHO	STATUS
1.	Follow-up Complete Asbestos for a date	II.	Darren Thorpe	In Progress
2.	Contact BBRF regarding Grant funds	II.	Darren Thorpe	To Action
3.	Send Documents to Alan for Council Grant	III.	Lauren Griffin	Completed
4.	Preparation for Open Men's Tournament: Food, Draws, Schedule, Player Emails	VII.	Lauren Griffin	In Progress
5.	Email Invitations to Sponsors for Presentation	VII.	Lauren Griffin	To Action
6.	Debit Cash for Tournament Prizes	VII.	Rachel Payne	To Action
7.	Meet with Lorraine Rowe from U3A	XI.	Darren Thorpe & Lauren Griffin	To Action



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6. OTHER BUSINESS:

- I. Outdoor Security Lights – Darren and Lisa have confirmed that the Baton lights have been replaced with LED Down Lights and two of the lights are on timers.

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

Next Meeting: Thursday 15th September 2022

Meeting Closed:

X

Darren Thorpe
President

X

Lauren Griffin
Secretary