



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 – October General Meeting MINUTES
- Date & Time:** Thursday 13th October 2022 @ 6:15pm
- Venue:** Beaudesert Tennis Club & Teams Online
- Attendance:** Darren Thorpe, Lauren Griffin, Lisa Quast, Craig Bridges, Rachel Payne (Teams), Les Ferguson (Facetime)

Meeting Opened – 6:25pm

1. **Apologies:** Tim Fitzgerald, Sharyn Dent
2. **For Approval:**
 - I. **Confirmation of minutes of previous General Meeting:** 15/09/2022
Moved: Lauren Griffin **Seconded:** Lisa Quast
 - II. **Finance Report:** August and September 2022 Reports submitted.
Moved: Rachel Payne **Seconded:** Craig Bridges
3. **Correspondence – beaudeserttennisassoc@outlook.com**

INWARDS:

- I. 15/09/22 Blake Kebblewhite (GCRA) – August 2022 General Meeting Minutes
- II. 16/09/22 Jamie-Lea (Premier Sports) – Advising delay to schedule impacting school holiday works
- III. 16/09/22 Child Wise – September Newsletter
- IV. 25/09/22 Blake Kebblewhite (TDO) – 2023 Tennis QLD Endorsed Event Applications Open
- V. 26/09/22 Blue Card Services – September E-News
- VI. 26/09/22 Origin Electricity – Credit Balance of \$1403.23 for Account ending 985
- VII. 27/09/22 Laura Brown (Eucalee Development) – Community Grant/Sponsorship Program
- VIII. 27/09/22 Origin Electricity – Amount owing \$63.33 for Account ending 928
- IX. 28/09/22 Jamie-Lea (Premier Sports) – Breakdown of outstanding Invoices
- X. 28/09/22 Blake Kebblewhite (TDO) – Gambling Community Benefit Fund Round 115
- XI. 29/09/22 Leesa Dobby (BBRF) – Reply to email sent 28/09 regarding release of Grant funds
- XII. 29/09/22 Blue Card Services – Persons affected by Optus Data Breach to advise Blue Card Services of new CRN number if Drivers License is updated
- XIII. 29/09/22 TQ – Confirmation of 2022 Tennis QLD Affiliation renewal
- XIV. 30/09/22 Beaudesert Hardware Mitre 10 – EOM Statement as at 30/09/2022
- XV. 01/10/22 NAB – Online Statement available for account ending 8641
- XVI. 01/10/22 Steve Hughes – Mowing Invoice 916
- XVII. 03/10/22 Trish Caverly – Completed Clubhouse and Court Hire Agreement
- XVIII. 04/10/22 Honan Insurance – Sports Insurance Renewal Policy 2022/23
- XIX. 05/10/22 Blake Kebblewhite (GCRA) – GCRA selected as a finalist in the 2022 QLD Tennis Awards



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- XX. 06/10/22 Telstra – September Invoice
- XXI. 07/10/22 Leesa Dobby (BBRF) – Reply to email sent 06/10 regarding release of Grant Funds
- XXII. 07/10/22 Leesa Dobby (BBRF) – Confirmation of approval to add Progress Reports with a variation to the Grant Agreement in order to release Grant Funds
- XXIII. 07/10/22 Lacey Sawtell (CDO) – Scenic Rim Australia Day Award Nominations open
- XXIV. 09/10/22 Brett Day (Jimboomba Tennis) – Notification of Jimboomba Open Tournament in October
- XXV. 09/10/22 Tim Fitzgerald (Club Coach) – Term 3 Court Hire Hours for Invoicing
- XXVI. 10/10/22 Blake Kebblewhite – Reply to email sent 07/10 confirming TQ's Inflatable Target available for the Beaudesert Family Fun Day on 23/10
- XXVII. 10/10/22 Steven Chalk (Jimboomba Tennis) – Jimboomba Open Tournament Flyer and Registration Form
- XXVIII. 10/10/22 Jamie-Lea (Premier Sports) – Notification of delays to project schedule due to predicted wet weather
- XXIX. 11/10/22 Leesa Dobby (BBRF) – Confirmation of satisfactory Progress Report and seeking approval to release the progress payments
- XXX. 11/10/22 Amy Richards (McAuley College) – Reply to email sent 11/10 confirming handover of Hire Keys on Wednesday 19th October
- XXXI. 11/10/22 Webcentral – Confirmation of Club's Website Domain Name renewal for a further 2 years
- XXXII. 12/10/22 Lisa Caruana – Confirmation of unsuccessful Community Grant Application

OUTWARDS:

- I. 14/09/22 Committee – September 2022 General Meeting Agenda
- II. 15/09/22 Committee - September 2022 General Meeting Minutes
- III. 16/09/22 Honan Insurance – Reply to email received 09/09 with completed Questionnaire
- IV. 28/09/22 Leesa Dobby (BBRF) – Reply to email received 05/09 confirming progress payments required
- V. 28/09/22 Jamie-Lea (Premier Sports) – Reply to email received 28/09 regarding unpaid Invoices due to Grant funds not released
- VI. 06/10/22 Trish Caverly – Confirmation of Clubhouse and Court Booking for 08/10 and Hire Agreement Form received
- VII. 06/10/22 Leesa Dobby (BBRF) – Advising that Project works have stopped due to funds not received and requesting clarification on what else we can provide to ensure the release of funds
- VIII. 07/10/22 Leesa Dobby (BBRF) – Attached copies of outstanding Invoices and progress photos of Courts 5 & 6
- IX. 07/10/22 Lorraine Rowe – Follow up on completion of U3A Hire Agreement
- X. 07/10/22 Blake Kebblewhite (TDO) – Request to hire TQ's Inflatable Target for Beaudesert Family Fun Day in Jubilee Park on 23/10
- XI. 07/10/22 Leesa Dobby (BBRF) – Advising the submission of a Progress Report via the Grant Portal
- XII. 10/10/22 Jimboomba Tennis – Confirming we have promoted the Jimboomba Tennis Tournament to our members via our Club App
- XIII. 10/10/22 Committee – October 2022 General Meeting Reminder
- XIV. 11/10/22 Aaron Todd (BOQ Jimboomba) – Request for information relating to BOQ Jimboomba with regards to changing over banks
- XV. 11/10/22 Amy Richards (McAuley College) – Scheduling the handover of Hire Keys prior to the commencement of Term 4 Sport



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4. FOR DISCUSSION - Business arising from Minutes of previous General Meeting: 15/09/2022

- I. **Outstanding Maintenance Items:**
 - Piping for Courts 3 & 4 Gap – In Progress.
 - Replacement Urn – Rachel confirmed there are no Urn's in stock at Mitre 10 Beauesert. The Good Guys sell an 8L Kambrook White Plastic Urn for \$129 and a Russel Hobbs 8.8L Stainless Steel for \$140. Committee are happy for Darren to purchase a new Urn from The Good Guys in that price range.
- II. **Potential Change of Bank for Club Accounts:** Lauren has emailed the questions raised by the committee at the September General meeting through to Aaron Todd at BOQ Jimboomba. Awaiting response from Aaron. As we have a Grant Agreement currently in progress with BBRF, a bank change would not be feasible until the agreement is complete.
- III. **U3A Hire Agreement:** Lauren sent a follow up email to Lorraine Rowe regarding the Hire Agreement. Awaiting response.
- IV. **Grant Funds from BBRF:** Darren has now successfully completed a Progress Report through the BBRF online Grant Portal and we have received confirmation that this has been accepted for the Grant funds to be released. Both Darren and Lauren advised that this process has been very different to other Grants, and it has been a frustrating couple of months trying to get the funds released to pay the outstanding Invoices.
- V. **Click to the Court System for New Courts:** Lauren to advise Blake Kebblewhite once Courts 5 & 6 are completed.

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.	Purchase new Urn from The Good Guys	I.	Darren Thorpe	To Action
3.	Follow-up on U3A Hire Agreement	III.	Lauren Griffin	In Progress
4.	Advise Blake when courts are completed	V.	Lauren Griffin	To Action



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5. AGENDA:

- I. **Covid Update:** Lauren advised as of the 14th October, the Australian Government has removed mandatory isolation requirements entirely. The Australian public is no longer required to isolate if they contract Covid. As a result of this directive, the committee are happy for the Covid Update to be removed as a permanent item on the agenda, and to discuss ad-hoc if the health directive changes in the future.
- II. **Courts 5 & 6 Update:** Project works are on hold due to the delay in Grant funds and outstanding Invoices to be paid. Predicted weather has also pushed out the completion date of the courts. Darren has spoken with Premier Sports, and they understand our predicament. Darren advised that the company that was originally contracted to remove the asbestos has been extremely unreliable. Darren has contacted a new company K&S Asbestos Removal and received a quote of \$1650 (inc GST) to remove the asbestos. K&S are available to do the removal next Thursday 20th October. Rachel to pay the deposit to secure the booking.
- III. **Grants Update:** Lauren advised that we have received an email from Scenic Rim Council confirming that our application was unsuccessful for the Community Grant. The following Grants are now open for applications:
 - Gambling Community Benefit Fund Round 115 – Closes 31st October
 - Round 15 Strengthening Rural Communities Grant – Closes 29th November
- IV. **Coaching Update:** Darren advised that Tim cannot make meetings on Thursday nights due to conflicting commitments. The committee discussed changing the meetings to a different night, with Mondays being a potential option for Terms 1-3. Meetings will need to remain on Thursdays in Term 4 due to availability of the executive group. Darren has asked Tim if he could provide a brief Coaching Report to be read at meetings on his behalf.
- V. **New Maintenance Items:** Nothing to report.
- VI. **2022/23 Honan Insurance Premium Increase (\$3364.37):** The premium has increased by \$500 from last year. Committee are happy for this Invoice to be paid.
- VII. **2022 Grade Tournament (Closed Event 11th-13th November):** Lauren has created the entry forms and posted an event on the Team App with the entry forms attached. Manual entry forms have been handed out to the Green/Yellow Ball Juniors and to the adults at Wednesday Night Fixtures. Lisa to distribute the forms to the Monday Fixtures group and Tim to the Red/Orange ball Juniors. Spare entry forms are available at the club. Lauren will also send out an email to all club members as this will capture members who do not play Tennis in Term 4.
- VIII. **Optus Data Breach and Blue Card Services:** Lauren advised that we received an email from Blue Card Services advising that if you have been affected by the Optus Data Breach and require a replacement Drivers License number, to notify Blue Card Services of the new number once received.
- IX. **Beaudesert Family Fun Day in Jubilee Park (23rd October):** Casey from Scenic Rim DDS contacted Lauren asking if the club would like to host a stall at the event. Event organizers are hoping for a thousand locals to attend. The committee agreed that this would be fantastic PR for the club. Tim and Lisa are available to run the stall and Lauren is available to help with the setup. Lisa will be able to transport the Marquee, Inflatable Target and Table. Lauren will go through the office to see what items we have for potential prizes. Lauren has organized with TQ to hire the Inflatable Target and will touch base with Casey to confirm a generator for the Inflatable.
- X. **Eucalee Development Community Grant/Sponsorship Program:** Laura Brown (Eucalee Project Marketing Manager) sent an email asking local community groups for interest in applying for the Eucalee Community Grant Program or if we have Sponsorship options available for their company to support us. This was discussed and the committee have agreed for Lauren to email through the club's Silver Sponsorship option to Laura.



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- XI. **Option to be Cashless in 2023:** Lauren put forward to the committee about going cashless at the Club for 2023. Rachel agreed this would be much easier for reconciling the accounts and Lisa agreed that this is a safer option to not have cash on the premises. The committee unanimously agreed to implement this option for 2023. Lauren to advise all members via email and Team App, and signs to be created for 2023 stating “No Cash held on Premises”.
- XII. **2023 Fee/Hire Pricing:** The committee are happy for the Fee Schedule to remain the same as 2022 except for the Fixtures to increase to by \$1 to \$15.
- XIII. **2023 Open Day Date:** The committee have agreed to Sunday 22nd January for the 2023 Open/Enrolment Day. Lauren to send membership renewal emails to all members prior to the Open Day.
- XIV. **2023 Charity Shield Event:** Lauren tabled supporting the “Make a Wish Foundation” for the 2023 Charity Shield Event. The committee unanimously agreed and are very happy to be support children in need.

Agenda - Action Items				
NO.	ACTION ITEMS	ITEM NO.	WHO	STATUS
1.	Pay Deposit to K&S Asbestos Removal	II.	Rachel Payne	To Action
2.	Talk to Alan about Open GCBF Grant (\$35K)	III.	Darren Thorpe	To Action
3.	Distribute Tournament Entry Forms	VII.	Lisa Quast, Tim Fitzgerald	To Action
4.	Tournament Email to all Club Members	VII.	Lauren Griffin	To Action
5.	Inflatable Target, Generator & Tennis Prizes	IX.	Lauren Griffin	In Progress
6.	Email Silver Sponsorship Package to Eucalee	X.	Lauren Griffin	To Action
7.	Club Cashless in 2023 – Advise Members	XI.	Lauren Griffin	To Action
8.	Membership Renewal Emails – January 2023	XIII.	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 10th November 2022

Meeting Closed: 8:15pm

X

Darren Thorpe
President

X

Lauren Griffin
Secretary