



*Minutes of FHSC
committee meeting*

SUBJECT	Fish Hoek Squash Club Monthly Committee Meeting	MEETING No:	03/FHSC/12/13
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DATE:	7 March 2013	TIME:	18:30	VENUE:	Fish Hoek Squash Club
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DELEGATES	COMMITTEE MEMBERS			
PRESENT:	Peter Edgar	Chairman	Kevin Greyling	Kiosk/Bar
	Chris Hendrikz	Treasurer	Michelle Hendrickse	Secretary
	Rudolph Pretorius	Admin Support	Teresa Lategan	Marketing
	Rodney Durbach	Club Captain	Terry Cooper	Maintenance
APOLOGIES:				
ABSENT:				

1. **Opening and welcome** – Peter opened the meeting and thanked everyone for attending.
2. **Minutes of previous meeting** – The minutes of the previous meeting was accepted without any changes.
3. **Additional items.**
 - 3.1 Toilette maintenance.
 - 3.2 Lapsed membership..
- 4 **Treasurer**
 - 4.1 The budgets for each portfolio has not been addressed, Peter and Chris must still compile a budget spread sheet. **In Hand.**
 - 4.2 A Merchant Machine (Debit/Card Card) contract has been signed. As soon as the machine has been installed no more kiosk/bar accounts with be allowed. Costs associated are overridden by the fact that a book wont be held with approximately R4000 to R6000 owing at most times, cash will be in the bank where it is needed and members will generally spend more and it will be easier. Success will be reviewed in six months' time. Rodney can use the card machine for his shop; the costs associated with Rodney's transactions will be calculated and subtracted from his account prior to transfer into his account. The machine is in place and Peter will send out an email that no BLACK BOOK will be held accommodated anymore. **Closed**
 - 4.3 The WP Squash annual fees invoice was received, no plan is in place for payment of this invoice, Peter and Chris to discuss and report back at the next meeting. R18k bill. Peter will write email informing WP Squash that we will pay monthly until repaid in full. Mail to league players re R250 for league. Invoices being sent out for sponsorships. **In Hand.**
 - 4.4 Any events, other than WP League, being run at the club needs to be approved by the committee before communication thereof can take place. The purpose of this is to ensure that the committee understands the objective, the impact and the financial budget of the proposed event. **Closed.**
 - 4.5 Telkom Account is still under Russel's name – to be transferred to club's name, club will own the account & contact person can change year to year as required. In order if costs remain the same.

- 4.6 Outstanding summer league fees – Chris to tie up with Neville who hasn't paid, Peter will send them a mail and give them a date by which to pay. Not paid Rudolph will suspend the membership until they have paid.

5 Administrative Support

- 5.1 Time slots on the Online Booking system are still incorrect; however a request for an update to the system has been submitted. Rudolph is still waiting for feedback from the software vendor regarding the status of the changes requested. In the meantime the pop-up that appears after the successful booking has been done informs the member what time his court is booked for. **In Hand.**
- 5.2 Rudolph requested the current club constitution be revised as it is out of date. Once the review has been done the updated constitution must be presented at a Special AGM for approval. Peter has undertaken to address this. **In Hand.**
- 5.3 Rudolph informed the meeting that the FHSC website will have a monthly calendar, if you hover over the calendar a list of the events for the month will appear. Rudolph advises still in progress **In Hand.**
- 5.4 Will try to have a "Newbies" function once a month. To be renamed Meet & Greet, meet the committee, any questions, fixed dates, Friday is the best day. **In Hand.**
- 5.5 A display screen to have sponsorship information displayed in the club has been proposed. To address this, the computer requires a display card and RAM etc to upgrade. Kevin will see what he can find. IN HAND – Kevin has an old PC which he will donate, has someone that will clean it up. Club has a screen available. Rudolph will assist. **In Hand.**
- 5.6 Future Idea: Cameras to enhance security in the club area. Manu to look at alarm for bar area and rest of the club in the interim. **In Hand.**
- 5.7 Jaco Jooste is investigating the costs of a camera for recording of games on Court 1, possible hold raffles etc to cover costs. **In Hand.**
- 5.8 Squash TV – line will need to be upgraded due to the slow speed, Telkom line needs to be upgraded. Chris & Rudolph to investigate and proceed if costs in order with Chris.
- 5.9 Keys – we need a key register so we know who has keys, to avoid problems in future – Rudolph to draw up.

6 Club Captain/Tournaments

- 6.1 Men's League: Peter informed the meeting that he had received telephonic feedback form WPS that the following leagues were currently allocated the FHSC; 1, 4, 5, 9, 11 & 14. The final leagues for 2013 are 1, 3, 5, 9, 11 & 14. **Closed.**
- 6.2 Rodney to update the ladder and initiate the challenge process. Rodney to put up on board by shop. **In Hand.**
- 6.3 Winter League: Rodney reported that he has not had an overwhelming response as yet. Aimed at non-league players, non-catering, Rodney to approach Phil Smuts to consider running the event on his behalf. - Peter spoke to Phil and he is keen, Theresa to assist with marketing etc. **In Hand.**
- 6.4 Peter mentioned that the club needs to get juniors into the club on a Friday nights and requested Rodney investigate this possibility. Start simple, Rodney will do some more investigating. **In Hand.**
- 6.5 New Idea: Rodney Durbach Juniors Challenge - to arrange 10 x Under 19's R150 to play Rodney, every point lost R10 back. **In Hand.**
- 6.6 Rodney considering Keep Fit on a regular basis ie Thursday each week, to confirm.

- 6.7 Approached Milnay Louw SA no 1 for Ladies 1st League, Offer of R800 per game and R100 petrol money for Fish Hoek Home Games, to be available for a minimum of 10 games, funds to be raised via marketing.
- 6.8 Theresa to assist Rodney with communication.

7 Marketing

- 7.1 Peter will discuss this with Teresa. We need to consider newspaper coverage for league squash, potential sponsorship from Harcourt's etc. and invoicing for the sponsors. **In Hand**
- 7.2 Sponsorship invoicing to be done – include additional option of 1 year website option. **In Hand.**
- 7.3 Club email list – Peter will keep the baseline list in conjunction with Theresa and Rudolph and send updates to Theresa.
- 7.4 Newspaper Article – Annalene made introduction to Peoples Post , no cost involved.
- 7.5 Harcourts – Peter to send email to Theresa.
- 7.6 Sell-a-brick – Peter to send email to the club. **On Hold.**

8 Maintenance

- 8.1 Terry to draw up defect list by Wed next week.
- 8.2 Parking bay markings – to be looked into.

9 Kiosk/Bar

- 9.1 The outstanding bar accounts, i.e. the famous “black book” will be stopped with immediate affect once the debit/credit card machine has been installed in the club. Peter will send out an email informing all members. Existing accounts to be closed off, emails to go out confirming card in place, and accounts to be paid by end of March. After which individual emails to be sent. **Closed.**
- 9.2 Kevin informed the meeting about the increase in liqueur prices from liqueur board, Kevin will report on the impact thereof at next meeting. Increase in kiosk/bar prices will be presented to the committee for approval and will then be communicated to members. **In Hand.**
- 9.3 Kevin informed the meeting that he will send Peter and Chris a financial summary of the conclusion of the weekly stocktake. Chris will then present a summary of this at the monthly meeting. Executive summary to be sent on a weekly basis, Chris will collate into a monthly document. **In Hand.**
- 9.4 Sweets, biltongs, chips etc are bought and sold by Terry. Profits boost his income. However, Kevin confirms that Lollipops will not be counted as part of the stocktake ☺ **Closed.**
- 9.5 Ice Machine – got another quote, too expensive. Kevin has gotten his refrigeration guys to look at it.
- 9.6 Liquor Licence Inspection – document received and to be investigated
- 9.7 Access to Bar – nobody other than Terry, Kevin, Chris, Rudolph (computer access) is allowed behind the bar, Kevin to inform Terry of situation, especially no kids allowed behind the bar.

10 Items without portfolio

- 10.1 Sports Association meeting:
 - 10.1.1 Peter provided feedback on the status of the electricity payment process and what was agreed to at the last Fish Hoek Sport Association meeting (FHSA). As from 01 February 2013 the FHSA will be responsible for the management and payment of the electricity

account for the sports complex. Chris and Peter are in process of balancing the books for the period preceding this decision. In the meantime the forms for individual boxes have been completed and submitted for processing. **In Hand.**

10.1.2 Peter mentioned that he had obtained a quote for the tarring of the entire parking area which was presented to the FHSA for approval. Peter got a quote, information supplied to Sports Association and holes will be fixed. **In Hand.**

10.1.3 The scenario regarding the drainage behind courts 2, 3, 4, 5 and 6 was still in hand as he had not been able to see the Municipality representative due to work commitments. **In Hand.**

10.2 Entertainment

10.2.1 Functions to be held to raise funds.

10.2.2 Ideas such as Happy Hour Fridays 7 to 8 pm, live music once a month (guitar player) – to be discussed further.

10.2.3 Friday & Club draw to be reinstated at Summer League Final night, Kevin to arrange. Rudolph to provide Kevin with an updated paid up member list. Still approximately R100 in Friday night draw kitty, tickets to be sold at R5 each Next draw will be on the 15th March. **In Hand.**

10.2.4 Possible League opening event on the 15th March, Theresa to organise. **In Hand.**

10.2.5 Juniors and parents evenings. **In Hand.**

11 Additional items

11.1 Bathrooms maintenance

11.1.1 Mens, Ladies & Toilet Maintenance – Peter & Rudolph will be having a meeting with cleaning company on Tuesday evening

11.1.1.1 Priority 1: Upstairs toilets.

11.1.1.2 Priority 2: Ladies bathrooms.

11.1.1.3 Priority 3: Men's Bathrooms.

11.2 Lapsed membership – members who never renewed last year July 2012, pay up for current year. If membership lapsed more than as indicated above they have reapply for new membership.

12 The meeting was Closed at 20.40 and the next meeting will be on the [Thursday 4th April 2013 at 18.30.](#)