



*Minutes of FHSC
committee meeting*

Subject	Fish Hoek Squash Club Monthly Committee Meeting	MEETING No:	05/FHSC/12/13
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DATE:	13 June 2013	TIME:	18:30	VENUE:	Fish Hoek Squash Club
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DELEGATES	COMMITTEE MEMBERS			
PRESENT:	Peter Edgar	Chairman	Terry Cooper	Maintenance
	Chris Hendrikz	Treasurer	Michelle Hendrickse	Secretary
	Rudolph Pretorius	Admin Support	Teresa Lategan	Marketing
	Rodney Durbach	Club Captain	Kevin Greyling	Kiosk / Bar
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 were accepted without any changes.
3. **Treasurer**
 - 3.1. The budgets for each portfolio has not been addressed, Peter and Chris must still compile a budget spread sheet. **In Hand.**
 - 3.2. 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. **Closed.**
 - 3.3. 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. In hand – Chris waiting on copy of ID and then finalise. **In Hand.**
 - 3.4. 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. Peter to send email emails regarding the outstanding fees. **Closed.**
 - 3.5. Chris presented monthly budget which will assist in getting club ready for Junior Champs. Chris and Peter to discuss barman’s salary and to determine profit projected if it includes barman’s salary. **In Hand.**
 - 3.6. **SA Juniors Champs** – as a thank you to Adele, we are going to arrange facial. Michelle to arrange.
 - 3.7. Sports Therapist – Peter will send out the proposal and committee to provide feedback by Tuesday. **In Hand**
 - 3.8. Teresa to investigate what the Momentum Building Insurance covers. **In Hand.**
 - 3.9. SA Navy Squash Festival – agreed to courts being used 15th to 19th July. Cost for venue including lights and bar being open R3000. **Peter to go back to them.**

3.10. Oven Donation – Paul Straz. Peter will chat to him and arrange for delivery.

3.11. Chris to submit invoice for Alistair Mc's advert to Teresa.

4. Administrative Support

4.1. 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.**

4.2. 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.**

4.3. 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. Rudolph will liase with Manu. **In Hand.**

4.4. 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.**

4.5. 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. Upgrade for May , downgrade June to Aug and then upgrade again in line with tournaments etc. Address in September again. **In Hand.**

4.6. Court times – proposed changed. Courts 1, 3 & 5 to receive a 6:30 slot and the before and after to be amended. Rudolph to amend and then confirm to Teresa once done so she can send an email. **In Hand.**

5. Club Captain/Tournaments

5.1. 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.**

5.2. New Idea: Rodney Durbach Juniors Challenge - to arrange 10 x Under 19's R150 to play Rodney, every point lost R10 back. **In Hand.**

5.3. Peter to speak to Steve and Rodney re youth clinic and exhibition match. **In Hand.**

6. Marketing

6.1. Peter will discuss this with Teresa. We need to consider newspaper coverage for league squash **In Hand.**

6.2. Newspaper Article – Annalene made introduction to Peoples Post, no cost involved. **In Hand.**

6.3. Harcourts – Peter to send email to Theresa. **In Hand.**

6.4. Sell-a-brick – Peter to send email to the club. **On Hold.**

7. Maintenance

7.1. Terry has maintenance under control. **In Hand.**

7.2. Outside staircase – Peter to investigate non-slip strips. **In Hand.**

7.3. Parking bay markings – to be looked into. **In Hand.**

7.4. Security door for storeroom – Peter may still have one, otherwise Chris will see if he can get at a decent price. **In Hand.**

8. Kiosk/Bar

- 8.1. 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. Not yet increased. Kevin will send out an email with a proposal. **In Hand**.
- 8.2. Barman weekly wages to increase by 12 % with effect from 1st July. **Closed**.
- 8.3. 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**.
- 8.4. Liquor Licence Inspection – document received and to be investigated. Only a sign needs to go up, sign in place, to be put up. **In hand**.

9. Items without portfolio

- 9.1. 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**.
- 9.2. 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**.
- 9.3. Entertainment
 - 9.3.1. 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. Friday 28th June Monthly Club Draw – Pirate Party - Rum, steak and garlic evening. Rudolph / Michelle Posters, Kevin will print **In Hand**.
 - 9.3.2. Christmas in July in August – Teresa to make a list and committee to take on tasks. Kevin will do the food at cost, will arrange a quote. Lot of marketing. **In Hand**.
 - 9.3.3. Possible League opening event on the 15th March, Theresa to organise. **Closed**.
 - 9.3.4. Juniors and parents evenings. **In Hand**.

10. Additional items

- 10.1. Bathrooms maintenance
 - 10.1.1. Mens, Ladies & Toilet Maintenance – Peter & Rudolph will be having a meeting with cleaning company on Tuesday evening. **Closed**.
 - 10.1.1.1. Priority 1: Upstairs toilets.
 - 10.1.1.2. Priority 2: Ladies bathrooms.
 - 10.1.1.3. Priority 3: Men's Bathrooms.
 - 10.2. Shop Rental – Kevin raised an issue regarding relationship between the shop and committee members. Teresa is a 50% shareholder. When Rodney back, terms to be discussed and documented. Rental of R300 negotiated per month. Invoice to be generated affective 01 July 2013.

11. The meeting was closed at 20.40 and the next meeting will be on the [Thursday 18th July 2013 at 18.30](#).