

# SFC Squash Club - Meeting Minutes

<b>Subject</b>	<b>Monthly Committee Meeting</b>	<b>Date</b>	<b>5 May 2011</b>
<b>Chairperson</b>	<b>Rudi Koekemoer</b>	<b>Time</b>	<b>19:00</b>
<b>Location</b>	<b>SFC Squash Club, Swakopmund</b>	<b>Secretary</b>	<b>Corene Roux</b>
<b>Attendees</b>	Rudi Koekemoer, Ruan Kotze, Corene Roux, Conrad Wagner, Danie Nel, Ferdi Malherbe		
<b>Apologies</b>	David Rowette [out of town], Ester Meyer [sick]		

## Key Points Discussed

No.	Topic	Decisions / Comments	Responsible Person	Action Date
1.	Constitution of SFC Squash Club	1.1 The first draft of the SFC Squash Club Constitution was completed by the Chairman and circulated to all committee members for scrutiny and feedback by the next committee meeting. All amendments shall be incorporated into the final Draft Constitution for submission at the next AGM for adoption.	Rudi	Feedback by 1 June 2011
		1.2 SFC membership list to be send to NSA for affiliation purposes. The Chairman communicated with the NSA and requested an invoice for affiliation fees. Payment shall be made upon receipt of an official communiqué and invoice from the NSA.	Rudi	Pending
2.	SFC Squash Club Traditions	2.1 Photos and framing of every committee since 2010 and onwards.	Ester	Pending
		2.2 Old photo's collect for club/bar area	Ruan/Ester	Pending
3.	Squash Competition Programme 2011	3.1 The SFC Club ladder system was re-introduced and should now be maintained according to the Ladder/Raking Rules.  Ester to complete the few outstanding name cards.	All committee members  Ester	Continuous  1 June 2011
		3.2 <b><u>TOURNAMENTS:</u></b>  A. <b><u>Financial Contribution for tournaments / leagues:</u></b> Club need to establish a procedure for financial assistance for traveling and accommodation of SCF members playing in away tournaments / leagues.  <b><u>Decision: Financial contribution will be establish per tournament / league.</u></b>  For the <b><u>Wonderers Open</u></b> , the SFC will contribute 50% of the travel [per car] and accommodation [per player]. The contribution is claimable upon presentation of invoices only. Currently x10 members will be travelling to Windhoek for this tournament. The committee shall formalize and more sustainable assistance model going forward.  <b><u>Top 16</u></b> – 100% contribution to each player per presentation of invoices.	Rudi	1 June 2011
		<b><u>B. Tournaments currently on schedule:</u></b> <i>[Tournament listing for the next 2 months. For other tournaments refer to the annual NSA/SFC schedule]</i>  • It was decided that the initially envisaged <b><u>Top 8 mini club champs</u></b> shall rather be replaced by selecting the best two performing players during the Wanderers Open, the weekend of 20 May 2011 in Windhoek - - Wild card nominations as per Wanderers open results. - T-shirts: x2 for each player  • <b><u>Wonderers Open</u></b> - T-shirts: x2 for each player	Rudi/Ruan  Rudi	16 May  20-21 May

## Key Points Discussed

No.	Topic	Decisions / Comments	Responsible Person	Action Date
		<ul style="list-style-type: none"> <li>• <b>SFC Four Seasons II Tournament:</b></li> <li>• <b>SFC Juniors Tournament:</b> New sponsorship from Generic Electrical Solutions [±N\$5000] Consult with coaches to ID a Jnr ladder Follow up with Trustco sponsorship</li> <li>• SFC Social League</li> <li>• SFC Business League</li> </ul>	Conrad  David/Mario / Rudi  Ruan  Rudi/Ruan	4 June  18 June  6/5 – 30/6  12/7 – 19/8
4.	Squash Court Maintenance	4.1 All maintenance issues	Conrad	Maintain
		4.2 Water point for club. Rudi to decide which quote to accept	Danie	Pending
		4.3 Court Ventilation: Check with Main club whether this should be for their account.	Danie/Rudi	Pending
5.	Access Control / System Management	5.1 Keypad installation at outside door.	Danie/Kevin	1 June
6.	Social Area Management / Bar	6.1 Bar area more accessible to members. Rudi to discuss with main club [Tikkie]	Rudi	Pending
		6.2 Flat screen TV with DSTV link and connection	Rudi	Pending
7.	Feasibility Study on Additional Squash Court(s)	7.1 Cost calculation & plans. Rudi briefed Arno with the latter currently in the process of developing possible plans.	Rudi/Arno	Pending
8.	Squash Development / Coaching	8.1 SFC juniors: <ul style="list-style-type: none"> <li>• Obtain profile of juniors &amp; Contact details of parents</li> <li>• Establish the number of junior players</li> <li>• All juniors must start playing with protective eye wear.</li> </ul>	David/Mario/Rudi	ASAP ready for the jnr tournament 18 June
		8.2 <b>NEW</b> --- SFC what to establish a <b>coastal junior squash development trust</b> . The goal is to establish junior players to be able to compete on a National level. Qualified coaching is therefore of critical importance and urgency.  Squash Coaching Clinic [to be presented by Milnay en Sonica]. Main goal for this clinic is to present Referee and coaching courses.	Rudi	Pending
		8.3 Coaching Procedure for the SFC Squash club needs to be established.	Rudi/coaches	Pending
9.	Sponsorship and donations	9.1 <b><i>Sponsorship of leagues [refer to previous minutes]</i></b> <b><i>Other committee members must also play active role to search for sponsors for tournaments.</i></b>	<b>All members</b>	<b>Urgent</b>
10.	Financial Management	10.1 Discuss financial management with main club [Tikkie & Renathe]	Rudi	6 May
		10.2 If the treasurer is not available, she must contact financial information through to the chairman or the secretary.	Ester/Rudi	Ongoing
11.	Other Issues	11.1 Order x3 bar chairs	Ester	Asap
		11.2 Club keys: Currently the following people have copies: Rudi, Ruan, Ester, David, Mario, Flicky [will hand over keys to Corene], and Conrad.		Ongoing
		11.3 Envelopes for light payments	Corene	
		11.4 Standard Donation letter template.	Rudi	July 2011
		11.5 Indemnity form: All members, especially the juniors must fill in indemnity form and sign.	Conrad	Maintain
		11.6 Establish a membership and light procedure for the Committee when updating light credits.	Rudi	6 May
		11.7 Obtain a logbook for lights	Rudi	6 May
		11.8 Petty cash for the Bar: the petty cash for the bar must only be in the "dungent" or in the main club's save. Can't take the petty cash home		
		11.9 Public Relations of SFC Squash Club: As per Ruan's email we need to establish a public profile	Rudi	Ongoing
12.	NEXT MEETING	<b>Committee meeting: Wednesday, 1 June 2011</b>	<b>Rudi</b>	