



Regular Committee Meeting

Monday 18/03/2024

19:30

In-person at Michael
Cunningham's apartment

Meeting called by:	Michael Cunningham	Type of meeting:	Committee Meeting
Facilitator:	Michael Cunningham	Note taker:	Mark Robbins
Meeting start time:	19:30	Meeting end time:	21:00

Attendees:

Michael Cunningham (he/him) – President
Richie Jatmatama (he/him) – Vice President
Rey Jabonero (they/them) – Treasurer
Mark Robbins (aka. Mark Jonathan) (he/him) – Secretary
Sarah Micalizzi (she/her) – Club Liaison Officer
Ricardo Paulus (he/him) – Events and Promotions Officer

Apologies:

None.

Foreword:

This is the second meeting of the new 2024 Western Swifts Committee. The 2024 Committee respectfully pays gratitude to the 2023 President, Vice-President, and Committee, for their hard work and dedication to running the Western Swifts Badminton Club. By agreement of the 2024 Committee, this is the first meeting under the new 2024 Committee where meeting minutes will be available for club members to view. The first meeting was held on 11/03 2024 and introduced Committee Members to their new roles and set some general actions which are discussed in these minutes.

Acknowledgement of Country:

The Western Swifts Badminton Club respectfully acknowledges the Aboriginal and Torres Strait Islander people as traditional custodians of the land on which we meet and enjoy the sport of badminton. We pay our respects to Elders past, present, and emerging. The Western Swifts will always be a safe space for members of the Aboriginal and Torres Strait Islander LGBTQIA+ Community to enjoy badminton.

Minutes

Discussions:

- All agreed previous meeting minutes from 11/03 2024 are accurate. Agreement to publish Committee meeting minutes from this meeting onwards for club members to view upon request, this will be via a Microsoft One Drive link that can be provided to members who want to obtain a copy of Committee meeting minutes.
- Richie is in contact with Perth Badminton Arena Redcliffe (PBA) about the proposed date of Saturday 20 July 2024 for the 2024 Swifts Cup. In addition, Richie is confirming the extension of Court bookings for another 3 months from week commencing 18/03.
- Richie confirmed that new shuttles have been ordered and will arrive this coming weekend, 23/24 March. 1 box containing 26 tubes of the usual Victor Master No. 3 has been ordered.
- Michael confirmed he is trying to access the previous treasurer Danny Iskander's email correspondence with Wesley College for Court bookings, so far not successful. Rey offered to assist with liaising with Danny about this.
- Michael and Rey informed they will review invoicing from Wesley College and PBA, costs to date, projected bookings etc., to ensure dates/costs to the club etc. are accurate.
- Wristbands not yet ordered, this is as per the proposal at meeting on 11/03 for all club members to wear a wristband upon payment for a session. Wristbands are used at badminton sessions elsewhere in the community and it is expected these will assist Session Organisers with knowing who has paid. Rey to order when the opportunity presents.
- 19:50, James Benjamin joined via Microsoft Teams for 15 minutes of this meeting at his request. James requested to join this meeting to provide ideas RE coaching for new members as follows:
 - i) James informed that he has observed numerous new members starting at the club but is aware there is no formal Committee endorsed process in place to introduce them to the rules of badminton, help ease them into games etc.
 - ii) The Western Swifts Welcoming Committee, a pool of volunteers organised by the 2022 Committee who met new members and provided them a welcome and introduction to their first few games, is the last example of a Committee endorsed process to assist new members when they first join the club.
 - iii) James informed he wishes the 2024 Committee to consider re-introducing a Welcoming Committee, with a particular focus on coaching/up-skilling new members with the rules/techniques of playing badminton, and using a more informal structure than the previous 2022 Welcoming Committee.
 - iv) James proposes that a club volunteer should be available to meet and provide practical support to a new member for a short period of time at their first session, including basics like rules of badminton/how to hold the racquet etc., helping them warm up and adjust to playing, and helping them participate in their first game or few games (as needed). This support should be ready to occur when a new member arrives at a session. Throughout the session the same volunteer can check back to see how the new member is managing.
 - v) James recommends that no rosters should be needed for this role. Once the role and agreed volunteers are established, minimal input is then needed from the Committee as the volunteers can step-in on an ad-hoc basis to offer support when they see a new member arrive at a session. Session Organisers can introduce new members to an available volunteer to allow the Session Organiser to continue being available to take payments/run the session.
 - vi) As part of this discussion the Committee agreed that the previous roster used for volunteers in the 2022 Welcoming Committee resulted with difficulties ranging from volunteers not being able to commit to their scheduled session, no-one volunteering to cover a session if someone could not attend, and volunteers unexpectedly not turning up on their scheduled day, resulting with the 2022 Welcoming Committee discontinuing.
 - vii) The Committee and James all agreed that it is preferred that several regular club members could be available on an ad-hoc basis voluntarily to provide this new proposed support for new members as needed, without the commitment of a roster.
 - viii) Suggestion made to use a rainbow wristband or similar to identify the volunteer at each given session, this might be preferable to using a uniform as a uniform/shirt will require prior notice. Based on previous experience of Committee members, the process of volunteers assisting with this process is best to be on a minimum commitment basis and ad-hoc, i.e. volunteers are not expected to attend badminton sessions on a particular day to provide volunteer services, but if several club members are willing to take on the role, there can be agreement between those volunteers present at a given session who will take on the role for that session and/or who is best placed to assist any new members that arrive.
 - ix) Discussion held about the possibility of the volunteer arriving early to assist new members before the session starts. This proposal was not favoured by the Committee because new members tend to arrive at the start time of a session, or slightly after, and courts tend not to be available prior to the session start time.

- x) The Committee discussed allocating some time on a given court to train new members. It was agreed that if space is needed on a court for a volunteer to help a new member get started then this can be prioritised on an ad-hoc basis during the session. It is recommended that Session Organisers assist volunteers reinforce this as needed, noting that it is not anticipated that the volunteer and new member need to retain exclusive use of a court/half-court for an extended period of a given session. The intention would be for the volunteer to nurture the new member into the usual social experience of mixing with other club members.
- xi) Richie informed he is happy to trial creation of a new 2024 Welcoming Committee as per the ideas presented and discussed today.
- Rey presented his review to date of the club's finances in line with statistics he has gathered about session attendance, court bookings, etc. Key points as presented by Rey and discussed by the Committee during today's meeting:
 - i) Rey outlined that the club is running at a financial loss, money left over from fund-raising for the 2023 Trans-Tasman Tournament (TTT) that was paid from the TTT account back to the club has been keeping the club running by subsidising court costs, shuttle use, and lower than break-even attendance at some sessions.
 - ii) It was discussed that session prices have not increased since 2021 when the club was first formally registered as a charity. The cost of insurance, shuttles, and court hire, has all steadily increased over time, and the cost of these are now more than the current session prices and revenue covers. Rey recommends that a cost increase across all sessions is essential for the club's future sustainability.
 - iii) Rey recommends that the Committee should increase session costs by \$2 per session across all sessions. It was agreed by the Committee that the club needs to increase the cost of some/all sessions, although the exact increases per session were not finalised during this meeting.
 - iv) RE proceeding with a cost increase, it was noted that the only previous increase made to session costs was in 2021 by the then President, Wendell Clavin. At the time, Wendell proposed to all club members gathered at an in-person meeting that session costs should be increased from \$10 to \$13 on Sundays, and \$7 to \$10 on Wednesdays. The majority of club members present at that meeting voted in favour of the proposed increases. Friday and Saturday sessions did not exist at that time, and the \$10 fee charged for Friday and Saturday sessions has been fixed since those sessions were introduced.
 - v) It was agreed that prior to any changes to session prices for members, the Committee will review the Club Constitution to ensure any due process for changing session prices is adhered to.
 - vi) The Saturday Thems and Fems session is noted to be consistently lower in attendance than break-even, with the average membership attendance not making full use of the 3 courts booked across the 2 hour session. This represents an on-going financial loss for the club.
 - vii) The Committee propose reducing the Saturday Thems and Fems session to 2 courts for the 2 hour session as soon as practicable to reduce any further financial loss. The Committee agree that the views of Saturday Session Organiser Lexi Goff should be heard prior to any Committee action to address this.
 - viii) Shuttlecock tube usage per session based on current average attendance is recommended to be at a maximum as follows; 6 tubes on a Sunday session, 4 tubes on a Friday session, 3 tubes on a Wednesday session, 1 tube on a Saturday session. Session Organisers are encouraged to promote moderate use of shuttles by members to avoid wastage where possible.
- Richie informed that he has started to explore Healthway as a potentially viable grant of up to \$5000 for the club, he has discovered that the application form needs to be completed by July 2024, Richie informed he will explore further and discuss as needed in future meetings.
- RE a Club Financial Hardship Policy, Mark has drafted some ideas and shared these with Michael, Michael informed he will review these and share with the Committee in due course.
- Mark has started the process of creating a roster for volunteers to help provide cover for Friday evening badminton sessions, the current proposal is for volunteers to cover 1 calendar month at a time.
- Discussion held about creating a Health and Safety policy to be applied in the event of future severe weather events, e.g. extreme heat, and considering the stage at which sessions might be cancelled.
- Discussion held about creating an Incident report policy, and a First Aid policy. It was agreed that First Aid is the responsibility of the arena/venue being paid for court hire, and onus for providing first aid and any associated first aid resources does not sit with the club.
- RE Uniform orders, the Committee agree a new order should be made soon for 2024 and given some members have approached the Committee to ask about buying a uniform. Discussion about keeping the existing uniform created by Aznita Azman, but approaching Aznita to discuss creation of a revised 2024 version of the uniform.
- RE Social Media use, all agreed some continued promotion on social media is needed, particularly Facebook and Instagram, which will benefit the club through increased awareness in the community. The Social Media role is currently covered by Ricardo, Ricardo informed he will explore use of Instagram reels etc. to ensure more varied and interesting social media posts.
- Discussion held RE quarterly reports, and that these should be used to review club statistics and finances at relevant intervals throughout the coming year.
- RE the upcoming Spectres Basketball Club Formal Dinner event on 11/05 2024, discussion held about the possibility of booking a table for Swifts club members to attend, which is at a cost of \$1200 per table of 10,

representing a \$25 discount per person from the individual ticket price. Agreement that the club cannot pay for this without pre-payment from enough interested members, the Committee will need to establish if enough members wish to attend (10 or more needed for table booking), an Expression of Interest (EOI) form will be needed soon.

- Michael discussed exploring use of a club grading system for all members. Details limited at this stage, agreement across the Committee to hear more details about how this could work.

Actions:

- Rey/Michael to address with former treasurer Danny Iskander handover of communication with Wesley College for future court bookings.
- Rey to order wristbands for use at future sessions.
- Richie to explore creation and organisation of a new Welcoming Committee / Volunteer Group to assist with welcoming new members when they arrive at sessions.
- Richie to check with PBA when the next bookings for the Saturday sessions are due to be made, this will form part of the Committee's review of Saturday Thems and Fems session court numbers and when any adjustments to court bookings can be made.
- Michael to extend an invitation to Lexi Goff to attend the next Committee meeting to discuss the proposal to reduce future Saturday court bookings from 3 courts to 2 courts across the whole 2 hour Saturday session.
- Michael/Committee members to review the club constitution to ensure any due processes are followed for the proposed increases in price to club sessions, noting the last increase of session prices was in 2021 and in the presence of all club members.
- As part of reviewing session price increases, Richie will check other independent badminton club session prices to compare with the Western Swifts session prices.
- Details of specific price increases per session to be discussed and agreed upon by the Committee in due course.
- Michael to explore a possible grading system that could be used across all members of the Western Swifts and present to the Committee to consider.
- RE the upcoming Spectres Basketball Club Formal Dinner event on 11/05 2024, Ricardo to organise and promote an EOI using the Jotform platform for any Swifts club members wanting to attend.
- Mark to continue progressing a Friday session roster.

Other Information/Notes

- Thank you to James Benjamin for joining today's Committee Meeting to discuss his ideas for developing club processes. *Note that James was present only for discussions relating to the 2024 Welcoming Committee.*
- Members are advised that if they wish to join a Committee Meeting to discuss any ideas or queries they have about the club, please approach the President or Vice President to request this.
- Next Committee meeting scheduled for **Monday 08/04 2024 at 19:30**, via Microsoft Teams.

