

Otago University Squash Club
Handover Meeting
Wednesday, 8th October 2008
5:00pm, Squash Club

Present: Joel Sugrue, Kate von Biel, Chris von Biel, Emma McKeown, Mitch Grant, Abbey Munro

Apologies: John Harraway

Keys: At present Kate and Chris both have full sets to the club. John has the master set. Chris Ferg still has his keys but does not have a key to the bar. Before the end of the year **Kate** is to pass her keys onto Mitch, **Chris** is to pass his keys onto Emma including the key he has that fixes the light meters. **John** is to get a set cut from his master for Abbey. **Joel** currently has light keys, but needs to get the remaining keys from ferg

Cheque signings: Currently Kate, Chris, Joel and Abbey have cheque signing rights. **Kate** and **Chris** need to be taken off this and **Mitch** and **Emma** added. Joel and Abbey to stay on this. This is to be done before leaving Dunedin as cheques will still be coming in over summer holidays.

Emma is to cancel Sky television ASAP. This needs to be discussed at next committee meeting as to the future of Sky at the club next year. Also cancel Sky Watch magazine as this costs and is not utilized by the club.

John to clear mail at OUSA over summer and forward any necessary mail onto Abbey or Joel.

Accounts: John has offered to sort these out over the summer break. **Joel** to take required info into John before the end of year. Joel also to leave cheque book with John with a few cheques signed so any incoming bills over summer may be paid.

Nick Braae to count stock in bar and bank money. Including stock take of uniforms. We will need to get some more uniforms for next year. This is to be delegated at the next Committee meeting. We will purchase these through Otago Sports Depot.

Website: Need to get someone to do this, ask at next committee meeting if anyone knows any members who would be capable of doing this. Next year we will try to make the website more active including things such as members who have moved up a grade and perhaps interclub results.

Need to find a Cleaner every week to do lounge. Empty bins etc.

John to take people off the grading list. All inactive members to be taken off after interclub starts next year.

PE school have concerns about us using their skips. They want in return for us using their skip free court use for their courses. Before we agree to this we are to compare prices for a skip and see how much they pay for use of the courts. Final decision to be presented in a letter to the PE school. Kate has heard the Conservation department will subsidise skip for some reason. Need to find out more about this. Parking is still a no go.

O Week 2009: Emma to go into OUSA and book out tent site for O week. Same site as last year. **Mitch** needs to email Aynsley and book micro court for O week. Emma is absent for O week. At next committee meeting need to get an idea who is around and keen to help with this stall. Use the marquee in the bar and table. Set table up with posters, banners, novelty cheque, uniforms, info sheets and trophies. Decision to be made about the Wednesday of O Week whether we have a table at Clubs day as well as a tent running at Union Lawn.

Subscription Fees: Fees for 2009 to be discussed at next committee meeting, these may need to be increased due to the club have higher costs with booking system etc. John will keep Mitch updated on membership numbers.

Electronic Files: Kate to pass these all on to Abbey and Mitch for use next year.

Critic: Abbey to go into critic and check what our default advertisement is that goes in the back of the critic each week. Change this to make it relevant for club nights each week etc.

Club room to be cleaned before end of the year, clean fridge and bar, **Chris** has offered to rug doctor carpet in lounge.

Mitch to send agenda to Emma before committee meetings in case she wants to add anything.

Abbey is to send minutes to be to Mitch, Emma and John to be edited, before sending it to the committee.

Bar licence will need to be renewed. Mitch and Nick have their bar managers licences.

Next year Abbey is to put up posters for club night at club and at clubs and socs. **Abbey** to email Jules and get all electronic files off her.

Club nights to be put on roster for next year. Get all the committee involved with this.

It was discussed to have the compulsory refereeing night straight after the initial interclub meeting this worked well this year. Compulsory for all new players and open to existing members as a refresher course.

Committee meetings to continue on the first Sunday of every month. 7.30pm in clubrooms

Level 1 coaching: We need to utilise those members who already have this and more people to sit this next year.

It was discussed to have a Hall squash tournament. We would run this before interclub starts, would be a great way to get first years involved in a great club.

Committee meeting for end of the year to be this Sunday October the 12th 7.30pm

Meeting closed: 6.18pm