



# ***Suburbs Rugby Football Club*** (Inc.)

Headquarters and Shadbolt Park Clubrooms, Ph 828 9387; Fax 828 8183.

Email: [admin@suburbsrugby.co.nz](mailto:admin@suburbsrugby.co.nz)

## **MINUTES OF SUBURBS RUGBY FOOTBALL CLUB EXECUTIVE MEETING**

**HELD on the 12th day of December 2011  
SHADBOLT PARK**

Meeting commenced 6.30 pm and finished 8.30pm

### **Present**

S Crooks, S Garea, W Dowd, L Field, G Donovan, H Kairua, B Walker, M Walker, C Farrell, James Cameron and M Perez.

### **Apologies**

D Railey

### **Previous Minutes**

Previous Minutes approved Moved GD, Seconded WW

### **Sub-Committee Reports**

#### Rugby Committee Report:

1. DOR Mike Perez presented an update please see update attached;
2. MW presented the Job description for the DOR role to support the contract and to provide our DOR with clear direction. It was agreed that SC present this to MP with the view of having it in place ASAP. GD presented the objectives for the rugby committee please read attached.
3. GD passed on positive feedback from the sevens held at Shadbolt on Saturday. Graig Lister event organiser paid his compliments to Suburbs and it was suggested that it could become the home of this event great work to all involved.



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House: WW presented his report as follows:

1. The opening and closing times have been agreed – last day of opening for 2011 is Wednesday the 22<sup>nd</sup> of December and re-open on the 18<sup>th</sup> of January. WW raised that club hire has been questioned and needs to be addressed. A discussion took place. WW moved that the current hiring arrangements remain whilst the club is in its current state and be reviewed once upgrade completed GD seconded and all were in favour.

Works Committee:

1. SG has booked the building warrant of fitness for Shadbolt for the 13<sup>th</sup> of January; SG noted that it will be audited as the ACC has new rules in place. SG stated we should have few issues with it and may incur a charge of approximately \$500.
2. SG mentioned that all the light fittings and lights at the Racecourse have been damaged and stripped and are of no use to any future development.
3. Racecourse Parade's Building Warrant of Fitness was up for renewal in February 2011 and up for renewal in February 2012, it was discussed and agreed that due to the current situation we should get the property inspected with the view of "making good on the arrangements with the VSA.
4. General discussion was then entered into with regard to maintaining the lease at Racecourse Parade. SC has had a discussion with Michael Jones from the VSA with the view of the VSA taking up the lease from the council, but SRFC having MOU that we continue to have access to the GYM, Changing rooms and playing fields but carry no further liability on the club itself. This was moved to a motion by WW seconded by GD all were in favour.



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5. General discussion around getting started on the inside of the club early New Year was resolved by all agreeing that we have made a start prior to opening on the 18<sup>th</sup> of January. SG said he will come up with a plan and circulate.

## Finance Committee:

### Considered

- 1) Grant applications for January 2012 – J C put forward a motion to apply for funding for jerseys for the junior club 160 units for the expansion of increased numbers year on year, and to accommodate some redundant sets that need replacing.
- 2) Grants will be required for Medical supplies - physio and training equipment, these will be presented for sign off and applications

### Resolved

- 1) The club support the application of both these necessary motions and agreed that we apply via the North South trust.
- 2) Mr J Cameron and Mr M Perez are authorised to make the appropriate application for funding from the Trusts, and provide that organisation with the information it may require to assist in the processing of a successful application.

Financial reporting will be broken down into the following areas for next year's meetings,

- (a)Operational - Suburbs is running a short fall of \$40k per annum and we need to address the above over the next 2 years by running club fund raisers and initiatives that generate \$30k per annum to support the current investment the club has. As a matter of urgency the club requires \$20k transferred as a loan from the investment account, this will be paid back as we receive grants over the next 12 months, we also require \$30K for clearing current accounts and to make good with our supply relationships. It was agreed that SC as chairman would contact the trustees to gain sign off, it was also agreed that as the club proceeds with future development plans it will require additional funding and topping up from time to time and it would be prudent to seek approval from the trustees that such business will require from time to time that the agreed interest of 50% may have to move upwards, bearing in mind that we also need to protect the base principle of \$1.5 million.



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- (b) Sponsors – All sponsors are to be treated as club sponsors regardless if they have gifted to any particular team or event.
- (c) Fund raising – If the club engages and rallies its members with some new fund raising ventures that are themed towards “the bolt hole” being the new changing room facilities that we should be aiming for at least \$30k per annum. It was agreed that all teams will be required to raise a minimum of \$500 per team per season for the club, with the support of ideas and tools to achieve this.
- (d) Grants – It is noted that the ARU grant has increased by 20% year on year that will only continue to increase with the increased members that we attract.
- (e) Trust applications – There will be a number of applications for the New Year for a number of applications to be applied for, this will require the Executive to meet and sign off on the importance of each of them as they relate to the future growth of the club.

It was discussed and agreed that ordering procedures be posted on the Web site and that all requisitions come via the respective chair's along with a calendar of meetings for the year.

## Junior Club report

JC presented the flyer for next year. After discussion it was moved that JC, MW and MP sort the content to promote the entire club. JC has confirmed the flyer drop will be on the 12<sup>th</sup> of February.



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## **Development plan**

CF gave an update and circulated the draft concepts for the changing rooms. CF suggested that we circulate these to ARU and to Clark Mckinney at the ACC, SC to sort and copy to CF.

CF said he and DR will get the concept ready for pricing.

It was discussed and agreed that there requires full commitment to the future development.

## **General Business**

1. GD and JC will review the constitution with the view to making sure that it is suitable for current times and make recommendations that can be discussed at an agreed special meeting if necessary.
2. A calendar of meetings will be posted for the New Year for when the Executive meets.
3. SC will engage and arrange with the trustees and executive a meeting together in February to communicate Work in Progress.
4. SC will invite all Trustees to the 20<sup>th</sup> Of February Executive meeting.

Proposed dates for the Executive meetings in 2012

23rd January

20<sup>th</sup> Feb

19<sup>th</sup> march

23<sup>rd</sup> April

21<sup>st</sup> may

18<sup>th</sup> June

23<sup>rd</sup> July

20<sup>th</sup> August

17<sup>th</sup> September

15<sup>th</sup> October