

Minutes of the Extraordinary General Meeting 2025

Date: Monday 21st April 2025

Time: 4:00PM

Location: Level 32, 12 Creek Street, Brisbane QLD 4000 & Microsoft Teams

Chairperson: David Bennett

1. Welcome and Apologies

The meeting was declared open at 4:00PM.

In Person: David Bennett (President) **(DJB)**, Ian Peters (Treasurer) **(IP)**, Dean Berry **(DB)**, Davide Wheeler

Online: Trevor Gormley (Secretary – outgoing) **(TG)**, Ben McMillan, Luke Humpreys **(LH)**, Christos Tsilimigras, Andrew Demasson **(AD)**

Apologies: Claudio Ruminot (Secretary – incoming) **(CR)**, Katie Watson (Vice President)

2. Confirmation of the Minutes of the Previous AGM (2024)

Minutes were approved as noted

3. President's Report

No president's report presented, as not necessary for EGM and no prior notice given.

TG requested an update on member numbers and DJB commented they are slightly down on prior year due to later renewal requests compared to prior years.

4. Treasurer's Report & Presentation of the Financial Statements

No Treasurer's report presented as not necessary for EGM and no prior notice given. Regardless IP gave verbal update on the club's cash and expenditure positions.

IP presented the June 2024 financial statements which were not discussed at the 2024 AGM. The accounts were accepted as presented.

5. Election of Office Bearers to 2025

Meeting noted the resignation of TG as Secretary per email dated 20 April 2025 containing notice of EGM.

DB moved motion of thanks to TG for service to the club. Carried without dissent.

TG nominated CR, current Assistant Secretary, for appointment to the vacancy for Secretary occasioned by TG's resignation. Carried without dissent.

TG nominated Dempsey Bloom, for appointment to the vacancy for Assistant Secretary occasioned by CR's appointment as Secretary. Carried without dissent.

These appointments were made by the Executive Management Committee pursuant to clause 15 of the Rules of Incorporation.

TG noted that he would arrange a handover session with CR, and between them would look to prepare and lodge outstanding forms and Annual Returns, and CR could move forward with a "clean slate".

6. Other Business: General Business

a. Validation of the Current Fees for 2025/2026

IP moved motion to approve new fee membership fee structure per EGM agenda. Carried without dissent.

b. Management of Personal Information and Deactivation of Public Facebook Page

Motion was discussed, particularly around the use of social media and event photos.

The motion carried per EGM Agenda, with an amendment to point (d) to give the executive committee 60 days to review data and prepare a policy. The passed motion now reads:

"(d) request that the Executive Management Committee develop a privacy and data use statement to be published on the new website within 60 days."

c. Appointment of Tournament and Club Championship Directors - Policy and Procedure Endorsement

Motion was discussed and it was generally agreed that the club should look to implement a timely process around Tournament Directors and planning actions. However the specific motion was not put to vote to give the members time to consider the specific requirements further.

It was agreed this would apply to tournament after the 2025 Club Championships, and Brisbane Open 25, given planning is already well underway.

IP requested TG to share the Club's tournament master excel file, as it includes key information regarding TBT sponsors, planning, and player information. The file was

meant to have been shared previously with IP and DJB as Co-Tournament directors but had not been provided prior to the meeting. TG re-confirmed he would send this.

d. Changes to the TBT Rules in the context of:

(i) financial management and internal controls

Proposed Changes to TBT Rules - Financial Management and Internal Controls

Motion was discussed and the need for control, especially dual authorisation, was key. IP noted this was already in place as best practice.

It was agreed that IP as the new Treasurer, would re-review and adapt the proposed documents as needed, and present a revised document to the members for approval at a future date.

Summary of other general business discussed:

- The club should consider a vision/mission statement. This would give the committee and others the “guiding principles” when it comes to making decisions, particularly around sponsors who want to align with TBT.
- DB made a comment to recognise TG’s efforts in growing the club, and in particular the Brisbane Open Tournament in recent years. The attendees agreed and TG thanked DB for his comment.
- LH raised discussions around the amount of plastic in tournaments, and socials generally. Perhaps we can move to being a “greener” tournament and ways to recycle tennis balls.
- Growing female members, and utilising the Women In Sport grant funding was discussed. Specific training/coaching nights was discussed
- AD was unable to be heard, however raised a number of points below, which generated general discussions around:
 - o Future membership/sponsorship/grant opportunities
 - o Clearer Communications between the Committee and the Members (eg: Newsletter)

Meeting ended at 6:30 pm

Appendix – Meeting Agenda

NOTICE OF SPECIAL MEETING

TEAM BRISBANE TENNIS INC.

Dear Members,

You are cordially invited to attend the Special Meeting (SM), called in accordance with Clause 38 of the current rules of Team Brisbane Tennis Inc., to be held as follows:

Date: Monday, 21 April 2025

Time: 4 PM AEST

Location: Level 32, 12 Creek Street, Brisbane, 4000

Online Meeting Link: [MICROSOFT TEAMS LINK](#)

Agenda:

1. Welcome and Apologies
2. Confirmation of the Minutes of the Previous AGM (2024)
3. President's Report
4. Treasurer's Report and Presentation of Financial Statements based on the transition to Bendigo and Stripe only payment platforms.
5. Election of Office Bearers for 2025* (see the table below)

Resignation of the Secretary and his role as Tournament Director has impacted the Executive Management Committee and Brisbane Open Tournament Committee as set out below. As a consequence, Dempsey Bloom has been nominated as Deputy Secretary to replace Claudio Ruminot who has consented to the accession of the position as Secretary. There will need to be a motion to accept Dempsey Bloom's confirmed nomination if he is to occupy that office.

TBT Executive Management Committee Membership 2025	Proposed	Seconded
President - David Bennett		
Vice President - Katie Watson		
Treasurer - Ian Peters		

Assistant Treasurer - Andrew Demasson		
Secretary - Claudio Ruminot		
Assistant Secretary - NOMINEE DEMPSEY BLOOM	Trevor Gormley	Claudio Ruminot
Complaints Handling Chair - Michael Wilton		
Branding and Marketing - Kevin Velandia (incumbent)		
Club Captain - Michael Yusiw		
NON-EXECUTIVE MEMBERS (non-voting)		
WHS & Public Officer - Matthew Dwyer		
Volunteer Coordinator - Kwong Yin (incumbent)		

6. Other business: General Business

a. Validation of the Current Fees for 2025/2026.

Agenda Item: Validation and Approval of New Annual Membership Fee Structure

Background:

The Executive Management Committee, in preparation for improved integration and streamlined membership experience, introduced a consolidated annual membership fee that merges the Griffith Membership and the Team Brisbane Tennis (TBT) Standard Membership into a single rate. This is proposed to replace the prior split fee system (\$55 for 6 months and \$90 for 12 months).

The proposed **new membership structure** is as follows:

- \$90 Annual Membership (includes access to both Griffith and TBT benefits)

Purpose:

To seek member approval for the above membership fee structure in accordance with **Rule 8(1)(a)** of the Team Brisbane Tennis Inc Constitution, and to validate the Executive Management Committee's decision to introduce this new structure prior to this meeting.

Motion:

"That the members of Team Brisbane Tennis Inc approve the new consolidated annual membership fee of \$90, which combines the Griffith and TBT standard memberships, and retrospectively validate the action taken by the Executive Management Committee to implement this fee in advance of this General Meeting."

b. Management of Personal Information and Deactivation of Public Facebook Page

Background:

Team Brisbane Tennis Inc (TBT) has historically maintained a public-facing Facebook page as a platform to share information about events, photos, and general updates. Due to evolving privacy concerns and data governance considerations, the public Facebook page has been **temporarily disabled**.

With the anticipated launch of the new website (www.tbt.org.au) as the official online platform for communications, events, updates, and member access, a review of the association's use of member information across all platforms is now required.

Purpose:

To ensure transparency and compliance with privacy obligations, TBT seeks the consent of members to:

1. **Permanently deactivate** the public Facebook page;
2. **Restrict future use of members' personal information** (including names, images, event attendance, and other identifiers) to internal platforms and communications only;
3. **Manage and store personal member information** using the new website and digital services approved by the Executive Management Committee (e.g., ClubSpark, Stripe, or an authorised membership platform), in accordance with relevant Australian privacy principles.

Motion:

"That the members of Team Brisbane Tennis Inc:

- (a) approve the permanent deactivation of the public-facing Facebook page;
- (b) consent to the management of member data (including names, contact information, and optional profile images) via the association's new website and associated digital platforms;
- (c) confirm that no member information shall be published or shared externally (including on social media) without explicit individual consent; and
- (d) request that the Executive Management Committee develop a privacy and data use statement to be published on the new website within 30 days."

c. Appointment of Tournament and Club Championship Directors - Policy and Procedure

Endorsement

Background:

Team Brisbane Tennis Inc has grown significantly in scope and visibility, with the Brisbane Open now a key GLTA Masters event and the Club Championships continuing to be a flagship local tournament. To ensure seamless planning, consistent delivery, and clear accountability, the Executive Management Committee proposes the adoption of a formal **Tournament & Club Championship Directorship Policy and Procedure**.

This policy will:

- Define the responsibilities and authorities of Tournament Directors and Club Championship Directors;

- Set timelines and planning expectations for each event;
- Clarify reporting obligations to the Executive Management Committee;
- Ensure succession planning and event knowledge transfer for future tournaments;
- Require financial and operational reporting post-event to support governance and transparency.

Purpose:

To formally endorse a policy framework that supports structured event delivery for all major competitions, including the Brisbane Open and Club Championships, and to confirm the appointment process for Directors tasked with leading these events.

Motion:

"That the members of Team Brisbane Tennis Inc:

- (a) endorse the introduction of a formal 'Tournament and Club Championship Directorship Policy and Procedure' as the framework for planning and managing all major tournaments;
- (b) authorise the Executive Management Committee to appoint Tournament and Club Championship Directors in accordance with the policy; and
- (c) require that all major tournament budgets and reports be submitted to the Executive Management Committee and tabled in the Annual Report."

d. Changes to the TBT Rules in the context of:

- (i) ***financial management and internal controls***

Proposed Changes to TBT Rules - Financial Management and Internal Controls

Background:

As the operational and financial activities of Team Brisbane Tennis Inc continue to grow in complexity-particularly through events like the Brisbane Open, Club Championships, and regular competitions-there is a pressing need to formalise a **Financial Management and Internal Controls Policy and Procedure**.

This policy will aim to:

- Establish clear and transparent processes for managing income and expenditure;
- Define levels of delegated financial authority across the Executive Management Committee;
- Ensure dual authorisation and documentation for key transactions (e.g., supplier payments, event reimbursements, sponsorships);
- Enhance audit readiness and compliance with relevant standards under the Associations Incorporation Act;
- Improve the accuracy and timeliness of financial reporting for events and general operations.

To give this new framework practical force, it is proposed that **Rule 44 (Funds and accounts)** and any related rules be **amended by special resolution** to reflect these enhanced governance expectations.

Purpose:

To seek member approval to amend the Rules of Incorporation to support the implementation of a comprehensive internal financial control system that covers all business activities of TBT.

Motion (Special Resolution Required):

"That the members of Team Brisbane Tennis Inc approve amendments to Rule 44 of the TBT Rules of Incorporation to give effect to a new Financial Management and Internal Controls Policy and Procedure, including the introduction of updated delegations, expenditure approvals, and financial oversight mechanisms across all TBT activities including the Brisbane Open, Club Championships, and other events."

*****END OF DOCUMENT*****