



Bermagui Pickleball

General Meeting

Date: Wednesday 18 February 2026

Venue: Bermagui Country Club

Meeting Opened: 3.03pm

PRESENTER	MINUTES of Agenda Items
Diane	<p>Diane welcomed everyone and thanked them for all attending and supporting the new club, Bermagui Pickleball Incorporated.</p> <p><u>Apologies</u>- Graham Day, Maree Day, Gai Carter, Sam McKee, Greg Hodges</p> <p><u>Attendance</u> – Sally McKee, Sondra Lauritsen-Hodges, Steve Mazabow, Diane Attwater, Vanessa Forbes, Rebecca Rudd, Anne Watson, Caroline Dick, Kevin Dick, Doris Haase, Nicci Eastham, Rhonda Stone, George Stone, Angela Ratten, Michael Gloeckle, Robert Hibbert.</p> <p>House Keeping – Toilets, emergency exits, coffee and tea etc</p> <ul style="list-style-type: none">• Diane outlined the purpose of the meeting – the 1st General Meeting of Bermagui Pickleball Inc (BPI). The AGM will be within the next 12 months, sometime in March 2027.• Introduced current Steering committee – Sondra, Diane, Steve, Sally, Caroline, George, Kevin. Diane acknowledged the Steering committee for the work undertaken behind the scenes to start up this club and thanked them.• George and Kevin were introduced. Diane thanked them for their work/role in the start-up of the club.<ul style="list-style-type: none">○ George undertaking the IT work, developing the website and fine tuning the Apps BPI are using.○ Kevin has been organising the financial requirements for BPI in accordance with reporting obligations and what will be required in the future for ATO and Department of Fair Trading. <p>Office Bearer and Committee Elections</p> <ul style="list-style-type: none">• Acknowledged nominations for committee positions received by 11 March 2026.• Nominations to be announced shortly.
Sondra	<p>1. Establishing Bermagui Pickleball Inc</p> <p>Report from the Interim President Sondra Hodges - BPI Steering Committee</p> <ul style="list-style-type: none">• Overwhelming response from players to establish a strong, community minded pickleball group, here in Bermagui.• We know, from our conversations with PANSW, that the concept of establishing a local club is not uncommon. Communities like to control their club at a local level.• Our vision is to develop a social, healthy, inclusive club.• Transparency is paramount for our club.• Our Constitution is complete. All of our legal and administrative documents are finalised and maintained in good order. Constitution is established and available on the Website.• We have a commitment to keep fees as low as possible, eg. Thank You Discount.• Our strong steering committee members has allowed BPI to get us where we are today. <p>Sondra personally thanked the steering committee and recognised their individual strengths and contributions.</p> <ul style="list-style-type: none">• Diane for all her formulation of our official documents, spreadsheets and getting us organised.• Caroline, Sally and George for developing the BPI Constitution.



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	<ul style="list-style-type: none">• Steve and George for developing Website, Socials, IT, accounting platforms.• Kevin for his knowledge regarding facts, figures, finance and accounting. <p>Our mission is to “play and grow Bermagui Pickleball”</p> <ul style="list-style-type: none">• Bermagui Membership with PANSW<ul style="list-style-type: none">○ Most members will have received their refund from PANSW after registering the BPI. If you haven’t received your refund yet, send a follow-up email to PANSW requesting your refund. Unfortunately, we can’t request the refund for you. <p>Current membership</p> <ul style="list-style-type: none">• 36 registered members as at 18 March 2026.
Steve	<p>2. Financial Overview - Fundamentals</p> <ul style="list-style-type: none">• Financial records are maintained in good order.• Members can view financial records at any time.• Our fee structure is designed to remain affordable and sustainable. <p>Membership fees overview</p> <ul style="list-style-type: none">• PANSW Membership fees: Adult \$60.00, Senior \$45.00• BPI Membership fee \$10.00 <p>Playing fees overview</p> <ul style="list-style-type: none">• \$8.00 Members• \$12.00 Non-Members <p>Steve highlighted the fact that BPI fee structure is extremely affordable and cheap compared to other clubs.</p> <ul style="list-style-type: none">• The ‘pre-paid’ subscription model, that was mentioned at the first BPI meeting, will be considered in the future, as we become further established and in a better position to identify options available to BPI. At this stage, we will keep going as we are now which is currently working well and is evident in the recent figures for February 2026.
Kevin	<p>3. Financial Report for February 2026</p> <ul style="list-style-type: none">• The Association's financial year runs from 1 Jan to 31 Dec.• All financial transactions must be signed by 2 authorised signatories (BPI Office Bearers).• The funds of the Association will be derived primarily from session and annual member fees as well as donations. Grants and/or Sponsor applications will be arranged when available.• Under the Act, a complete financial report will be provided at BPI’s first AGM in March 2027.<ul style="list-style-type: none">○ As such, our financial position after 1 month of operation, February 2026 Income to date, was shown to all on a detailed slide show.○ We have also received some generous donations – Thanks the doners for their support.○ Expenditure to date:<ul style="list-style-type: none">▪ mainly on equipment such as nets, balls, paddles.▪ Stadium hire fees range from \$30.00 per hour up to 16 players and \$50.00 per hour for over 16 players to 100 players.▪ App fees for OpenSports (Session management), Revolution Sports (for Membership management).▪ Administration - Website domain and regulatory requirements○ Discussion about breakdowns of figures. <p>Action - Steve questioned - Rev Sports fees to be confirmed as the fees were initially advised/ intended to be free. Sondra agreed to investigate this and confirm.</p> <p>Please refer to Financial Report Balance Sheet Feb 2026 as attached to the Minutes.</p>



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George

4. Election of BPI Committee

George advised he was a non-member of BPI and could therefore be appointed Returning Officer and conduct our election of positions.

- The tenure of the elected office bearers and ordinary committee members will be for 12 months, until our 1st Annual General Meeting due to be held – mid March 2027.
- George declared all members of the Steering committee have now “resigned” and all positions are now all vacant.
- **Nomination process to elect BPI Committee explained.**
 - Described the election process: Aim to elect the Office Bearers and ordinary committee members to serve until the initial AGM - mid March 2027.
 - Nominations tendered by 11 March 2026 will be considered for election.
- After receiving the nominations on 11 March 2026, there were no double up on nominations. Therefore, it was straight forward election. The following was declared:
 - **Office Bearers**
 - President: Sondra Lauritsen-Hodges
 - Vice President: Steve Mazabow
 - Secretary: Diane Attwater
 - Treasurer: Kevin Dick
- BPI has a requirement of a Minimum of 3 Ordinary Committee Members
 - Nominated Committee Members – Sally McKee, Nicci Eastham, Anne Watson, Rhonda Stone, Vanessa Forbes. Everyone accepted their nominated positions.
- **BPI Office Bearers and Committee Members were confirmed.**
 - Congratulation to all elected members.

Kevin Dick as BPI Treasurer to be a signatory with Horizon Bank for BPI bank accounts. Caroline Dick to be removed from banking signatories. Visa Card to be linked to Kevin Dick if following advice at the Horizon bank.

Action - Kevin and Sally to arrange at Horizon bank at earliest convenience, with Minutes confirming Kevins appointment as Treasurer. Sally to continue as backup regarding banking in Kevins absence.



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The new Office Bearers and Ordinary Committee Members will carry on the meeting proceedings outlining BPI operational model/strategy for the next 12 months

PRESENTER	AGENDA ITEM
<p>President - Sondra</p>	<p>1. Guiding Principles Operations Strategy –</p> <ul style="list-style-type: none"> • Continue our aim of keeping fees as low as possible. • Have clear Roles & Responsibilities that define duties for committee members and volunteers. R&R document available on our website. • Maintain established transparent processes for the Committee and BPI members <ul style="list-style-type: none"> ○ Committee members will not receive any financial benefit. • We will apply for Grants and/or Sponsors when available. Bermagui Country Club is a relationship we shall pursue with regards to contacts in Canberra and Queanbeyan pickleball communities. • Sally suggested the 5 Ordinary Committee members may be able to undertake research from various Grant platforms and report to Executive for further discussion. Agree to by Committee members. • Ensure adherence to sporting body regulations, safety standards, and legal requirements. PANSW liaisons where required. <p>Action: Ordinary Committee members seek out Grant proposals and report.</p>
<p>Secretary - Diane</p>	<p>2. Communication Strategy</p> <ul style="list-style-type: none"> • The Committee wants to encourage open communications with all members. We want to listen to members comments, feedback and suggestions. • We are happy to receive your feedback, so please come and talk to us. There is usually 1 or 2 committee members at our playing sessions. • The BPI committee can be contacted via the 'Contact Us' page on our website. • All enquiries can be sent to our email address: info@bermaguipickleball.com.au There is a link on the bottom of each page on the website (for incoming emails). This email address is monitored on a daily basis. • Official outgoing emails such as meeting notifications, will be sent out to members via our no-reply email address: no-reply@revolutionise.com.au • Sally is the stadium representative, any concerns go to Sally to address.



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President Sondra and Secretary Diane discussed.

3. 2026 hosting responsibilities and potential compensation.

Sondra emphasized that a lot of effort and planning occurs by a host to plan our play sessions. Could members please listen and respect the Host at each session at all times. This is paramount to the enjoyment of all players and ultimately our success.

Hosting duties

- In the past, some members have indicated that they may be interested in Hosting a session.
 - Interested members thinking of being a Host are requested to tick the box on the attendance sheet.
 - We have developed a Host Check List to help the Host co-ordinate a playing session. The Check List was available to members at the meeting. Members were advised that the Check List also available on our website.
 - If members are still interested in Hosting a session after reviewing the Check List, we will organise a separate meeting to discuss how the Hosting duties will be co-ordinated.

A few members expressed an interest in Hosting the playing sessions by ticking the meeting sign-in sheet.

Motion: It was agreed that the interested members will meet to discuss how to co-ordinate the sessions.

- Host meeting: Moved: Steve Mazabow Second: Rhonda Stone
Caroline suggested a Host Coordinator, within the host group. Agree that is a good idea.
Host program: Effective 1 April 2026

Steve advised that the Tuesday evening session can require 2 hosts as at times. The host spends most of the evening giving instructions and supervision to new players and beginners. They don't get full playing time as the other sessions allow.

Action: Interested members will be contacted to arrange a meeting to discuss Hosting requirements.

Host compensation

Members were asked to vote on the following playing fee options for Hosts.

1. \$8.00 - Full playing fee
2. **\$4.00 - 50% playing fee**
3. \$0.00 - playing fee

It is the Committees Recommendation for **\$4.00 - 50% playing fee**

- George confirms this can managed on OpenSports.

Anne suggested Hosts should pay full playing fee of \$8.00.

Motion: Option 2 - \$4.00 - 50% reduction in host fees, to be reviewed at next meeting.

A show of hands indicated all members present were in favour of Option 2.

- Moved: Caroline Dick Second: Angela Ratton
Committee member Rhonda Stone agreed to collate the Host Days monthly to work out the hosts credits. Credits to then be applied through OpenSports.

Rebecca suggested this arrangement be reviewed throughout the year to ensure it is viable financially. That was agreed to be discussed at each official committee meeting as there are 3-4 meetings per year.



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4. Questions from the floor

Doris enquired the possibility of a later start time in winter the months. Proposing 8.30am 10.30am, on convenient days.

Action: to be discussed by committee.

Sally enquired – Working With Children checks- is this a PANSW requirement for all committee members and/ or Hosts?

Action: Sondra to confirm with PANSW.

Action: To be added to related Roles and Responsibilities documents.

Caroline suggested - Social committee to arrange get togethers. Many in favour. Kevin highlighted keeping it less formal to avoid insurance complications. Sally recommended the Ordinary Committee members may be able to assist with arranging social happenings.

Action: make plans for socials.

Rebecca suggested recycling the pickleballs due to microplastics and environmental concerns.

Action: Sondra to enquire with PANSW.

4pm

Meeting Closed 4.03pm.
