

Minutes of Southbourne Tennis Club Committee Meeting

Monday 21 November 2016 – 7.00pm

Present

Susie Grainger as Chairperson (SG), Martin Cavey (MC), David Sanger (DS), Helen Henshaw (HH), Adam Spicer (AS), Sarah Stout (SS), Peter Richardson (PR) and Celia Barron

1. Apologies

Zoltan Horvath (ZH), Don Greaves (DG)

2. Minutes of last meeting – 9th September 2016 were approved

3. Matters arising

- MC - Confirm the amount refunded from the LTA for Wimbledon tickets - refunded
- ALL - Consider ways to raise money to fund the extra courts - Ongoing activity for us to consider. Update about progress on the additional courts will be given in the Char's report
- DS - Confirm lighting situation for the mini court - DS confirmed these are all working
- DG - Make temporary cover for the utility room - still to be done
- SS - Prepare H & S report - SS to complete this in the next couple of weeks. DG confirmed PR is going to help with overall HS in co-ordination with DG.
- DS - Consider ways of transitioning girls to the junior session - DS said we need the girls session to pick up but once it does then we will consider the best ways to move to the junior sessions.
- KM - Arrange for the Championship board to be updated - DG will take this up with the new sign writer.
- SS - Survey, Bowling evening, Fun Doubles on a Sunday/Wednesday - SS to arrange the survey. We have an old racquets tournament this membership year which will be arranged with DS.
- AS - Email and prepare for the AGM, Accounts to be in the Clubhouse (done) AS to circulate the finished minutes from the AGM
- ALL - Promote the raising of funds for a defibrillator - KM has paid for the defibrillator by CC and submitted this as an expense. £600 to be paid by the club funds. DS did raise a concern that it is on the wall and is worth £1k. Whilst it is good to be so visible there is a worry about security. Celia asked if this was on the insurance. MC stated this was arranged through the LTA and covered contents. MC will confirm this. DS will look at ways to secure the defibrillator.
- ALL - Encourage all entrants to play their matches earlier for the Club Championships - HH confirmed this had been done and all matches played in time.

- ZH To liaise with Geoff about the internal box league - league was up and running PR mentioned about the long target date for the matches. Would be good if people completed these sooner.
- MC Split the fees between junior and adult for the club account - done prior to AGM.

4. Junior Club Items

- DS explained junior members sometimes attend the committee meetings but this time there is nothing to report.

5. Chairperson's Report

- SG said what an amazing job KM had done as chair. He was very hands on with the club and she would be happy if she could do 50% of what he did. The whole committee acknowledged his good work and offered their support to SG in her new role.
- SG asked about the calendar for the next year as there were times when she wouldn't be local. DS said he had drawn up the provisional dates and would pass these to AS for distribution.
- Additional courts - It was looking like we would get support from the council for 1 extra court but not 2. Concern is for the hut next to the club and how close the courts would be. Likely cost has been discussed and the possibility of extra parking. This is a long term project so progress will be given at the next AGM.
- Match Fees - this is being discussed separately.
- Lights - LEDs in due course but keep the current ones for the moment if possible. MC mentioned current work isn't guaranteed. Court 3 has 3 lights out. MC said LED is still new technology but in 12/18 months it should be more mainstream and cost less. JC asked if it was the bulbs on court 3. DS said yes and we would need a cherry picker and bulbs to fix. MC to arrange this with the previous suppliers as the current company isn't interested in this work.
- Website - SG said how good the website is. SS said there are quite a few bits which need to be done and updated but was pleased with the progress. SG suggested a one off payment to ZH for all his work on the site. All agreed £50.
- Coaching contract - to be reviewed by SG and DS prior to agreeing.
- Advertising - KM has identified a range of contacts. SG will consider take this in due course.
- Welcome pack - DS and JC to update this.
- SG asked SS about the survey. SS said this is being drawn up; what people like, potential improvements, other feedback, volunteering, etc.
- SS asked committee members for photos and roles to be displayed on website. All were happy with this. ALL to provide photos.
- Club funds - with the sinking fund we should develop a 10 year rolling

programme so people have an idea of the work to be done.

- Visits to tennis sessions - SG had been to wheelchair and disability sessions and will attend their Christmas party.
- Invoices - coaching invoices had been explained to her.
- Country membership - SG asked do we have something like this. JC confirmed we have this which was advertised on fliers and the website. SG asked how many times guests can come to play at the club. There was some uncertainty whether this was 3 or 6. MC is to confirm the number.
- Busy sessions - people need to speak up and ask people to play 7 games. Also there is an issue of people walking behind the courts. SG asked the committee for ideas. All agreed common sense should be applied and committee members need to encourage the correct behaviour.

6. Treasurers Report

- SG asked if visitor fees was an issue. MC said it was a legal and policy question which would need to be answered by the committee.
- Reports were handed out and the focus for the meeting was:
 - Expenses over £150
 - Receipts and payments
 - Invoicing for coaching
- MC said the club was in a good position. One light had to be replaced which included the wiring, bulb and glass on court 5 which cost nearly £1k. Lights are about 15 years old. SG asked if we need to revisit our earlier discussion. MC said whilst we have bulbs in stock then let's use them first and let's stretch out the time to replace the lights. AS asked what was the lead time on new lights. MC didn't know. AS said we need to know this to avoid being in the dark. SG suggested the LTA must have some advice. MC said LTA had advised we hold off.
- SG asked if we have a business plan. MC said RH used to do this and it was required for TennisMark. Was done 18 months ago and needs to be reviewed and updated. DS wants this simplified. MC and SG to review before next meeting.

7. Coaching Report

- DS thanked MC for his company sponsoring the club hoodies.
- Charity work - 24 hour tennis marathon is going ahead with 4 wheel chair users volunteering. For the skydive we have 2 volunteers.

- Open day - this is planned for 17/06/17
- DS and SG have talked about activities to raise money. Fun tournaments are being discussed.
- Victoria School - we go in most Thursday afternoons. We have 8 children in the group with 7 in wheelchairs.
- First aid course - this takes place on 31/03/17 which has 12 places. £50 is the cost for the tutor. DS said some of the committee can attend. HH said having HH and SS attend would be a good idea due to them helping with tournaments. DS said there would be 4 spaces available.
- DS is keen to set up grade 3 tournament which the LTA has asked us to consider doing. Currently we hold a grade 4 in the summer. An application would be borderline due to our size. This would need committee approval. Application would need to be completed by the end of November. SS thought this would be very positive for the club. HH said at Easter people would start playing again which was a concern in terms of court availability and we need to think of our members. PR asked what time of day it would start. DS said 9am. PR thought there could be some sessions given up but it would be hard to convince all of them. SG asked about the potential benefits. DS thought there would be wider publicity for the club. HH thought that whilst income from the entries itself was low, we do have large food sales. HH liked the idea but it's the practicalities which worry her as it's another week out of the calendar. MC was neutral to the idea. Celia and PR were both supportive but unsure all members would be convinced. However if ZH was willing to put in the hard work we should support the idea. The committee agreed to support the application.

8. Social Secretary's Report

- Christmas party was all arranged. MC had arranged the purchase of the alcohol. All were happy with the arrangements. HH asked if licenced. SS would check this for future events.
- Auction list - SS went through the auction list with the addition of the items which SG had sought. Celia will bake cakes! Committee decided what would be raffle or auction items.
- Rota for helpers will be sent out. DJ was booked and Steve would lay the dance floor. Food would be brought in cooked.
- SS confirmed the timings for the party were similar to last year
- SG asked if anything else was required. Nothing else was and SG thanked SS for all her hard work.

9. Secretary's Report

- AGM minutes to be done
- Dates for next year to be distributed once DS has given them.

10. Membership Secretary's Reports

- 183 adults 62 juniors
- This means 4 new adults and 2 new girls
- SG thought this was a really good interest since the last meeting in October.

11. Match Secretary's Report

- Stopped men's 3. HH thought the new box league had got players attention so the decision was made to stop the team.
- Teams for next year will be finalised by 31/12.
- PR asked who was in the men's 3. 10 were in the list and MC had got a reply from 4 and only 2 could play. SG asked how it was decided who was part of the team. DS said previously we would ask potential players to approach DS or HH. Celia said the women approach each other but the men less so. DS said to have a men's 3 we would need 10 players. Would be better to pool them into Team 2 which is struggling for numbers.
- HH also struggles to get enough men for the mixed vets. Would suggest this is stopped and review the decision after the summer season.

12. Maintenance Health & Safety Report

- Nothing to report.

13. Any other business

- AS raised that a member had suggested we should promote clearer communication for scoring in games . This avoids confusion or disputes over the score. People also need to be encouraged to check when it is the right time to walk behind the courts.
- Cleaner - DS said they do a great job but hoovering with all the sand makes the job very difficult so she has to spend a lot longer doing this. SG proposed an extra hour on another day. DS will confirm money details and hourly rate.
- Wimbledon Ballot - members have to opt in by February

- Insurance - MC said whilst we needed clarity over the numbers visitors can play, they do need to sign in otherwise the insurance is invalid
- SG discussed the possibility of co-opting Celia to the committee. Celia confirmed she was happy for this to happen

Next Committee Meeting – 16th January 2017 at 7PM

To Do for the Committee	
DG	Make temporary cover for the utility room
SS	Prepare H & S report
SS	To arrange the survey.
AS	Circulate the finished minutes from the AGM
MC	Confirm if insurance covers the defibrillator
DS	Consider the best location for the defibrillator
MC SG	Review the business plan for the next meeting
AS	Distribute dates for the following year's committee meetings
MC	Arrange for the lights to be fixed for court 3
SG	Review coaching contract
DS JC	Review and update the welcome pack
ALL	Provide photos to Sarah for the website
MC	Confirm the number of times visitors can play