

COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB
Monday 16th January 2017 – 7.00 pm

Venue – Tennis Club

AGENDA

1. Apologies – MC, DG
2. Minutes of meeting held 21st November 2016
3. Matters arising
Action points from last meeting
 - 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 (to be signed)
 - 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 (done)
 - MC - Arrange for the lights to be fixed for court 3 (done)
 - 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
4. Junior Club Items
5. Chair Person's Report
 - Contract with Dave Sanger Coaching Ltd (to be seconded)
 - Business Plan update
 - Visitors (up to 6 visits to be ratified by the committee)
 - Monday's open club session. Proposal to start from 9am.
 - Additional court update
 - Complaints update
 - Health & safety update
 - Cleaning contract (to be ratified by the committee)
6. Treasurer's Report
 - Forecast, P&L, Expenditure list, Budget – to be distributed prior to meeting
7. Coaching Report
8. Social Secretary's Report
9. Secretary's Report
 - Nomination of Vice Chair
10. Membership Secretary's Report
 - No changes in December
 - Total members at 31 December 2016 - 183 Adults (24 new), 62 Juniors (7 new juniors + 7 new Girls Friday Club).
11. Match Secretary's Report
12. Maintenance & H&S Report
13. Any other business