

**COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB**  
**Monday 13<sup>th</sup> March 2017 – 7.00 pm**

Venue – Tennis Club

**AGENDA**

1. Apologies – MC
2. Minutes of meeting held 16 January 2017
3. Matters arising  
Action points from last meeting
  - PR DG - to liaise Wednesday to share responsibilities
  - SS - is to take Food Hygiene Certificate.
  - SG - Share the coaching contract with the committee
  - PR - Arrange signs on risk to go up on the gates to the courts
  - AS - Investigate document sharing service
  - SG - Chase up Ed Alexander
  - DS - Formalise cleaning contract
  - DS - Look into funding of new doors
  - DS DG - Pass details to DG for the honours board and DG to arrange the work
4. Junior Club Items
5. Chair Person's Report
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
10. Membership Secretary's Report
  - Total members at 31 January 2017 - 184 Adults (25 new), 63 Juniors (8 new juniors + 7 new Girls Friday Club).
11. Match Secretary's Report
12. Maintenance & H&S Report
13. Any other business