



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB**  
**Monday, 19 November 2018 – 7pm**

**Present**

Susie Grainger as Chair (SG), Celia Barron (CB), Daniel Light (DL), David Sanger (DS), Sarah Stout (SS), Colin Gilbey (CG) and Peter Richardson (PR).

**1. Apologies**

Martin Cavey (MC).

**2. Minutes of last meeting** – 10 September were approved.

**3. Matters arising**

Action points from last meeting

- ~~DS – Update on court cleaning (done)~~
- ~~SS – Keep website updated including Spring Open photos (done)~~
- ~~SS – Chase outstanding 02 payments done – (no O/S)~~
- ~~AS – Notes of open meeting to be circulated (done)~~
- ~~SG – Kelvin Medley Jones will be presenting the feasibility study at the AGM (done)~~
- ~~SG – Update on meeting with the council on the leases (done)~~
- ~~SS – Ask Garryn Lefson to see if nibbles can be provided at AGM (done)~~
- ~~AS – Code of conduct on shared drive (done)~~
- ~~AS – Liaise with Dan about potential handover (done)~~
- ~~CG – To provide SS with contact details for people who want to help (done)~~
- ~~SS – Send update on the league results (done)~~
- ~~PR – To do yellow lines in the car park (under Maintenance report)~~
- ~~ALL – Take part in review of the coaching contract – (under Chair Person's report)~~

**Item 4. Chair Person's Report**

1. Work Programme November 2018 – October 2019

Following the AGM we need to prioritise what we aim to focus on during the next year.

- identifying ways of increasing our membership levels
- maximising club income

- reviewing ways of reducing our outgoings
- improving our digital presence
- devising and delivering a marketing strategy
- using members skills and time more effectively

The majority of this will be part of the CBP which Colin and Kelvin have been continuing to work on.

**It is proposed that we hold working group meetings every other month, using members expertise to advise and support these areas of work. This will enable us to spend time focussing on individual areas of work in more detail than is possible as part of Committee meetings.**

### **Committee thoughts**

Committee in agreement. SS asked if possible alternative day for these rather than Monday. Tuesday agreed as available to SG and the majority. A selection of dates agreed as follows;

Tuesday December 11<sup>th</sup> or 18<sup>th</sup> (SG to confirm her availability)

Tuesday February 19<sup>th</sup> 7pm

Tuesday April 23<sup>rd</sup> 7pm

Tuesday June 25<sup>th</sup> 7pm

Tuesday August 20<sup>th</sup> 7pm

**ACTION:- DL agreed to update calendar and recirculate.**

### 2.Charitable status

Further work needs to be done to enable us to complete this application. We are committed to calling an EGM once the new 'mems and arts' have been drafted for approval by our members. The time line has slipped in relation to this but I am confident that we will be ready to do this well before Easter. Kelvin has agreed to continue to support us in this area of work.

**Action: Date to be set to meet with BCVS**

### **Committee thoughts**

All agreeable.

### 3.BBC and the Leases

As you will remember from the AGM we were advised to take our time in relation to further meetings with the Council. I have recently received an email from them asking how the AGM went and I have sent a holding response to the effect that our members have yet to make a decision about the way ahead. As a Committee we will need to agree our formal response in due course. David Bull is willing to stay involved in these negotiations. It was helpful to note that those present at the

AGM agreed that pay and play is not a major problem.

**Committee thoughts**

SG will keep us informed if she receives further emails. DS/ DL expressed opinions that it doesn't sound as if the Council are going to let this slip for long.

4.Contract with Dave Sanger Coaching

The annual review of this is overdue. I would be grateful for the support of other Committee members to join me in completing this process.

**Date and person/people to be agreed**

**Committee thoughts**

CB offered to assist SG with the contract review.

**Action: CB, SG and DS to progress coaching contact review.**

5.Committee Roles and Responsibilities

During the development of the CBP it emerged that there has been a considerable amount of cross over between the roles of Committee members which has rightly arisen over time. I think that it would be helpful if we were able to spend time discussing and agreeing who does what as we move ahead with our agenda planning for the new year. This could usefully be achieved at one of my suggested working party meetings. Workload is one issue which we could usefully explore. We should also examine the role of the Head Coach on the Committee and in particular the voting rights of this role.

**Committee thoughts**

Committee agreed that an element of 'role creep' may well have occurred and that a review is sensible.

6.Court 7

At the AGM it was agreed that we should aim to build another court if we are able to raise the required funds and that club funds could sustain the required long term investment. Given the above list of priorities, I would like to propose that we re-consider this once we have achieved charitable status.

**Committee thoughts**

Committee unanimously agreed this approach

7.Dorset LTA AGM 26 November

Celia will be attending this meeting as the Captain of the winning Vets team. Helen

and Richard Henshaw will also be there so we will be well represented.

### **Committee thoughts**

PR advised he may also attend.

### **8.Dates of Committee meetings**

These need to be set for the rest of the year and I propose that we meet in full Committee every two months with working party meetings on alternate months.

### **Committee thoughts**

Dates were agreed, including 5 working party meetings.

Dec 11<sup>th</sup> or 18<sup>th</sup>

Feb 19<sup>th</sup>

April 23<sup>rd</sup>

June 25<sup>th</sup>

August 20<sup>th</sup>

## **Item 5 – TREASURER’S REPORT**

### **Income and expenditure accounts to 31 October 2018**

I have attached a copy of the income and expenditure account to 31 October 2018 for your review.

Looking at the payments which we have made I would advise that the ones over £150 are as follows:-

- P B Electrical (light repair) - £1,477.84;
- Dave Sanger Tennis Coaching - £1,013.52;
- Dave Sanger Tennis Coaching - £166.25;
- Dave Sanger Tennis Coaching - £755.82;
- Stringers World (tennis balls) - £157.46;
- B T - £316.09
- Engenie (electric) - £347.53;

### **Telephone**

I have attached a breakdown of our telephone costs which are split into:-

- What we have been paying a quarter:-
  - Telephone line;
  - Broadband;
  - Classified phone book entry;
  - Calls;
- What we will be paying pre quarter:-
  - Telephone line;
  - Broadband;
  - Calls;

- What are call charges have been for the last 4 quarters.

We have received an alternative quote for £77 per month but as this is more than we are currently paying my suggestion would be that we do not pursue this.

I would be grateful for your confirmation to this.

### **Electric and Gas**

These are managed through Utilitywise and are on as competitive a deal as they could find.

### **Committee Thoughts**

Committee thank Martin for the work done to reduce the telephone bills.

### **Item 6 – COACHING REPORT**

Review of data:	2017	2018 target	2018
Adult members	176	Target 200	162
Junior/Student members	56	Target 80	58
Mini members coaching	112	Target 135	111
Total	344		331

Junior Coaching Groups	20	Target 20	21
Individual Coaching members	50	Target 60	50
Individual Coaching non	8	Target 15	8
Group Coaching Adults	40	Target 60	40
Total	118		119

Disability Members	52	Target 60	52
Disability Community/Sch	50	Target 60	50
Schools Primary/Sec	60	Target 100	60
Total	162		162

#### **Attendance at junior Members Session**

Junior membership going well with about 20/25 attend a session with different people at both sessions.

#### **Attendance at Girls Members & P&P Session**

12-16 attending

#### **Attendance at Mini/Junior coaching programme**

Good numbers over the Autumn term.

New TFK session planned for April.

#### **Attendance at Adult coaching programme**

Intermediate coaching session on a Monday at 7pm for an hour and a half with around 12 attending.

Beginner Session on Wednesday evening 7.15-8.15pm has 10 players.  
Thursday Beginner/Improver adult morning coaching about 12 players is going really well.  
Additional adult coaching will be added on demand and subject to availability.  
Men's hitter's sessions are trying to be set up through interest from Men's team players.

### **Schools & Community programme**

After school sessions set up at St Peters, St Kath's, Christchurch J, and Priory.  
Session with Highlife Scouts was done in October for 30 Children.

### **Disability programme**

Looking at a Special Schools Tennis Festival for next Summer in link with Linwood School  
New session set up with Portfield Autism School  
Down Syndrome (DS) Active Sessions Sat 11.30am-12.25pm 5-6 participants each week.  
Southbourne wheelchair session every Tuesday and Thursday has 3/4 people taking part.  
Learning disability session New start time is Sat 2.30pm, could do with more helpers if anyone has a spare hour.

**Finance – Disability funding for 2019 to be announced soon from Tennis Foundation for Jan-Dec 2019.**

**More help with funding applications and ideas would be appreciated.**

### **Competition programme**

Summer Tournaments TBA with LTA

### **Social programme**

02 ATP Tour finals trip  
Xmas Parties

### **Web site and marketing**

We have over 39089 hits now, which is fantastic. Facebook also doing well and we have 584 'likes'. All the coaches are updating Facebook almost daily. Zoltan is trying to get the website up to date again with the help of Sarah and they are meeting once a week at the moment to work on the site. Matt is working on Twitter and putting regular tweets on.

### **What is working well?**

Disability work is still expanding. Everything seems to be running very well at the moment with the schools and disability programme continuing to expand.  
Schools marketing is going well as can be seen increased attendance.  
All club and coached morning sessions very busy.

### **What could be improved?**

Targeted marketing – work with companies – volunteering – covering the mini court

**Annual Calendar for year** Up to date currently. To be reviewed and updated each month.

**Dorset Coach forum Fri 16<sup>th</sup> Nov**

### **Action / Talking points**

Christmas Parties Sat 1<sup>st</sup> December Adult Xmas Party

Sat 15<sup>th</sup> December; DS Active Party 11.30-12.45pm

Mini Under 10's Party 1-2pm

Learning Dis Party 2.30-3.45pm

Monday 17<sup>th</sup> December; Junior Over 10's Party 6-7.30pm

Membership action group – looking into new member offers & discounts, marketing- free trial sessions/bring a friend, coach/club partnership, joining fee barriers, discounted membership for beginners

Membership flyers (monthly fee) /promotional flyers need updating

Membership pathway diagram / Junior Membership fee / Family Membership (not discount) / no joining fee??? Discount at renewals

Tennis Balls Mantis / Babolat Gold

New court / Padel Court / Disability funding

Zoltan reducing hours / welcome to New coach Sally who is going to take over his hours (she is also keen on website improvements as have a computing degree)

Monday evening club session idea

Clubspark – Pay and Play etiquette – terms of use booking

Court cleaning £9600 (sand is £6000)

- Extras

Carpet cleaning / kitchen & Decoration / (back doors £) / New net bands

New benches?

Chiropractor open/info session at the club

### **Committee Thoughts**

Committee agreed our flyers need updating, DS showed some examples from other clubs.

DS showed a new member pathway flowchart – Committee agreed the idea  
A membership meeting will be required as one of the Tuesday working groups to look at a number of the issues raised by DS and CG.

PR/DS advised that as part of the court cleaning that was arranged, we are recommended to sweep the courts more frequently. It was agreed a new broom could be purchased, and stored in sight of the CCTV cameras. It is felt that this could potentially become part of coaching groups warm down routines.

The committee felt the Chiropractor open/ info session is a good idea and that there is likely to be interest in this and DS will find out further information.

DS was asked whether an overspend on the disability tennis is likely. DS replied that if funding is down he will spend less.

**Action: PR to Purchase broom and position it securely in view of the CCTV cameras.**

### **Item 7 - SOCIAL SECRETARY'S REPORT**

- Club Championship Finals - a successful day despite the weather
- 02 Trip - 52 members went to see the ATP World Tour Finals at the 02 last Sunday. Lots of fun!
- Upcoming: have offered to make bacon sandwiches for the volunteers at this Sunday's maintenance morning
- Results/summary of the survey
  - Survey indicated Charity Music night would be popular (although very few showed interest before)
  - Murder Mystery night would also be popular.
  - Most people felt £20-£25 is a reasonable price point.
- Christmas party - food options and anything extra to bring it together, e.g. magician

### **Committee thoughts**

SS thanked CB for organising the fun tournament which went well.

CB/SS wondered if we can do catering ourselves if a few others are prepared to help bring things along. Along the lines of Cheese/ Meat platters? Committee feel the idea is good, if there are enough people willing to help.

**Action: SS will advertise the Christmas party more, bring tickets to the club house. CB/SS agreed to ask the team captains to ask their teams to support the Christmas party.**



## Item 8 – SECRETARY’S REPORT

Previous Secretary (Adam Spicer) has provided a handover.

A familiarisation period will be necessary.

Intention is to look into creating an editable version of the Memorandum and Articles of Association from the scanned pdf version we have.

We also need to review how the shared drive is set up and maintained. CB advised she still requires access to this.

**ACTION: Work with CB to provide access to the shared drive.**

## Item 9 – MEMBERSHIP SECRETARY’S REPORT

Membership Group	Renewal Requests sent out in May	Members as at 31/10/18	New Members this month	Members as at 30/11/18
Adult	121	99		99
Country	14	11		11
Over 65's	44	52		52
Students	3	1		1
Juniors	57	53	plus George Newman minus Caspian Wad-Jones not paid from October	53
Girls Friday Club	7	4		4
<b>Totals</b>	<b>246</b>	<b>220</b>		<b>220</b>

Current membership of 220. It is hoped (estimated) that membership will creep up to 240 by the year end.

There were too many membership issues/ developments to be discussed in detail at the meeting, however a separate working group meeting was arranged for either 11<sup>th</sup> or 18<sup>th</sup> December to discuss these matters.

**Thanks:**

**The committee formally thanked Colin Gilbey and Kelvin Medley-Jones for the amount of work they have done on the business development plan.**

With the business plan, a huge amount of work has gone into this, however KMD is currently away and some action will need to await his return.

An update can be found on the next page:

**STC Business development Plan – Status Report**

The original project target dates, and the latest forecast are shown in the table below. The forecast is in red.

<b>initial planned dates</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Feb-19</b>
<b>latest forecast</b>					
Draft issued for Committee Review					
Final Draft approved by Committee					
EGM and approval by members					
Publication to all interested parties					

As you can see we are more than a month behind schedule.

**Current status:**

- the draft (0.4) version of the BDP has been created and reviewed now with Susie. The current size (27 pages) of the document provides useful background but this is more than is needed for the Business Plan per se. It will now be edited down to a target of <10 pages. This will be done by w/e 26<sup>th</sup> Nov.
- the reduced document will have a final review with Susie, Kelvin and Richard Dear. It will then be published for review by the committee in December.

The report currently proposes a focus on the following areas (no priority order):

1. Improve the Club’s marketing, especially using digital/social media, in order to retain and recruit more adult and junior members.
2. Improve the experience of being a member of The Club, e.g., through a wider social programme, new member welcome, better internal communications and improved facilities
3. Support the club’s Community Outreach Programme to become self-funding and expand it further.
4. Review the structure of the governing body to ensure all the needs of the club are being met (e.g. Marketing, Fund Raising, etc).
5. Complete the application to register The Club for charitable status.

6. Complete the lease and related arrangements negotiations with BBC.
7. Clarify and define the major investment projects (e.g. the seventh court, and clubhouse improvements), and create a fully costed 4 year facilities development plan.
8. Raise sufficient funds and resources to ensure that the BDP and in particular the major investment projects can be implemented.

## **Items 10 & 12 – MATCH SECRETARY & WELFARE OFFICER’S REPORT**

### **Matches/ Teams**

The time is approaching when team entries will need to be in for next year.

We currently have nine teams.

There is the possibility of adding an over 60’s team – with the benefit that matches can be played during the day time (assisting evening court demand).

CB will ask members regarding their interest in the above.

### **Welfare**

Code of Conduct is now on the shared drive and DS confirmed it is displayed in the clubhouse.

**ACTION: CB requested access to the shared drive. CB/ DL to liaise around this.**

## **Item 11 – MAINTENANCE & H&S REPORT**

### **Maintenance, Health & Safety Reports**

- Bi annual inspection carried out, report circulated and up on notice board
- Tennis courts rejuvenation
  - Courts need brushing minimum of once a week, ideally after every session
  - Rota for court brushing, needs to be dry when the brushing is carried out
  - Purchase another brush?
  - Purchase petrol blower? For leaves and clearing lines (£250)
  
- Replaced light bulb/tubes.
- Checking exterior lights, not working at the moment.
- New light fitting needed in the meeting room.
- Trimmed Trees
- Started treating the fence.

### **Recycling bin**

#### **Should we have a recycling bin?**

Costs as follows: 240ltrs £2.79p a fortnight/ 360ltrs £3.79p a fortnight

### **Committee Thoughts**

- Agreed the purchase of another brush for sweeping, PR to place this, in an accessible place within view of the CCTV.
- Agreed to defer the purchase of a petrol blower for the time being.
- Agreed to trial a 360ltr recycling bin. We will also need to adapt the bins inside.
- DS mentioned the amount of sand that comes into the clubhouse and the annoyance this causes the cleaner.
- PR agreed to have the yellow lines done by year end, He has someone in mind to assist!

**ACTION: It was agreed PR should investigate the prices of shoe cleaners for people to use before entering the clubhouse.**

## **AOB**

PR asked if we have enough stickers for membership cards. DS confirmed we do.

Issues were raised regarding use of the peg board system for club sessions. SG will send a reminder of how this is to be used and CB and CG are prepared to sit out a session to help remind members of this.

**Next meeting: 21/01/2019 and working group either 11 or 18/12/18**

## **Action points from the meeting**

- DL- to update calendar and re-circulate it/ update website
- CB, SG, DS – to progress the review of DS Coaching Contract
- SS – to advertise the Christmas party and bring tickets to the clubhouse.
- SS/ CB – to liaise with team captains to get them to promote the party to their teams
- DL – to work with CB to allow access to the shared drive
- DL – to investigate creating an editable version of the Memorandum and Articles of Association
- PR – to investigate prices of shoe cleaners for people to use
- PR – to organise trial of 360 litre recycling bin
- PR – to purchase a Broom for sweeping and leave it in a secure place
- PR – to do the yellow parking lines for the coach/ Wheelchair parking area
- SG – to confirm if available for 11<sup>th</sup> or 18<sup>th</sup> December working group.
- SG – Date to be set to meet with BCVS