



**MINUTES OF COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB**  
**Monday, 18th March 2019 - 7pm**

**Present**

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

**1. Apologies**

None

**2. Minutes of last meeting** – 21 January 2019 were approved.

**3. Matters arising**

- ~~CB, SG, DS to review DS Coaching Contract (done)~~
- ~~SG to arrange meeting date with BCVS (done)~~
- ~~SG to send an update email about using the brushes correctly. (done)~~
- ~~SG to respond to members asking for reduced costs for infrequent usage. (done)~~
- ~~AGM Minutes to be approved. (done)~~
- ~~All: Any further thoughts on who may fill the Social Secretary role are welcome. (done)~~
- ~~DL to discuss Lights/ Scaffolding and LED's with MC when opportunity arises (done)~~
- ~~CB to respond to team captain by email, regarding match fees. (done)~~
- ~~SG to familiarise herself with SOBO facebook site. (done)~~

**Actions Outstanding**

Continued – Any thoughts on who may fill the Social Secretary role are welcome.

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

### **1.AGM Minutes**

We urgently need to formally agree these as a correct record.

### **2.Coaching contract with Dave Sanger Tennis**

Celia , Dave and I met to review this and agreed the following changes

7.1 The Place to play shall pay to the Coach a fixed fee of £1,500 per year (the "Fee"). The Fee is paid in return for the Services.  
*This has remained the same.*

7.3 In addition to the Fee, an additional payment of £16 (exclusive of VAT) per hour will be paid by the Place to Play to the Coach for every Wednesday evening session.  
*This has increased from £13.50 to cover natural increases in coaching costs.*

7.11 The Coach will pay to the Place to play a fixed fee for the hiring of the courts (the "Court Fee") as per the guidance of the Timetable as follows:  
£2400 per annum paid £200 monthly.

*This has changed from £2 rental per court per hour for group coaching*

An additional fee of £1 for juniors and £3 per person for any visitor attending any group coached Session  
*The adult visitor fee has increased from £2 to £3.*

No fees to be paid for court useage for the Disability and Community Programmes

### **3.Meeting with BCVS**

Kelvin Medley Jones and John Grainger are meeting Steve Place on 19 March to continue the process of applying for charitable status. This has involved redrafting the Mem and Arts and reviewing the relationship between these and the club rules .In due course we will need to arrange an EGM to seek members approval to the proposed changes.

### **4.Lease**

David Bull and I met with Bournemouth Borough Council on 25<sup>th</sup> February. We are waiting to receive their official response to our position which is as follows:

A single lease expiring in 2055 across all six courts with the possibility of court 7 should we decide to proceed at an annual cost of £11111.i.e. £11 courts 1-4, £1100 courts 5-6

Review period 5 years in accordance with RPI

Ed Alexander agreed to speak to his boss and get back to us by the middle of last

week.

## STOP PRESS

A reply has been received as follows;

- A new, single lease for the site with a term of 30 years from 2015
- A rent of £1250 per year for the whole site with a 5 year RPI rent review (this will include the provision for an additional court, should you decide to go ahead)
- Improved public and community access to the site.

## 5. Marketing

I approached a club member to discuss whether he may be willing to consider taking on this role but he declined. Subsequently I undertook a search on the web for local marketing consultants and have had initial discussions with three companies. It seems that we will need to invest some financial resource if we are to make any serious progress on this element of our Business Development Plan.

## 6. Improvement of the club facilities

I met with Grant Campbell to explore the possibility of us using a student from the Arts University to assist us in redesigning the club house interior and outside areas. Richard Dear is also willing to be involved with exploring how we can improve the members experience outside of playing tennis. He and Grant will be meeting shortly to agree next steps.

Richard has 6 names interested in getting involved.

## 7. Web site

You will be aware of the excellent work that Adam Spicer has recently done to completely update the web site. We have had some feedback from one or two members and Adam is continuing to edit it accordingly. He has bought the server space and some domains to protect the brand for something in the region of £200 which we need to reimburse him for. There are likely to be some other costs in the future. Adam is also in conversation with the current host about moving the site and we expect that this will be done in a few weeks.

## 8. Committee members

I am very sorry to have to let you know that we are likely to need to replace several members of the Committee at the AGM or before, many of whom have served on it for several years.

This includes the following roles:

Chairperson  
Vice Chairperson(Maintenance)  
Treasurer  
Social Secretary

I have approached several members who I thought might be interested but to date no one has offered to fill any of these roles. In order that there can be a smooth transition after the AGM I feel that we need to ask all members to consider joining the Committee as soon as possible with a view to them shadowing the current role holder. We all need to think long and hard about how we can achieve this!

### **Committee thoughts**

The AGM Minutes were formally agreed by 100% of the committee – at the meeting.

Regarding the contract for DS, several questions were asked and it was felt that the revised structure was both fair and more straight forward and previous anomaly's where Dave would pay for courts for Disability Coaching were removed.

The committee was overwhelmingly in favour of the lease continuing to run until 2055 rather than be shortened (for 2 courts) to 2045. The committee agreed the response to BBC and Susie will progress this and report back when she has a reply.

The committee agreed to meet Adams full costs for the website development and would like to thank him for his efforts with this.

Everyone agreed to give thought to people who may be interest in taking on Committee roles.

## **Item 5 - TREASURER'S REPORT**

MC provided a full financial position for the club.

Expenditure for the year to date has exceeded income, primarily due to the relatively high cost of the court maintenance and re-sanding which occurred in late 2018.

Overall the clubs balance sheet remains relatively healthy, however this is due to provision within the sinking fund which is intended to be used to replace the fabric of the club e.g. courts, lights, clubhouse.

On this occasion the sinking fund will need to be used to balance the 2018/19 finances. MC also agreed to prepare a guide for how the sinking fund should be used.

Had the cost of the court maintenance been spread over several years the accounts for 2018/19 would have been more healthy. It is hoped that such large costs do not occur in 2019/20.

### **Committee thoughts**

CG asked MC for a standard baseline running cost/ breakeven figure for the club and MC agreed to provide something.

**Action:** MC to create a guide/ structure to how the sinking fund should be used and to provide a breakeven figure.

## Item 6 – COACHING REPORT

Review of data:	2017	2019 target	2018	2019
• <b>Adult members</b>	176	Target 200	162	168
• <b>Junior/Student members</b>	56	Target 80	58	64
• <b>Mini members coaching</b>	112	Target 135	111	<b>105+ 16TFK</b>
<b>Total</b>	<b>344</b>		<b>331</b>	<b>353</b>
• <b>Junior Coaching Groups</b>	<b>20</b>	<b>Target 20</b>	<b>21</b>	<b>21</b>
• <b>Individual Coaching members</b>	<b>50</b>	Target 60	50	50
• <b>Individual Coaching non</b>	<b>8</b>	<b>Target 15</b>	<b>8</b>	<b>6</b>
• <b>Group Coaching Adults</b>	<b>40</b>	<b>Target 60</b>	<b>40</b>	<b>40</b>
<b>Total</b>	<b>118</b>		<b>119</b>	<b>117</b>
• <b>Disability Members</b>	52	Target 60	52	52
• <b>Disability Community/Sch</b>	<b>50</b>	<b>Target 60</b>	<b>50</b>	<b>50</b>
• <b>Schools Primary/Sec</b>	60	Target 100	60	65
<b>Total</b>	<b>162</b>		<b>162</b>	<b>167</b>

- **Attendance at junior Members Session**

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

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

8-12 attending

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

Good numbers over the Spring term. TFK new 16 players for March. 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 8-12 attending.

Beginner Session on Wednesday evening 7.15-8.15pm has 8-10 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**

**DofE – students taking part in Dof E are volunteering and doing their physical part of the award.**

**GBTW is 18<sup>th</sup> May & 20<sup>th</sup>/21<sup>st</sup> July Summer Social ???**

After school sessions set up at St Peters, St Kath's, Christchurch J, and Priory.

Coaching with St Kath's, St Peters, Stourfield and Corpus Christi receiving coaching for yrs 3 & 4.

St Peters Leaders 14-15yr olds Session Tues & thurs 1.30-2.45pm End of March to April

School games set for Tues 7<sup>th</sup> May 1-3pm

SEND School games Fri 17<sup>th</sup> May 11.30-2.30pm

### **Disability programme**

Looking at a Special Schools Tennis Festival for next Summer in link with Linwood School

Linwood coaching starting Thurs afternoon for Summer term.

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. Sportability session set up for 14<sup>th</sup> May.

Learning Disability tournament set up for 18<sup>th</sup> May 2.30-4pm.

Wheelchair tournament set for 28<sup>th</sup> May 12.30-2.30pm.

Learning disability session start time is Sat 2.30pm, could do with more helpers if anyone has a spare hour.

**Finance – Disability funding for 2019 Tennis Foundation for Jan-Dec 2019 is £5060.**

We have received £2000 from Primrose Fund for wheelchair, day centres and DS active session development of the disability program.

Portfield Autism, have a student doing work experience. Also looking to set up summer coaching weekly.

More help with funding applications and ideas would be appreciated. Kelvin has been assisting in this area.

### **Competition programme**

Summer Tournaments arranged with LTA

Team Tennis Teams entered in U8, U12, U14 and Mens County, matches start April

U14 Road to Wimbledon entered for Boys and Girls event

Sally ran an internal fun competition for Red and Orange players with 13 children attending

Quorn Family tournament set up

### **Social programme**

**Chiropractor open/info session at the club Wed 30<sup>th</sup> Jan 6.30pm went well with 15 attendees another one looking to be set up for Oct time**

O2 ATP Tour finals trip – will be running one this year

- **Web site and marketing**

We have over Facebook also doing well and we have 611 'likes'. All the coaches are updating Facebook almost daily.. 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 / padel court

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

- **Action / Talking points**

**Members racket demo day/coaching day date ????**

**Floodlights out on court 4 and court 3.**

**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**

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**Membership pathway diagram / Junior Membership fee / Family Membership (not discount) / no joining fee??? Discount at renewals / under 30's membership / monthly direct debit**

**New court / Padel Court / Disability funding**

- **Extras**

**Carpet cleaning / kitchen & Decoration / (back doors £) / New nets  
New court benches**

### **Committee Thoughts**

Discussion on floodlights with MC confirming these will be fixed in the coming week. However these are a recurring issue and it would seem likely we will have to renew the infrastructure of these before many years are up.



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

We have Celia's tournament coming up next Saturday and the Quiz night on Sat 30 March.

SS confirmed they are still looking for someone, or a collective of people to replace her and she will stay on until the May meeting to help in the interim.

SS advised that she has a few people interested in organising a few events, but not one person to lead them. SS/ SG have spoken to a few people but nobody has come forward wanting to take on the Social Secretary's role.

SS advised, whilst she had intended that she would cease doing her role at the March Meeting, she will continue until the end of May as there is nobody else currently.

### **Committee thoughts**

Options are still be explored, however if anyone can think of someone who may be interested, please let SG or SS know.

The O2 trip was also discussed at some length. Unfortunately due to the number of people who are slow to pay, the amount of work in organising a large number of people and some who change their mind after the club has committed money to the event, it was agreed we would not run an event this year. Whilst this has been a highly enjoyable event, it has been massive work to organise previously.

**Action Agreed:** SS to send out a message saying O2 event will unfortunately not be run this year.

**Item 8 - SECRETARY'S REPORT**

No Report.

**Committee thoughts**

N/A

## Item 9 – MEMBERSHIP SECRETARY’S REPORT

### Membership Status Report

<b>Membership Group</b>	<b>Renewal Requests sent out in May</b>	<b>Members as at 30/02/19</b>	<b>New Members this month</b>	<b>Members as at 31/3/19</b>
<b>Adult</b>	121	102		102
<b>Country</b>	14	11		11
<b>Over 65's</b>	44	54		54
<b>Students</b>	3	1		1
<b>Juniors</b>	57	60	Josef Whant, Victoria Thompson	62
<b>Girls Friday Club</b>	7	4		4
<b>Totals</b>	246	232		234

Current membership of 234.

## Membership Group by Age

An approximate spread of membership group, by age, is as follows;

Memb. Group	Age										Total
	10-15	15-17	18-30	30-40	40-50	50-60	60-65	65-70	70-80	80-90	
<b>Country</b>			0	0	0	1	2	1	2	0	<b>6</b>
<b>Over 65</b>								21	27	6	<b>54</b>
<b>Adult</b>			3	7	32	29	29				<b>100</b>
<b>Junior</b>	40	20									<b>60</b>
<b>Totals</b>	<b>40</b>	<b>20</b>	<b>3</b>	<b>7</b>	<b>32</b>	<b>30</b>	<b>31</b>	<b>22</b>	<b>29</b>	<b>6</b>	<b>220</b>

Key Learning from the above is that a significant proportion of our 'adult' membership will soon fall into the Over 65 grouping – which will reduce fees for the club.

## Committee thoughts/ Discussions

**Family Membership** - Do we want one? There was a general agreement that we should have one, which offers a discount in a situation of 2 adults and 2 children being members. It is felt that there are only a few people falling into this situation at the club, but that a family membership for these makes sense. A price was not committed to.

**Over 65's** currently receive a 25% discount. In light of our financial situation and the fact that a growing proportion of our membership falls into this category, the question was posed as to whether we wish to review this. There was not a 100% consensus on this however the majority of the committee felt it makes sense to reduce this discount. Representation was made that with prices having been increased for the coming year anyway, to remove/ reduce the discount could make a quite sizeable increase to the over 65 rate.

For 2019/20 therefore it was agreed that the deduction would stand at 25% for over 65's, but that in time (perhaps from 2020/21) the reduction would reduce – perhaps to 10%. There is thought this reduction could be tapered down over time if this was felt preferable. The general feeling was that 10% ultimately would seem more appropriate than 25%.

**Joining Fees** – Do we keep them? There are very mixed opinions regarding joining fees – with the initial idea behind it being a mechanism to stop people cancelling and re-joining. It is felt there is disproportionate negative sentiment to

a joining fee however for the amount of money it earns the club. Sweeteners were discussed, such as providing a free t-shirt or hoodie for the £25. Opinions were voiced, that while nice, is this not overly complicated to administer for small (and getting smaller if we give things away) sums of money.

**Junior Membership** – Currently £90. A list of costs at other clubs was discussed, however benefits provided at other clubs were not necessarily on a like for like basis. MC/DS confirmed that the membership fee provides the member with a weekly session, for which DS receives £60 to provide the coaches, the club only gets £30 of the total fee. Other clubs may cost less, but do not provide this. Any reduction of this fee will need to hit the club income or it will be difficult for DS to provide the coaches for these members.

**Incentive Scheme** – It was suggested we could do with an incentive scheme to help bring people in. This was agreed to be sensible. Options put forward for this were 1. 10% discount off the next years membership or 2. 2 tubes of balls, as often money off a future bill is less of an incentive than something physical (and cheaper!).

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

### **Matches/ Teams**

#### Match Sec Report

All fixtures sorted for summer season. 9 teams in Dorset Leagues, 2 teams in Hants & IOW league and 1 team for Team Tennis

Results so far for winter season though still a few matches to be played.

Men’s 1 – Div 2 - 3<sup>rd</sup>

Men’s 2 – Div 2 - 4<sup>th</sup>

Men’s vets – Div 1 – 2<sup>nd</sup>

Ladies 1 – Div 1 - 2<sup>nd</sup>

Ladies 2 – Div 2 - 2<sup>nd</sup>

Ladies 3 – Div 2 - 3<sup>rd</sup>

Ladies Vets – 1 division – joint 1<sup>st</sup> but 2 matches to play

Mixed 1 – Div 1 - 6<sup>th</sup>

Mixed 2 – Div 3 - 2<sup>nd</sup> bug tight at top with few matches left

Suggest either: match fees are increased OR match balls put back into club play not given to players

**Safeguarding report** - nothing to report!

### **Committee Thoughts**

CB raised a discussion regarding match fees as ours are comparatively low and have not been raised for some time. CB agreed to obtain some comparisons from other clubs. The general thinking being whether we should no longer give match balls to the teams after the game, but whether they should go back into circulation, and whether we should amend our £’s costs for playing.

There was a general consensus within the committee that something needs to change on this as our fees are believed to be very low in comparison to other clubs.

**Action:** CB will obtain comparisons for review and circulate.

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

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

Front door adjusted, not closing completely

Maintenance Morning cancelled

Repairs being undertaken on roof of electric shed

Drag brushes to be hung court side

Maintenance Morning to be organised

Grass cutting rota needed soon

Stock of floodlight lamps checked 2xcourts 1/3, 10xcourts 4/6

(floodlights being serviced Tuesday)

New CCTV posters needed

Maintenance Team to be organised

Jobs list to be started.

First cut grass

Hang Drag brushes

Paint Fence

Temporary repair gate courts 4/6

Check gutters

Perimeter fence courts 4/6 to be fixed at base

I'm unable at the moment to carry out any maintenance until May.

No Health and Safety issues reported

### **Committee Thoughts**

PR advised he is organising a maintenance team so that jobs can continue whilst he is not able to do them. He is asking another member to run a maintenance morning while he is unable to do so.

## **AOB**

1. Email from team member regarding having a dedicated team session and coach attendance.

A number of issues were raised in an email from a team member, including having a dedicated team session, coach attendance at it and too much sand on the courts.

DS had already provided a reply in relation to this, with the key parts being; Coach attendance is an option, but would need to be paid for as the coaches are self-employed.

The Monday evening session is intended for team members only, and largely it is this. The issue is more that there is a significant difference in the quality across the teams – as would be expected. If teams want a session specific to their level they are able to organise court time for this themselves.

In relation to “too much sand on the courts”, DS advised they now have the correct amount of sand on them, whereas previously perhaps this had got too low and changing this takes time to get used to.

2. CG commented that we have no tennis on our TV. Is Amazon / Amazon + Eurosport an option?

We discussed this and whilst it would undoubtedly be nice to have this, finances are tight and do not currently allow this.

3. Amazon Smile – DL mentioned that once we are a charity, Amazon Smile is something we might be able to use to bring in a little bit of money. Agreed to revisit this once we are a charity – as getting to this is the main job.
4. There has been a complaint about teams having other games playing next to them on match nights. Committee feel that most of our membership are polite with decent etiquette. It was agreed we cannot block out courts because they may be next to a team match. CB will answer this concern.

**Next meeting: 20/05/2019 and working group 23/04/19**



## **Action points from the meeting**

- **All** - Everyone agreed to give thought to people who may be interest in taking on Committee roles.
- **MC** - to produce a guide to how the sinking fund should be use
- **MC** - to provide a break even figure for the club
- **SS** - to send out a message saying the O2 trip will unfortunately not run this year.
- **CB** - to obtain, and circulate, comparisons of what other clubs charge for their match fees.
- **PR** - requesting assistance from other members with Maintenance while he is not able to.
- **CB** - to answer the concern raised about teams having other games playing next to them during a match.