



MINUTES OF COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB
Monday, 21st January 2019 - 7pm

Present

Susie Grainger as Chair (SG), Celia Barron (CB), Daniel Light (DL), David Sanger (DS) and Peter Richardson (PR). Richard Dear (for BDP discussion).

1. Apologies

Martin Cavey (MC), Sarah Stout (SS) and Colin Gilbey (CG)

2. Minutes of last meeting – 19 November 2018 were approved.

3. Matters arising

Action points from last meeting

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

Actions Outstanding

CB, SG, DS to review DS Coaching Contract

SG to arrange meeting date with BCVS

SG to send an update email about using the brushes correctly.

Item 4. Chair Person's Report

1. AGM Minutes to be approved, however quorum for this was not available at the meeting. **Action** AGM Minutes to be approved next meeting.

2. Business Plan

The first Committee Working party meeting was held on 11 December focussing on the Business Plan. Richard Dear, Colin and myself discussed the document in depth and both he and Colin worked together to edit the Executive Summary in the main but also to explore related issues such as audience, impact, priorities etc. In Colin's absence I have asked Richard to join us for this meeting to explain where we have got to so far, to answer any key questions and to clarify who will be responsible for what.

Richard explained he was there to explain certain parts of the Business Development plan.

Various sections of the report were discussed – Executive Summary, Finance, Marketing, Membership, Communication.

Priority One – Finance – it is not clear what our break even figure is. We need to explore sources of funding.

Structure – Richard feels we need a marketing and business plan person on the committee as an additional role. This would allow us to do more marketing, with greater expertise/ experience.

Committee Thoughts

DS input that we need to have some groups to work on the 5 main areas – and people to lead them.

Action required: Committee to formally agree document as is and agree next steps, by whom and by when.

3. Membership fees, packages, queries and promotion

We are all aware of the need to find ways of attracting new members as well as to agree the fee structure for 2019-2020 (ready for the AGM). Dave and I have had some outline discussions about how we can achieve this and we would like the next Committee Working party meeting on 19th February to focus on this.

Action required: Agree who will attend the working group and produce an outline paper

In addition to this I have had an email from two longstanding members asking if

they can be charged a lower membership fee as they are not able to use the club as often as they used to. Both Celia and Colin have shared their views and I would be interested to hear the rest of the Committees views.

Action required: Committee to agree how to respond

4. Lease with BBC

Louisa Forrester from BBC has been in touch to ask how far we have got with regard to agreeing the new leasing arrangements.

Our recommendations are as follows:

4.1 Retain the 1965 Lease as is i.e. £11 per annum for courts 1- 4. Since this does not expire until 2055 - we are unwilling to rescind this

4.2. The lease for courts 5 and 6 agreed in 1987 is currently £800 per annum. It expired in 2015. Clearly this lease needs to be renewed. Extend this lease to expire in 2055 in line with the above lease.

4.3 Given that we are the only club who have full responsibility for the maintenance of the courts and related grounds we want to retain the current level of fees i.e. £811 via a single lease which could include court 7 if we go ahead in due course.

4.4 We would not be responsible for any legal fees for the above

Action required: Committee to endorse the above recommendations after which David Bull and myself will meet the Council Officers

5. Charitable status

Sadly due only to time pressures I have been unable to make any significant progress in relation to this. However John Grainger has undertaken an initial review of what documentation needs to be provided together with other information. Kelvin Medley Jones has agreed to continue supporting this area of our work so I am hopeful that they will shortly be meeting Steve Place to continue the process. We will need to set a date for an EGM in due course to enable our members to approve the revised memorandum and articles of association.

Action required: Committee to note

6. Contract with Dave Sanger Coaching

Dave and I have begun the process of reviewing this to ensure that it remains fit for purpose. Celia has very kindly agreed to be involved.

Action required: Date to be set to continue the work

7. Marketing and digital presence/web site/links with local press

7.1 You will be aware from our discussions in relation to the business plan that we urgently need to identify someone with marketing skills. I have been given a local contact with reference to the digital presence which I am following up.

Action required: Committee to consider who/how we recruit someone to undertake this role

7.2 Web Site: Sarah and Zoltan were responsible for this but they no longer have the time to continue. Adam Spicer has volunteered to take on this role. It really needs to be updated or even completely redesigned as it is not mobile friendly and is somewhat dated .

Action required: Committee to confirm that they are willing for Adam to take on this role

7.3 Links with local media: in spite of the excellent things that STC achieves it seems impossible to get any media/press interest. If we are to increase our membership as well as promote and celebrate what we do it is vital that we find a better way of relating to the local media.

8. Annual Calendar

I am sorry to inform you that I am no longer available for several of the proposed dates. These are as follows:

19 Feb Working Party

23 April Working Party

9 September Committee Meeting

Obviously I don't need to attend every working party meeting as there will be several of you and hopefully more club members who will be involved in making things happen. And perhaps someone else could chair the September meeting?

Committee thoughts

In relation to lower fees for those that cannot use the club as much as they used to it was agreed we cannot accommodate/ facilitate this at this time. SG agreed to send a response.

Committee agreed overwhelming for Adam Spicer to take on the role with the website.

Committee agreed with SG thoughts on how to respond to the council in relation to the lease and SG will take this forward.

Item 5 - TREASURER'S REPORT

- **None (MC not present).**

Committee thoughts

Item 6 – COACHING REPORT

Review of data:	2017	2019 target	2018	2019
• Adult members	176	Target 200	162	163
• Junior/Student members	56	Target 80	58	59
• 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 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. Spring term just started
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 18th/19th May & 20th/21st July Summer Social

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

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

School games set for Tues 7th May 1-3pm

SEND School games Fri 17th May 11.30-2.30pm

Disability programme

Looking at a Special Schools Tennis Festival for next Summer in link with Linwood 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 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. (this is an increase from approx.. £4,500 last year) We have received £300 from Elizabethan Lodge towards equipment for the disability program.

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

Competition programme

Summer Tournaments TBA with LTA

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

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

Social programme

Chiropractor open/info session at the club Wed 30th Jan 6.30pm

O2 ATP Tour finals trip

Xmas Parties went well

- **Web site and marketing**

We have over 39610 hits now, which is fantastic. Facebook also doing well and we have 611 '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 / padel court
- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month.
- **Action / Talking points**

Well done to Sarah Males who was awarded Dorset LTA young volunteer of the year

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

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

Clubspark – Pay and Play etiquette – terms of use booking

- **Extras**

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

Committee thoughts

Committee noted it is pleasing to some of our young members recognised for the exceptional volunteer work they do.

We discussed the approach received from a local estate agent regarding sponsorship and it will be interesting to see if this develops.

DS provided an update on the Chiropractor talk, 10 days or so away, and there is confidence this will be well attended.

Item 7 - SOCIAL SECRETARY'S REPORT

In absentia SS provided a written update as follows;

Regarding the curry night upcoming this Friday. Gulshan has 17 takers and it looks to be a fun evening.

In addition, having spoken to Susie about this at the end of last year, I was going to inform you that I am sadly unable to continue to dedicate the time to being Social Secretary and officially resign from the role. I am sorry to do this via email but I don't want to wait until the next meeting as I seem to be at the club less and less these days and it isn't really fair to delay finding a replacement when I'm not able to be around as much.

I am happy to continue until the end of March and would still like to help out in future but with work and children and trying to set up a little business from home, I can't guarantee the time anymore.

I would like to run a couple of events before I go (sadly the bowling alley is now closed) and I'll keep you all posted on these plans. I'll mention my resignation in my next update so the hunt for a replacement can commence.

I will also arrange a meeting with Susie (and anyone else who wishes to join) to discuss areas of the role I can still look after, eg hoodies and the fun mini tournaments. Any thoughts/input anyone has on this and the role generally going forward would be much appreciated.

Committee thoughts

The committee discussed this and wish to thank Sarah for all the work she put in during her time as social secretary.

We discussed possible replacements and a couple of names were mentioned and these will be approached.

Action: All: Any further thoughts one anyone else that might be willing to do the social secretary's role are welcome.

Item 8 – SECRETARY’S REPORT

Memorandum and Article of Association: An editable version has been created. However it is currently full of errors and requires significant work to make it replicate what we have in PDF.

Member, Chris Lane, has asked if he may use the clubhouse to put up a sponsorship form for his London Marathon fund raising and it was agreed that he
1. Can do this and 2. We will send out an update to provide people with his fundraising website info.

Member, Carl Morris, has raised a query regarding why we use a cherry picker to change our lights as this is expensive. He wondered if we would be better off buying our own scaffolding tower and finding an electrician who would be prepared to put this up and use it whenever needed.

LED bulbs - It would also be interesting to know if LED bulbs have been explored for our floodlights. Whilst they would probably be more expensive, LED's generally last longer, thus involving fewer costs to change, use less power and their light is often superior.

Member email issues – A member has contacted me about not receiving emails. Having checked the system, her email address appears to be recorded correctly. Any thoughts/ experiences?

Committee thoughts

We are very happy to support Chris Lane in his fund raising.

Regarding the Scaffold tower and LED's this is a complex issue and unfortunately MC is the person who knows most about the firm we use to change our lights and the costs of doing this, and he was not present.

The view held currently on LED's is that they are too expensive and we are waiting for a cost reduction before we review them again.

Action: DL agreed to discuss it with MC when an opportunity arises.

DS mentioned there are a few lights out and we should probably look to have these replaced soon. SG will contact MC.

Email issues do occur occasionally. No obvious fix is known.

Item 9 – MEMBERSHIP SECRETARY’S REPORT

Membership Status Report

Membership Group	Renewal Requests sent out in May	Members as at 31/12/18	New Members this month	Members as at 31/1/19
Adult	121	100	Sandy Grieve	101
Country	14	11		11
Over 65's	44	52	Charlie Newman (not paid), Robert Luscombe	54
Students	3	1		1
Juniors	57	54	Louis Hanger(Sarah Fitzpatrick not paid)	55

Current membership of 222. It is hoped (estimated) that membership will creep up to 240 by the year end.

Committee thoughts

DS mentioned how important it is for us to compare Y/E to Y/E figures as they are otherwise misleading as not a like for like as members join throughout the year.

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

Matches/ Teams

1. H & IOW League – After a vote taken from all participating clubs last year as to whether the H & IOW league should remain as 3 pairs or change to 2 pairs, the marginal result was to leave it as 3 pairs. We will still enter a ladies’ and a men’s team even though as a club we voted for 2 pairs.
2. Matches for winter season are now running fairly smoothly although a broken wrist was sustained during a match on very slippery courts at Bournemouth Gardens before Christmas.
3. Entries for summer season have been submitted with same teams as last year. Ladies 3 Captain (Jill Foley) has stepped down and Lena Chavez has agreed to take over. I am still waiting for a couple of captains to confirm their willingness to continue.
4. Match fees – need to be discussed as result of email from a captain. (see below)

Welfare/safeguarding Officer Report

1. Received online webinar re safeguarding training – mainly just refresher but good reference for quick access to available help
2. At the AGM in November Stuart Parsons gave brief talk on Safeguarding – he is the officer who will carry out our annual audit at the club. He indicated that one of the emerging issues these days is parental pressure particularly on their children when competing.

Match fees issue

An issue regarding match fees has also come up with a question being asked whether match captains, who have a lot of organising to do, should have to pay match fees.

Wimbledon Tickets

CB also mentioned that 60 of our members are not BTM members and as such they do not count towards our allocation for Wimbledon tickets.

Committee Thoughts

Committee unanimously agreed that captains should have to pay match fees. Teams get to keep the balls, and the club experiences other costs such as lighting. It is however recognised that captains do an invaluable job in making sure matches can occur. CB will respond by email.

CB will speak to a few of the members to see if anything can be done to improve the BTM membership.

Item 11 – MAINTENANCE & H&S REPORT

Maintenance, Health & Safety Reports

- Cooker problem resolved, new element needed and fitted
 - Drag brush purchased
 - Car Park markings completed
 - Recycling bin now in use
 - Trainer brushes in use at both entrances
 - Maintenance morning to be organized in late Feb
 - Drag brushes to be hung court side
-
- No Health and Safety issues reported

Committee Thoughts

Committee expressed how good the shoe brushes seem to be – and excellent value.

AOB

CB mentioned SOBO Facebook site as being a useful possible link for any online marketing or exposure we may require. DL reinforced, as well as being good for marketing our activities, it could also be useful for finding any trades or similar we may sometimes need.

Action: CB will take a look.

Next meeting: 18/03/2019 and working group 19/02/19

Action points from the meeting

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