



MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday, 20th May 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), Colin Gilbey (CG). (Plus Andy King (AK) and Carolyn Day (CD) for the handover of duties)

1. Apologies

None

2. Minutes of last meeting – 18 March 2019 were approved.

3. Matters arising

- ~~All~~ - Everyone agreed to give thought to people who may be interest in taking on Committee roles. – Successful in two areas to date (Andy and Carolyn), with Amanda Nagle also due to join at next meeting.
- ~~MC~~ - to produce a guide to how the sinking fund should be used – remains Outstanding
- ~~MC~~ – to provide a break even figure for the club – Provided in the May treasurers report. (done)
- ~~SS~~ – to send out a message saying the O2 trip will unfortunately not run this year. (done)
- ~~CB~~ – to obtain, and circulate, comparisons of what other clubs charge for their match fees. (done)
- ~~PR~~ – requesting assistance from other members with Maintenance while he is not able to (done)
- ~~CB~~ - to answer the concern raised about teams having other games playing next to them during a match. CB dealing.

Item 4. Chair Person's Report

Chairpersons report to Committee 20 May 2019

1. EGM

To receive and approve the minutes of the EGM and note that 47 members approved both the revised Memorandum and Articles of Association and club rules.

The Mem and Arts have now been submitted to Companies House and once these have been accepted we will be able to submit our application to the Charity Commission. As part of this we need to provide the details of all Committee members which Dan will be collating. I plan to explore the setting up of a fund raising group as soon as possible once our application has been accepted so that we are well placed to begin to identify the range of grants and other sources of income/sponsorship that will become available with our revised status.

2. Business Plan

I am delighted to report that several action groups have been established to work on the delivery of the Club Business Development Plan. These have been particularly successful in terms of the membership working group which Colin has chaired and improving the members experience working group being chaired by Richard Dear. Some of the outputs of this group are

- a fun inter group tournament on 2 June
- interest from AUB in one of their design students' developing an improved interior for the clubhouse
- new member support
- 'ambassadors' enabling easier moves to different sessions
- draft marketing plan

Richard will be joining us at the next meeting to let us have more details of all of these.

3. Committee members

Again more positive news:

Treasurer

Carolyn Day has agreed to take on the role of Treasurer following a meeting with myself and Martin. Martin will be producing the end of year accounts and presenting them at the AGM. As of this meeting Carolyn will be undertaking the full treasurers role in accordance with the job description that we agreed. The Business Plan identified the need to establish a finance working group and we will need to explore the relevance of this in due course alongside deciding who will be best placed to be part of it.

Vice Chairperson

Amanda Nagle has agreed to take on this role as soon as Peter has officially stepped down. However since Peter has also been responsible for Maintenance

and Health and Safety we have not been able to make any further progress as yet. However discussions are under way to agree who is willing and able to take these roles on.

Social Secretary

Andrew King has indicated that he is seriously considering taking this on. However final decisions cannot be taken until he and Sarah have agreed the finer details.

Chairperson

As yet I have not been able to find anyone who is willing to consider taking this on. I will continue to try to find a replacement but if this is not possible I am willing to serve one more year.

4. Mayoral Visit

Dave and I were recently invited to attend a Reception for sports clubs to meet the Mayor of Bournemouth. We were the only tennis club there. As a result of this the Deputy Mayor and Mayoress are attending the Learning Disability Tournament on the 18th May.

5. Club events and activities

I want to record two things here. Our coaching team are working extremely hard to provide all who wish to take part in tennis to do so, no matter at what level they might be. The recent Schools Tournament where 100 children took part demonstrated how well they do this. However there are ongoing issues to be resolved especially at this time of year when the courts get busier and more people want to play. This puts pressure on court useage but it should also build our potential membership base and therefore ensure our financial health.

I am guilty of rarely having contact with any of the team players and the captains who turn out all year round to represent Southbourne Tennis Club. They are also hugely responsible for maintaining the excellent reputation that STC enjoys. I hope that we will find more ways of building better links with them and our other members in due course.

Committee thoughts

Committee agreed the EGM minutes as an accurate reflection of the meeting.

DL and SG signed the EGM Minutes.

Item 5 – TREASURER’S REPORT

MC provided a full financial position for the club.

MC provided a forecast of income/ expenditure for the coming year, taking a broad brush estimate based on what happened in the most recent financial year.

Carolyn suggested that she will want to work on a more detailed analysis in time.

MC’s forecast included the club adding £10,000 to the sinking fund as it has tried to do in recent years. Based on the forecast, the sinking fund would increase by £10,000, however club funds would run into deficit to the tune of approximately £1,000 by the end of March 2020. In reality, should this occur, money from the sinking fund would need to be used, however the deficit would only be small.

In recent times the cost of re-sanding and cleaning the courts (all financed in one year, rather than spread over the several years this lasts for) and the replacement of the clubhouse door has resulted in us having a small financial deficit for the period. It is hoped expenditure of this nature will not be needed so regularly going forward.

MC reiterated that the sinking fund was designed to save up money to be used for the fabric of the club. MC feels the committee need to have a serious discussion before long about whether the sinking fund should be used to finance the change over to LED lighting for the courts.

Carolyn asked to have it recorded that she wants to meet with both CG and DS to look at the club budget in more detail.

MC agreed to present the end of year accounts at this years AGM.

Committee thoughts

This was MC’s last committee meeting after 8 years serving as treasurer, as he has now handed over to Carolyn Day. The committee thanked MC for this 8 years of service.

Item 6 – COACHING REPORT

Coach report 14th May 2019

| Review of data: | 2017 | 2019 target | 2018 | 2019 |
|--------------------------------------|------------|------------------|------------|-----------------|
| • Adult members | 176 | Target 200 | 162 | 168 |
| • Junior/Student members | 56 | Target 80 | 58 | 64 |
| • Mini members coaching | 112 | Target 135 | 111 | 106 + 14 |
| TFK | | | | |
| Total | 344 | | 331 | 353 |
| • Junior Coaching Groups | 20 | Target 20 | 21 | 21 |
| • Individual Coaching members | 50 | Target 60 | 50 | 50 |
| • Individual Coaching non | 8 | Target 15 | 8 | 8 |
| • Group Coaching Adults | 40 | Target 60 | 40 | 40 |
| Total | 118 | | 119 | 117 |
| • Disability Members | 52 | Target 60 | 52 | 52 |
| • Disability Community/Sch | 50 | Target 60 | 50 | 74 |
| • Schools Primary/Sec | 60 | Target 100 | 60 | 65 |
| Total | 162 | | 162 | 167 |

- **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 for the Summer term. TFK new 14 players for April.

*New TFK session planned for June.

- **Attendance at Adult coaching programme**

*Intermediate coaching session on a Monday at 7pm for an hour and a half with around 8 attending.

*Beginner Session on Wednesday evening 7.15-8.15pm has 10-12 players.

*Thursday Beginner/Improver adult morning coaching about 16 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.

*After school sessions set up at St Peters 24 students, St Kath's 20 students, Christchurch J, and Priory.

- *Coaching with St Kath's, St Peter's, Stourfield and Corpus Christi receiving coaching for yrs 3 & 4.
- *St Peter's Leaders 14-15yr olds Session Tues & Thurs 1.30-2.45pm for 60 students
- *School games ran on Tues 7th May 1-3pm with 96 children from 8 schools and 20 St Peter's Leaders
- *SEND School games on Fri 17th May 11.30-2.30pm with 35 children attending
- *3 work experience students during week of 20th May.

Disability programme

- *New session with Lifeskills Christchurch (Portfield Autism) set up for 12 young adults with Autism.
- *Taster session held at Portfield school for children with Autism ages 6-14 yrs old. 20 children attending.
- *Victoria Education Centre coaching weekly for 6 participants and a taster session set up for School sports week for around 24 children.
- *Linwood coaching on Thurs afternoon for Summer term with 12 children attending.
- *Down Syndrome (DS) Active Sessions Sat 11.30am-12.25pm 6 participants each week. Advertising through Longfleet Football and Linwood school and DS Active.
- *Southbourne wheelchair session every Tuesday and Thursday has 3/4 people taking part.
- *Sportability session ran on 14th May with 5 new participants.
- *Learning Disability tournament ran 18th May 2.30-4pm. Thanks to Boscombe and Southbourne Rotary for £200 donation towards medals, trophies and equipment. Thanks to Captains Club for Donation of BBQ food. Thanks to all the helpers.
- *Wheelchair tournament set for 28th May 12.30-3.30pm.
- *DS Active session start time is 11.30am and Learning disability session start time is Sat 2.30pm for an hour each, 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**

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

Competition programme

- *Spring Open went well with 16 competitors
- *Summer Junior Tournament
- *Team Tennis Teams matches underway in U8, U12, U14 and Mens.
- *U14 Road to Wimbledon entered for Boys and Girls event
- *Quorn Family tournament ran with 6 pairs.

Social programme

*Members, friends and family Demo Day to be held on Sat 29th June 12.30-2.30pm Demo of rackets, speed gun, coaching. Then Coach Exhibition Match 3.30-4.30pm followed by BBQ.

*Bowling Night TBA

- **Web site and marketing**

*New website looking good. 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. Instagram to be developed.

***LTA Nature Valley Big Weekend is 18th May & 20th/21st July & 28th/29th Sept**

- **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 experience working group report / coffee machine / clubhouse redesign**

***Members racket demo day Sat 29th June .**

***Box League**

***Nature Valley Big Weekend July**

***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 -**

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

- **Extras**

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

Date of next meeting

Committee Thoughts

Committee were very supportive of all of DS activities.

The Open Day (29th June) sounds a good idea, with potential to attract a wide range of members, friends and family.

Item 7 - SOCIAL SECRETARY'S REPORT

Andrew King (AK) has agreed to take over from Sarah and will become the new Social Secretary following today's meeting.

Sarah has agreed to continue to be involved and they will work together, with a split of duties along the lines of Andrew does the Adult and official events with Sarah helping out with the children's events, helping out Sally etc. She may also do weekly updates.

Short term she will continue to organise the Hoodies, however longer term it is felt these can be sold via the website.

AK and SS are putting together a list of kitchen helpers and they will be looking for additional helpers for this.

SS and AK are working through a handover.

Committee Thoughts

The committee welcomed Andrew and gave their thanks to Sarah for all of her efforts and service.

Item 8 – SECRETARY’S REPORT

My Report

Secretaries Report for this meeting basically consists of the requirements in relation the application to the charities commission.

- As part of the application, all committee members need to sign a Trustee Declaration as well as providing basic contact details and providing answers to a couple of questions.
- EGM minutes also need to be signed off.
- I have agreed to take on the companies house annual returns, and require some information from MC in relation to this.

Committee thoughts

EGM minutes were approved and all signatures and information were obtained in relation to the declarations required.

MC provided DL with a code – although it is unclear if this is everything needed?

Membership Status Report

Membership Group by Age

| Membership Group | Renewal Requests sent out in May 2018 | Renewal Requests sent out in May 2019 | New Members this month | Members as at 30/6/19 | 2019/20 Fees | Potential Income from renewal requests |
|-------------------|---------------------------------------|---------------------------------------|------------------------|-----------------------|--------------|--|
| Adult | 121 | 94 | | | £215 | £20,210 |
| Country | 14 | 13 | | | £110 | £1,430 |
| Family | | n/a | | | £420 | |
| Over 65's | 44 | 63 | | | £161 | £10,143 |
| Students | 3 | 1 | | | £152 | £152 |
| Juniors | 57 | 62 | | | £90 | £5,580 |
| Girls Friday Club | 7 | 4 | | | £45 | £180 |
| Totals | 246 | 237 | | 0 | | £37,695 |

The above table details the renewal requests sent out this week (237 in total) and a projection of income if everyone were to rejoin (circa £37k).

Committee Thought on the membership figures

The above were discussed, and together with the figures provided by MC, were considered more favourable than perhaps had previously been anticipated.

Other Matters

Reward Scheme.

A reward scheme for members introducing new members was discussed at length. It was agreed that we will run a scheme and to qualify for this a person must pay at least 6 months membership costs, before any payment under the scheme is due. It was agreed that it would apply to "any new member paying for 6 months, even if only a Junior fee".

A number of options of what an introducer might receive were discussed, however we settled on them being eligible for a choice of either a £20 coaching voucher to use against a 1 hour coaching session at the club, or a £20 love to shop voucher.

Membership Group

CG raised a question related to new membership flyers. We had previously identified a need for new membership flyers, and CG asked for a £120 budget for design and printing of 200 (at least) flyers.

Committee agree CG could spend this money on this, however consideration should be given to printing a few more if the marginal cost reduces significantly as it often does. CG agreed to get the initial steps done and report back.

Council Donated Beach Hut

The bidding for the beach hut donated by the council has finished, the highest bid was from Kate Duflek, of £100. I have spoken to Kate and sent her the council booking details etc, she will transfer the money this coming week. We had just three bids in total, I was thinking we might have had more.

BBQ

I will be buying a couple of gas bottle refills for the barbecue, they both ran out yesterday, luckily just as the last remnants of food were consumed at the Disability Tournament. A close thing. Heston Blumenthal has it easy really doesn't he? The barbecue also needs a major clean and tidy up, which I will do in the next week or so.

Fun Tournament

All looking good for the Fun Tournament on June 2nd, enough people have signed up already to make it viable, and I think there will be some reserves the way things are going. Thanks to Celia for her advice and allowing us to use her tournament format under licence (at no fee).

2nd Beach Hut Week

The beach hut auction which was provided by BCP council was discussed (See earlier). CG is offering a beach hut (his) for the first week of the summer holidays, and as there were only 3 bids for the previous auction it was agreed that this next one would be raffled off. Andy King agreed to organise this and sell raffle tickets.

MATCH SECRETARY REPORT MAY 2019

1. Online news. The section on teams and matches on the website has been partially revamped. It now contains a list of all matches for the season, a list of team captains, finishing positions for all teams in the winter season, and news for April (this will be updated each month). Still work to do. Thanks to Adam for his help inputting everything I sent him.
2. Friday night team practice. The first planned session no-one turned up but weather was very windy; 2nd session 2 members came; 3rd session..... I have contacted capt to ask them to encourage members to attend, but although I have not received any feedback from them I understand Friday night is not popular.
3. Monday night session – complaints, effects and how to resolve.
4. Match fees/balls – waiting for feedback from Helen however the majority of the feedback is negative regarding not being able to keep the balls. Much of the feedback suggested a belief that the money paid for matches was broadly the cost of two sets of balls and therefore is the reason for the match fee.
5. Matches – generally now running quite smoothly though 3rd team depleted through injuries.

CB wishes to update the new website regarding how teams are chosen as what is written is not generally current practice. CB then wishes to implement some changes to how this is done.

Safeguarding

John Grainger asked me to look through Charity Commission Guidelines/regulations for Safeguarding and basically we already follow these. However, I will try to prepare a short resumè for next meeting of how safeguarding is managed within club as apparently all trustees must be aware.

Committee Thoughts

Committee discussed the issues regarding the disappointing take up to the additional team practice which was arranged because several members felt the Monday night was not of an appropriate standard for them.

Committee discussed the match fee issue and expressed a sadness that it can be difficult to discuss matters like this with teams as the captains and members are spread wide, and it can be difficult to get them to attend meetings.

It was agreed we should set up a working group for team issues. This can cover matters like those raised above in more detail. SG will chair, with CB and DS likely to attend. CB and DS to arrange this for a Monday evening – when many team members will be at the club anyway for team practice night.

Item 11 – MAINTENANCE & H&S REPORT

Maintenance, Health & Safety Reports

Maintenance Morning

Fence painting, clearing away the rubbish by the shed and tidying up the shrubs.
Repair started to gate on top court 6 [Jenny & Paul, Geoff W, Paul W, David B, Chris, Dudley & Jane, Peter R]]

Court Gates

Geoff has started and he has estimated that each gate will cost £120 to repair. He hopes to complete both gates bank holiday weekend ready for the next phase, sand blasting and recoating with a durable finish. Colour hopeful green.

Electricity shed roof recovered.

General Maintenance on going, all the smaller jobs

Next Maintenance Morning 9th June (to pick up any issues with the H&S inspection)

Health & Safety

Bi annual inspection due which PR will do with DS shortly.
I have asked Paul Woods if he could help/take over these inspections.

No other issues

With PR stepping back from his role, he is asking other members if they are able to take over the maintenance and H&S roles.

Committee Thoughts

The committee thanked PR for his work and will formally thank him at the 2019 AGM.

AOB

A member (Jane) saw a stand at Littledown for Nordic walking – which was getting lots of interest. Is this something worth us copying?

Committee discussed this and universally felt it was.

Another member, Jackie, is not re-joining this year however has asked if she can have a half year (winter) membership. CG is prepared to administer this and as it is a winter membership requested, not a summer one (peak), it was felt this was acceptable.

Next meeting: 15/07/2019

Action points from the meeting

- CD to arrange to meet CG and DS to discuss club budget etc.
- AK to organise selling Raffle tickets for the beach hut week
- AK and SS to put together a list of kitchen helpers
- DL to understand our companies house annual return dates and procedures
- CG to progress membership flyers
- CB looking to update website regarding how teams are chosen/ including implanting some changes
- SG/ DS/ CB to organise a working group for team issues.