



MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday, 15th July 2019 – 7pm

Present

Susie Grainger as Chair (SG), Celia Barron (CB), Daniel Light (DL), David Sanger (DS), Peter Richardson (PR), Carolyn Day (CD), Andy King (AK), Colin Gilbey (CG), Amanda Nagle (AN). (Plus Richard Dear (RD) - invited by SG).

1. Apologies

None

2. Minutes of last meeting – 20 May 2019 were approved.

3. Matters arising

- CD to arrange to meet CG and DS to discuss club budget etc. (still needs work – but provisional meeting done)
- ~~AK to organise selling Raffle tickets for the beach hut week (done)~~
- AK and SS to put together a list of kitchen helpers (ongoing)
- DL to understand our companies house annual return dates and procedures – Largely done, email to MC needed to clarify code he provided.
- ~~CG to progress membership flyers. (Done)~~
- CB looking to update website regarding how teams are chosen/ including implanting some changes – Carried Forward
- ~~SG/ DS/ CB to organise a working group for team issues. (Organised for 22nd July 2019)~~

Item 4. Chair Person's Report

Welcome to AN, attending her first committee meeting and to RD who is attending to discuss the member experience working groups findings.

Chairpersons Report to Committee 15 July 2019

1. Application for Charitable status

This was submitted on 10 July. We were advised by Steve Place from BCVS to delay this until we were back from our holiday since should any queries arise it was important that we were able to deal with them personally. We await their response. I will let you know as soon as I do what the outcome is.

Update: The charity commission have confirmed they are running approximately 5/6 months behind with applications – suggesting we can probably expect to wait until roughly December to hear further specific detail, although they will provide ongoing updates on timescale.

BCVCS have advised us that we can start to apply for funding while in the application stage – saying that we are applying for charitable status.

2. Business Plan - members experience working group

I am delighted to inform you that real progress is being made particularly in relation to the 'members experience' working group. I have invited Richard Dear who has very kindly been leading this group to share the outcome of their meetings. A huge thank you to both him and all the members of this group for their ongoing energy and commitment to improving the club so that it more effectively meets peoples needs and expectations.

3. Business Plan - finance and fundraising

One of our priorities has to be the financial health and well being of the club. We cannot leave this to the Treasurer although clearly the monitoring of our income and expenditure is rightly the main responsibility of this role. It is now urgent therefore that we look to identify members who are willing and able to form this group and to take over from where the previous group had got to in terms of locating appropriate forms of external funding be they grants, loans and other monies. All suggestions gratefully received.

4. Vice Chairperson

Welcome to Amanda Nagle who is taking over this role from Peter Richardson. He has been my faithful vice chair (and general dogsbody) ever since I became chair always there with a hammer, hacksaw, toilet leak fixer or whatever is needed. His role has therefore embraced other features including Maintenance, Health and Safety and Management of the Cleaner. At the time of writing Paul Woods has agreed to undertake the regular Health and Safety checks and report them to Amanda for the Committee to note. We are awaiting confirmation of who will volunteer for the other jobs as clearly they are not usually within the remit of the Vice Chairperson.

PR advised he is asking David Ball about taking over the maintenance lead and that he will still do things around the club, being first responder etc. but doesn't want to be organising

things.

5. Date of next meeting and preparation for AGM

As previously advised I will be away from 7-18 September so we will need to bring the date of the next Committee meeting forward to 2 September in order that we can prepare properly for the AGM. This is due to be held on 14 October.

21 Day notice to the members is required for the AGM.

Richard Dear – Members Experience Working Group

Richard attended the meeting to report back on the findings of the Members Experience Working Group.

- The Arts University are interested in helping us improve the clubhouse, but this will not start until Autumn 2019, which is a bit of a delay.
- It is recommended we create member support/ non member support ambassadors
- And that we tie in social events with the experience group
- That we change our communications boards, which are a bit scattered – and have one main board for a central place for all info.

Further Plans

- We need a 'pack' for events (to help us market) – AN mentioned she has some ideas in relation to this.
- A new look for the club house – which will need funding for;
 - o Signage
 - o Furniture
 - o Coffee Machine
 - o Possibly even building expansion

Paddle Tennis is on the up. West Hants are building their second court and the LTA now endorse paddle tennis – we should give it consideration.

Coffee Machine

Richard set out the case for us hiring a coffee machine it is felt will encourage people to sit down, relax, and can make us money.

The finances appear to broadly be a 5 year lease at either £40 per week or £33.60 pw. At £33.60 pw, we would need to sell 4 cups a day (average) to break even, at £1.50 per cup.

There would be 2 sets of cleaning of the machine we would need to do. The first is a regular press of a cleaning button and then every 2-3 week a more significant machine clean would be needed.

Unfortunately the company under discussion do not offer a machine on trial, only a one off "tester" to try it out and taste it.

Clubhouse refurbishment

RD explained what is intended behind a light refurbishment of the clubhouse to make it a more attractive place to be. This would involve changing the tables and chairs (5 tables/ 20 Chairs) and modernising the kitchen.

In addition it was commented that as a sports club, we should have more sport on the television in the club house (much to CG's agreement!).

It is felt that the tables and chairs will cost approx.. £2000, the Kitchen £1500 and the TV £150 per annum for licensing.

RD offered to provide an additional 42" TV for our use.

Committee Thoughts

Coffee Machine

There was an overall agreement the costs of this seem to make this a higher risk purchase than is comfortable, with a 5 year lease costing approximately £10,000 – and having no get outs.

RD agreed to investigate lower cost machines.

Club Refurbishment

The committee agreed to support the refurbishments as proposed by RD – if we can try to raise some of this from other sources. (See link in to Vice Chair and treasurers sections).

Item 5 – TREASURERS REPORT

Payments made during May and June over £150 are as follows:

Sutton Winson – Insurance	£1165.23
Dave Sanger Ltd – March Invoice	£987.47
Tennis Balls – May	£238.80
Engie Power – Electricity	£225.31
Tennis Balls – June	£238.80
LTA – Loan Repayment	£750.00
Dave Sanger Ltd – April and May Inv's	£1260.00
Engie Power – Electricity	£158.06

Budget

Membership in July was over £3,000 whereas it was budgeted at £1,000, which pulls us back on budget.

Using the budget which MC (previous treasurer) created, we are on par with this or even a slightly better position.

LTA Loan

CD has looked into this and unfortunately we have a further 5 years payments of £750 every six months (£1,500 per annum) to make on this.

Committee Thoughts

CD - In relation to spending money on the club house as requested by the members experienced working group, ideally we should look to fund raise some of this – and perhaps match fund that which we raise. AN will look into how we might fund raise with the Rotary club. Our work with disability tennis may help us in this regard.

Committee concluded to ask for some funding, but we will also look to match this, or add the additional sum to provide the budget for the experience group.

AN will find out when/ how we present to the Rotary Club.

Item 6 – COACHING REPORT

Coach report 10th July 2019

Review of data:	-2017	-2018	2019	-2020
• Adult members	176	162	168	138
• Junior/Student members	56	58	64	48
• Mini members coaching	112	111	114	106
Total	344	331	346	292
• Junior Coaching Groups	20	21	21	21
• Individual Coaching members	50	50	50	50
• Individual Coaching non	8	8	8	7
• Group Coaching Adults	40	40	40	40
Total	118	119	117	116
• Disability Members	52	52	52	52
• Disability Community/Sch	50	50	74	76
• Schools Primary/Sec	60	60	65	65
Total	162	162	167	169
• 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	8 attending			
• Attendance at Mini/Junior coaching programme	*Good numbers for the Summer term. *New TFK session planned for Sept.			
• Attendance at Adult coaching programme	*Intermediate coaching session on a Monday at 7pm for an hour and a half with around 6-8 attending. *Beginner Session on Wednesday evening 7.15-8.15pm has 10-12 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. Had 5 work experience students during June and July. GBTW is 20th July / 28th & 29th Sept *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. *School sports week, we ran sessions at St Katharines with each class in the school having a chance to take part in tennis. Victoria Education Centre we had 36 children take part in tennis.			

Disability programme

*Session with Lifeskills Christchurch set up for 14 young adults with Autism will continue in September.

*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.

*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.

*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

Southbourne Open Tournament 18th - 24th August – helpers

Club Championships sign up and event

Ralph Beatty Competition - thoughts on a Friday morning event??

Autumn Tournaments being arranged with LTA

Sally ran an internal fun competition for Red and Orange players with 12 children attending

Social programme

Members Open Day and Coaches Exhibition match on Sat 29th June went well and around 20 members attended and 25 watches the exhibition match.

- **Web site and marketing**

We have over Facebook also doing well and we have 648 '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**

Littledown Family Fun day

Ray new beginner group Sunday evening, would like to offer a free racket in the coaching cost, club support.

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

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

Date of next meeting

Committee Thoughts

Nature Valley Big Tennis Weekend 20th July – Schools not allowing flyers to go out to the children, however CB offered to go and see St Katharine's to see if she can hand some out.

DS also will try to list the event on SOBO Facebook site.

Ralph Beatty Tournament timing was discussed – CG will consult with the Friday Tennis People to see if Friday is a good day to hold this.

Littledown Family Fun Day – CD explained about the Littledown family fun day occurring on 28th July. We have ordered 2 flag/banners to advertise us as well as STC stress balls to give away. Total expenditure £605 incl flags. All helpers welcomed.

DS also advised that the last tranche of funding from Tesco “for life” funding has now come in and has been allocated to the above marketing budget for this. The beach hut money for CG's beach hut has also been allocated to this budget.

Item 7 - SOCIAL SECRETARY'S REPORT

Thank you to all committee members for welcoming me onto the committee and for your kind words of support and encouragement.

Sarah Stout has kindly agreed to continue to help organise social events for our junior members, but only as a helper to me and will no longer be continuing as a committee member. This will certainly help to share the workload!

Events held since last meeting:

- **Beach Hut Raffle**
Use of a beach hut for the week commencing 27th July.
Beach Hut kindly donated by committee member Colin Gilbey. Raffle a big success.
Total amount raised: £227. This included a donation to the club of £2.00.
- **Roland Garros Fun Tournament**
Organised by Colin Gilbey and Paul Woods. 18 members entered, each paying an entry fee of £5, which included refreshments.
Total amount raised: £90 (£30 net of costs)
- **Members Fun Day**
A free event aimed at existing members including their friends and families to help promote the club.
20-25 people attended despite the very hot weather.
Sales from kitchen and BBQ raised: £40.55 (net)
- **Wimbledon Fun Tournament**
Regrettably had to be cancelled due to lack of numbers. Only five members had registered their interest.

Future Events

- **LTA Great British Tennis Weekend** - **Saturday 20th July**
- **Littledown Family Fun Day** - **Sunday 28th July**
- **Ralph Beatty Tournament** - **Sunday 28th July (tbc)**

Action Plan

- Organise a programme of social events to run alongside the existing tennis club calendar. I am hoping these events will appeal to as many members across the different membership groups, as possible.
- Continue to provide catering support to Dave and the coaches for any future tournaments.
- Look to expand the team of volunteers to help with different events.
- Plan and organise the Christmas Party. Discuss options with committee.

Committee Thoughts

The committee thanked Andy and Celia for all their efforts in selling tickets for the beach hut raffle which was a resounding success.

Christmas Party was discussed at length and Andy presented two main options;

1. Have the party at the club
2. Have the party away from the club (Cottonwood Hotel Proposed).
 - The Cottonwood are offering an exclusive hire to us, all inclusive (not drinks!), with no work involved.
 - Either a 4 course meal, disco until midnight – for £32.95 per person
 - Or Finger buffet £17.95 + £300 for the DJ.

The proposed date is Saturday 7th December.

The committee strongly endorse the idea of a party away from the club, and the Cottonwood seems a good option. Andy will put a deposit down and will discuss further with the hotel.

AK also raised a thought that as Sarah Stout has agreed to help him with a number of areas, she might send out club updates. The committee agree that Sarah is an authorised user of Clubspark for this purpose.

Item 8 – SECRETARY’S REPORT

Having agreed to submit the clubs Annual Return to Companies house DL has discovered that this is due in January each year.

What is not clear is what the code MC provided is actually for and DL will follow this up with MC. (ACTION)

Committee thoughts

-

Item 9 – MEMBERSHIP SECRETARY’S REPORT

Membership Status Report

Below is my membership report for this evening's meeting. I have also attached this data, and in the attachment one of the tabs is an updated version of the 5 year trend (now a 6 year trend!). I have added some revenue numbers this time, as I suspect that will be part of our discussion.

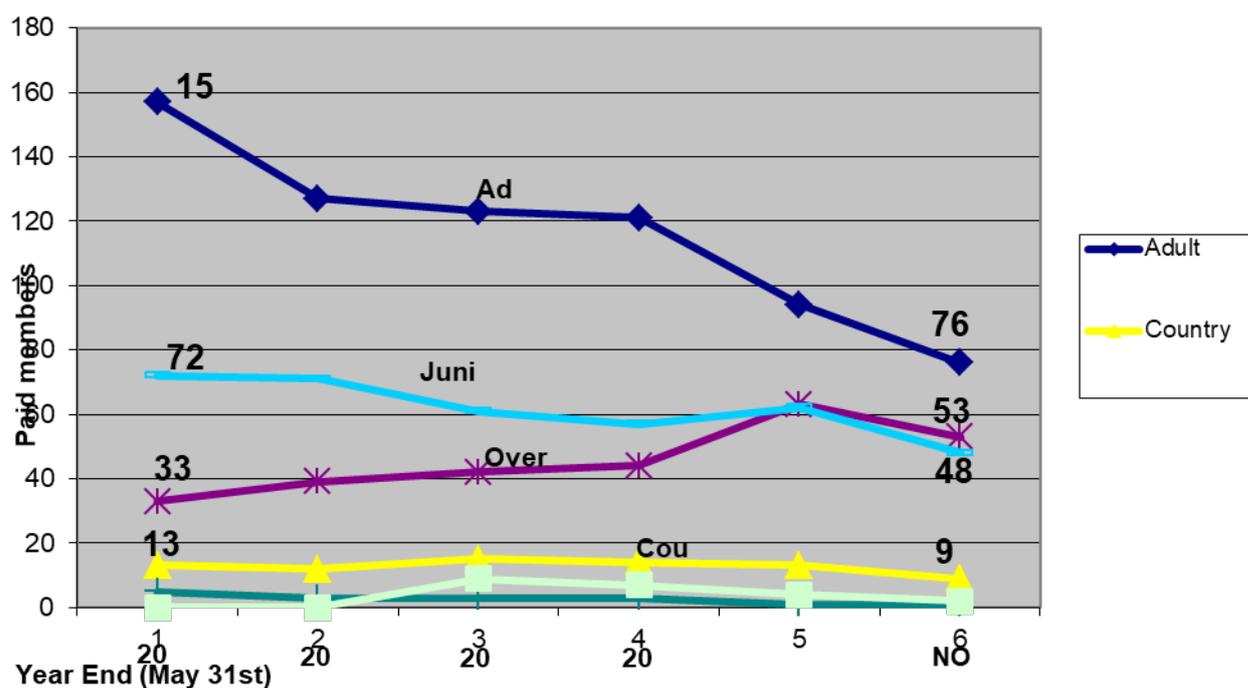
Membership Group by Age and revenue figures

	paid	not paid	cancelled	income	final pay-ments due	expected to rejoin
adult	76	3	15	£15,067	£440	1
country	9	1	3	£987	£0	1
family	4	0	0	£840	£0	
GFC	2	1	1	£90	£0	
Juniors	48	8	15	£3,338	£0	
Over65's	53	6	6	£8,377	£80	2
Social	1	0	0	£30	£0	
Student	1	1	0	£105	£0	
Totals	194	20	40	£28,834	£520	

6 Year Trend

Memb. Group	paid up members as at 31 May each year					actual now
	2015	2016	2017	2018	2019	
Adult	157	127	123	121	94	76
Country	13	12	15	14	13	9
Over 65's	33	39	42	44	63	53
Students	5	3	3	3	1	1
Juniors	72	71	61	57	62	48
Girls Friday Club	n/a	n/a	9	7	4	2
total paid members	280	252	253	246	237	189

Paid Members 6 Year Trend



CG talked us through the figures and expanded on a few areas

1. The predominant reason for not re-joining has been ill health and injury
2. That we are aware of only 1 person didn't like/ didn't join because of the price rise
3. 4 or 5 new members have joined and are believed to like the club
4. At the AGM last year we had 216 members, so we are not so far behind that position.

Committee Thoughts

Social Membership

DS felt the social membership at £30 might help our figures, and it was suggested that perhaps this needs to be advertised more.

Tennis on TV

CG proposed that we should have tennis showing on our TV (An area mentioned similarly by Richard Dear earlier in the meeting). The committee agreed to this unanimously.

Membership Subs Debate

CG questioned if we will be ready to agree price rises when we have the AGM. There were many different views on this. It was agreed that the September meeting needs a major discussion about costs for next year. **ACTION**

Item 10 - MATCH SECRETARY REPORT July 2019

Match Secretary Report - July 2019

1. Online match report. Continuing to update this monthly, sometimes with Report and sometimes with just results. -? ?
2. Matches – due to excellent weather on the whole, very few matches have had to be re arranged which makes my life a lot easier.
3. Team progress – Men's - 2 top of div 4
Ladies 1 - 2nd div 1
Ladies 2 – top of div 2
Mixed 2 – top div 3
Men's vets - 2nd div 1
4. Captains meeting – July 22nd – Susie, Dave and myself
5. Suggestions that next summer season we enter an over 60s ladies team – matches can be played during daytime so no pressure on evening court time.

Item 12- Safeguarding Report

1. My DBS renewal
2. Time to Listen??
3. Emails to committee members – make sure if you reply it just goes to original sender. We have had a recent incident which has caused some problems.

Committee Thoughts

DS advised CB that the DBS renewal needs to be applied for online

CB will ask captains for their opinions on the format of the monthly reports, and has a preference for the reports to tell a story, rather than just give the score.

Regarding an over 60's ladies team the committee agreed, as long as there are plenty of people that want to do it. CB will check this out.

CB requested replies to emails only be sent to the respondent.

CB deferred her charity commission safeguarding briefing until a later meeting
(ACTION)

Item 11 - MAINTENANCE & H&S REPORT

Maintenance, Health & Safety Reports

Gates will be back with us shortly, Geoff Searle is prioritising this.

PR advised he is asking David Ball about taking over the maintenance lead and that he is happy to remain involved, even being first responder, but does not want to be the person organising things.

Committee Thoughts

The committee thanked PR for his work.

Item 13 – VICE CHAIRPERSONS REPORT

AN talked through a number of ideas she has regarding areas she would like to get involved and look into to help us with marketing.

1. Social Media / Online Presence
2. Co-ops community engagement wall
3. Southbourne/ Boscombe Rotary Club – they can help us promote the club and with fund raising. They are also able to get a column in the Southbourne eye magazine.

AK and AN will liaise regarding SOBO Facebook group and getting our events listed onto this.

AN will speak to the Rotary club about availability and requirements to discuss some fundraising.

Committee Thoughts

Committee agreed with all of AN's suggestions

AOB

CB is looking to run another ladies tournament in September.

Adam Spicer wishes to train us on how to use the website.

Next meeting: 02/09/2019

Action points from the meeting

- DS/ CG - Arrange the Annual Ralph Beatty Tournament
- AK to organise Christmas Party
- CG to organise Tennis on the club TV
- All - September meeting - to discuss price rises for next year.
- CB - To provide committee with a Safeguarding briefing.
- DL to contact Martin Cavey re: Annual Return
- CB to update website regarding how teams are chosen/ including implementing some changes