



**COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB**  
**Monday 18<sup>th</sup> November 2019 – 7.00 pm**

Venue – Tennis Club

**AGENDA**

1. Apologies
2. Approval of the minutes for the committee meeting held 2<sup>nd</sup> September 2019
3. Matters arising

**Action points from last meeting**

- ~~SG to make a plea for further assistance/ maintenance coordinator at the AGM. (done)~~
- DS/ SG to put together an application to the LTA for funding.
- ~~DS to sell Table football table and organise a replacement. (done)~~
- CG to put in place a procedure regarding use of the clubhouse television.
- CD to organise a debit card for the club
- CD to investigate card readers for club use
- AN to investigate dates of various open days etc. which we could use for future marketing.
- ~~AK to advertise the Christmas Party and invite attendees. (done)~~
- ~~DL to organise AGM administration issues (done)~~
- ~~DL to investigate whether Mem and Arts allows additional roles to assist the committee. (done)~~
- AN to investigate whether the Rotary club might support a defibrillator box outside the club.
- CD to organise DL being a bank signatory.

4. Website Training – Adam Spicer
  5. Chair Person's Report
  6. Treasurer's Report
  7. Coaching Report
  8. Social Secretary's Report
  9. Secretary's Report
  10. Membership Secretary's Report
  11. Match Secretary's Report
  12. Safeguarding
  13. Maintenance & H&S Report
  14. Vice Chairpersons Report  
- Advertising Discussion – what and when?
  15. Any other business
- Next meeting: tbc January 2020