



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday, 18th May 2020 – 7.30pm held on Zoom during Pandemic Social
Distancing**

Present

Susie Grainger (SG), Amanda Nagle (AN), Daniel Light (DL), David Sanger (DS), Carolyn Day (CD), Colin Gilbey (CG), Celia Barron (CB).

Quorum achieved.

1. Apologies

All Present

2. Minutes of last meeting – 16th March 2020 were approved.

3. Matters arising

- ~~CD to contact MC for information required to complete our accounts. (done)~~
- ~~DL to contact MC for complete/ correct copy of the 2018/19 accounts so we can reclaim our 2019/20 rates. (done)~~
- DL to do an email to members regarding how we can use Amazon Smile.-
Outstanding
- ~~DS to have a look at the Queens Club foundation to see if they may be a suitable source for fundraising. (done – not an option for us)~~
- CG to ask Floodlighting companies about the option of having motion sensors on a timer to turn off lights if they are unused. (CG will do in due course)
- ~~CD to ask Les Abbott if he is willing to be the clubs maintenance co-ordinator. (done)~~

Item 4. Chair Person's Report

Chairpersons report to Committee 18 May 2020

1. Coronavirus

Thank you to everyone who has undertaken club visits, cleaning, gardening, putting up notices etc. during the period when the club was closed. As you know we officially reopened on 13th May having taken account of the guidance issued by the LTA and informed all members accordingly. The clubhouse remains closed. Dave invested many hours of his own time in ensuring that the necessary procedures were followed and I am confident that we have done everything possible to protect the members as they resume their play.

2. Membership fees 1 June 2020 - 31 May 2021

I will leave the main discussion under this item to the Membership Secretary. However it is worth noting that several members have already been in contact to offer to pay the full amount and donate the difference to the club hopefully enabling us to benefit from Gift Aid.

3. Committee roles and responsibilities

As you will be aware our attempts to recruit a new Social Secretary have been unsuccessful so far although given the current situation this is not a high priority. But we have yet to resolve the issues around the role of Clubhouse and Grounds Team Leader. This is particularly important in the context of ensuring that health and safety reports are undertaken and that crucial maintenance tasks are identified and dealt with. Outline discussions were held earlier this year with a view to asking members to pay a small contribution to enable us to pay someone.

What are your views about how we take this forward ?

4. Floodlight replacement

Thanks to all the hard work that Dan and Colin put in we now have the details of the likely costs of doing this job. My view is that given the potential gap in our finances caused by the virus that the only way ahead will be to seek external funding.

What are your views about how we take this forward ?

5 . AGM planning ahead

At the July meeting we usually start to think about what we need to do to prepare for this. One of the issues of course being setting the fees for 2021-2022. The Treasurers report will be crucial in aiding our decisions around this.

Committee Thoughts

AN will check with Carrie Wallace whether she spoke to Andy King about the Social Secretary role and whether there remains any interest from her.

Floodlights – CG will proceed with these later in the year, when our own situation is clearer and closer to dates when external funding decisions may be known. Our funding views etc. remain unchanged from previous meeting.

SG will talk to Les Abbott about his new role as Clubhouse and Grounds team leader.

Item 5 - TREASURERS REPORT

Payments made during March and April over £250 are as follows:

30/04/2020	M.Cavey (PB Electrical invs from 2018 and 2019)	£1,816.99
30/04/2020	Engie Power- Electricity for March	£362.75
31/03/2020	Engie Power- Electricity for Feb	£488.62
08/04/2020	D.Sanger - Bonus Payment	£1,000.00
01/04/2020	D.Sanger - Mar Invoices	£630.50
13/03/2020	D.Sanger - Feb Invoices	£652.00
24/03/2020	DTC Tradewind- Deposit for doors	£414.00

Income and Expenditure

Please see attached a Summary of Receipts and Payments for the year to 31/03/20 and for April 2020.

Major Variances for Y/E 31/3/20

Membership - Fees are £583 above last year.

Disability Programme - All timing diffs. Should be self funded.

Fund Raising - this represents the final payment received of £1250 from the Tesco scheme.

£640 of this has been allocated to Disability tennis balls with the balance for promotional costs.

Repairs - Low spend this year with costs deferred to next year for change to led lights in the clubhouse.

Exceptional item - Receipt of £1406 in early August from Water2Business. This is the company we pay the water rates to and is a refund of overpayments in prior periods.

Draft Budget - Year to 31/3/2021

Please see attached a draft budget for the year.

This is now showing a 20% discount to be given to all members on renewal and an assumed reduction in members see income sheet).

Currently we are predicting a small surplus in club funds of £672 for the year after allowing for the transfer of £10k to the sinking fund.

Costs for replacing the floodlights have not been included.

Committee Thoughts

The year end is done, however CD explained the LTA Loan terms are not clear. She may need to speak to the LTA to clarify these. Previous chairpersons have given input, but nothing quite adds up. SG will try and look for the information in the folder Keith left for her when taking over.

CD's budget initially shows a 25% discount to members, and that we should still be able to put £10k into the sinking fund with this. It also assumes nobody gifts this 25% back.

Item 6 – COACHING REPORT

Head Coach report May 2020

I have furloughed myself as an employee of Dave Sanger Tennis Coaching LTD Company (although its only a fraction of my normal income as I am unable to use the self-employed support). As part of this government scheme the employee is unable to undertake any work linked to the company until furloughing has been completed. Although I believe I can still do my duties under Southbourne Tennis Club as Head Coach.

Review of data:	-2017	-2018	-2019	-2020 up to March 23 rd
• Adult members	176	162	168	164
• Junior/Student members	56	58	64	77
• Mini members coaching	112	111	114	94
Total	344	331	346	335
• Junior Coaching Groups	20	21	21	20
• Individual Coaching members	50	50	50	40
• Individual Coaching non	8	8	8	5
• Group Coaching Adults	40	40	40	35
Total	118	119	117	100
• Disability Members	52	52	52	52
• Disability Community/Sch	50	50	74	76
• Schools Primary/Sec	60	60	65	60
Total	162	162	167	164

- **Attendance at Coaching Sessions**

No sessions look at rescheduling LD tournament later in year

Competition programme

All team tennis and Road to Wimbledon cancelled and all tournaments up to at least 28th June. Fees of £61 refunded

Southbourne Open Tournament August????

- **Web site and marketing**

Social media presence increase nearer time of opening

- **What is working well?**

N/a

- **What could be improved?**

Targeted marketing – work with companies – volunteering – funding (covering the mini court - padel court £30K / court 7)

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

- **Action / Talking points**

***Waiting for next LTA guide to restarting tennis in groups – LTA campaign / Tennis for kids**

***Security Cameras**

***Rotary Meeting and use of funding – Outside box for defibrillator**

***Membership action - no joining fee???? / trial monthly direct debit to help Adult section???**

Committee Thoughts

DS explained that the LTA have a plan to help re-launch Tennis, especially around Tennis for Kids.

We discussed the difficulties of creating activities for current members and for new joiners. DS suggested we set up box leagues to get people going...and possibly even having a half court competition for those who do not like full court singles.

CB had received an email from LTA encouraging us to have a box league, and linking us to a website online designed to host leagues, as we cannot use our normal route of leagues up on the wall in the club house.

Committee agreed box leagues are worth doing and DS agreed to look into the website.

AN raised the approach that had been suggested by Brian Garraway that we could run some kind of staggered singles on a Monday/ Ex intermediates night for example. It was agreed this could well be a good idea for later, but is a bit early currently.

Item 7 - SOCIAL SECRETARY'S REPORT

N/A Nobody has taken up the role of Social Secretary following Andy King's resignation.

Committee Thoughts

We need to continue to search for a Social Secretary.

AN will ask Karrie Wallace if she had spoken to Andy King, and if there remains any interest.

Item 8 – SECRETARY’S REPORT

Secretary’s Report – May 2020

Business Rate Reclaim

This has finally gone off to BCP Council for their consideration. Thanks to everyone for their work on obtaining the last two years reports.

Andy King

I have updated companies house and charity commission that Andrew resigned.

Amazon Smile

Whilst set up, I haven’t advertised this with members yet as I haven’t got around to writing / sending anything – it has been busy!

Committee Thoughts

Nothing to discuss.

Item 9 – MEMBERSHIP SECRETARY’S REPORT

Membership Secretary Report

1. Membership

Nothing new to report since the last full meeting, so the data below is that which I presented in March.

Membership Group	Members as at 30/02/20	New Members this month	Members as at 31/03/20	
Adult	91		91	Includes 8 'Family' Adult members
Country	10		10	
Family	4		4	Note - not included in the total below
Over 65's	59		59	
Students	1		1	
Juniors	67	Oliver Koskinas	68	Includes 7 'Family' junior members
Girls Friday Club	8		8	
Totals	236		237	

We have had a couple of emails from prospective members this last week, but of course the difficulty is that we are currently unable to provide group sessions. I will continue to have a dialogue with these people, but it is not easy to see this resulting in any new members at this time.

I guess we need to have a through discussion regarding what we do about membership renewal date. It is obviously difficult to consider asking members to pay their fees when they are not able to have normal access to the club/sessions.

Two (Over 65's) members have emailed, in response to Susie's recent Chairperson update, offering to pay their full amount now. I have thanked them and explained it is slightly premature, pending committee discussions.

Joining Fee – we have recently talked this. I have completed my action which was to look at whether Clubspark is clever enough to enable automatic discounting for

early payment (it is not!) so it would be useful to review our position on this and decide whether to keep it or not. I think it might technically be a club rule, so not something we can change without due process.

2. Maintenance actions

Replacement Clubhouse door – a detailed survey will be done by DTU on Monday 18th, Fitting should then be within 2-3 weeks.

Carpet Cleaning – will be done on Thursday 21st.

Clubhouse lighting – will be changed during w/c 25th May

3. LED Lighting

The suppliers have obviously been quiet over recent weeks, but I expect them to be back in touch with me this coming week. I am assuming we will just put this on ice until normal service at the club resumes, the membership starts, and we know where we are with our finances.

I have applied to the Talbot Village Trust for a grant towards the costs, however we will not know the outcome on this until November at the earliest.

Whenever we do decide to continue looking into this, the next step agreed at our last meeting (pre-Zoom!) was for me to invite Luminance, who gave us the cheaper quote, down to the club for a detailed discussion and survey. This is needed to ensure that what we are getting, for the quoted price, is exactly and only what we want.

Committee Thoughts

A very lengthy discussion occurred on discounts to next years fees, as a result of the club having been shut.

1. It was agreed that the joining fee be waived going forward. No time limit was put on this, and it is the approach to be used going forward.
2. CG asked what we can offer to new members when we have no clubs running etc. A difficult question. It was agreed that we need the Box League that DS mentioned, and in addition CG will try and obtain a register of players who are willing to be “buddies” for new players and have their details given to them to play with.
3. Instalments – a discussion on whether to “offer” instalments for payment was had. Whilst in a perfect world these might be viable these are extremely time consuming to administer – we have no I.T. system to do it, and therefore it was agreed to not “offer them” to everyone. However, CG

will look to contact any non-joiners and if the reason they did not join is financial, then some leniency on this may well be provided.

4. It was unanimous that we would not delay the payment of club fees beyond 1st June (the usual date) and that CG should start the process of renewing memberships.
5. The discount to be offered people was discussed at length, with committee members initially disagreeing on how much should be given, with opinions ranging from 25% to 15%. A compromise was easily reached with the committee unanimously agreeing, via a vote, that a 20% discount be given, for all adult groups.

Committee felt that people should be offered the opportunity to gift back their 20% reductions as some/ many may wish to do so. CG will provide a mechanism to allow people to gift back their 20% reduction if they wish to do so. It was agreed, this needs to be kept simple as people will not take this up if complicated.

6. The discount for juniors who this year paid £80, which was already a reduction from £90 last year, was considered more challenging. The Juniors are impacted more by the issues because the majority of their activity was group based, and they are much less likely to book a court and play singles. Much of their costs also pay for Dave to provide a coach for them (or to do it himself). DS is keen to get something going for these, 1. To retain them and 2. To get some money coming in. It was agreed that DS and CG would discuss the issues around this and come up with a figure. This has less short term financial issue for the club, as DS receives most of the money for coaching time. CG agree to temporarily extend the current members membership, to allow time for this to be resolved and so that Clubspark does not get turned off should any of them wish to book a court.

Item 10 - MATCH SECRETARY REPORT

Match Secretary Report May 2020

1. Dorset League - Any outstanding matches from the winter league 2019-2020 need to be played by July 31st. No decision has yet been made as to what will happen regarding League positions if this is not possible.
2. Summer League has been cancelled. Entry fees will be held to pay for winter League 2020-2021 (if it goes ahead)

Positions at present:

Ladies 1 – Winners of Div 1 – 1 match to play
Ladies 2 - 7th Div 1 – 1 match to play
Ladies 3 - 3rd Div 2 – 2 matches to play
Ladies Vets - 2nd – 2 matches to play
Mens 1 - 4th Div 2 – 1 match to play
Mens 2 - 8th Div 2 – all played
Mens Vets - 3rd Div 1 – all played
Mixed 1 - 6th Div 1 – 1 to play
Mixed 2 - 8th Div 2 – 2 to play

3. Hants & IOW summer league cancelled. No info re fee-refund as yet.

Committee Thoughts

Nothing to discuss

Item 11 – MAINTENANCE & H&S REPORT

Maintenance, Health & Safety Reports

None this month. We have approached various people about being the Maintenance co-ordinator, so far without luck.

Paul Woods will continue to do H&S reports for us on a six monthly basis.

Committee Thoughts

SG will speak to Les about one or two jobs and moving things forward.

CG advised that the door will be replaced within the next couple of weeks, the carpets cleaned this week and the clubhouse lights next week.

Item 12 – SAFEGUARDING REPORT

CB advised there is not a lot required currently due to no club activity.

Committee Thoughts

CB has received an email advising her training needs renewing, which she has only just done.

DS advised he will look into it.

Item 13 – VICE CHAIRPERSONS REPORT

Vice Chairperson's Report May 2020

1. Southbourne Link

I have been in correspondence with the Southbourne Link and they kindly put the publishing of our advert on hold until we made a decision about how to proceed. I await further information back from them about whether they are still publishing on a monthly basis as usual or not.

2. Littledown Fun Day

I have emailed Littledown to find out if a decision has been made about whether the Fun Day will still be going ahead or not in light of Covid. I suspect it is highly unlikely as it would be unsafe to have hoards of people mingling around together in relatively close proximity. However we need to make a final decision about whether we want to attend in the unlikely event that the day went ahead.

Committee Thoughts

Southbourne Link - Committee discussed timing of Southbourne Link, and it was agreed AN would go back to them asking for a July restart of our advertising.

Littledown Fun Day – Committee expressed some disbelief that this has not been cancelled by the organisers yet and agreed that we would cancel our participation now, as it was borderline whether we wanted to do it anyway, and social distancing requirements make this less attractive still. AN to cancel it.

AOB

Hand Sanitizer – When the clubhouse re-opens do we need hand sanitizer stations. Yes, was the agreed outcome. Action – We need to get a station for each entry point.

Cleaning – CB advised she has done lots of cleaning in the clubhouse. The question of whether Zoltan is still around and is he still cleaning came up? CD advised Zoltan did email her to advise he had been paid for some cleaning he had not done, which is being held in lieu of future cleaning. It was agreed that CB would continue to clean, and perhaps with AN joining this. SG will email Zoltan to ask if he wants to keep cleaning – as he appears to not be returning to Hungary yet.

Next meeting: Monday 13th July at 7pm.

Action points from the meeting

- AN to speak to Karrie Wallis re: Social Secretary role
- AN to cancel our attendance at Littledown Family Fun Day
- AN to advise Southbourne Link to restart our advert in July
- All – To consider hand sanitiser solutions for the club house
- SG – To speak to Les Abbott regarding Maintenance Co-ordinator
- DL – to write advert for Amazon Smile
- CG & DS – to discuss Junior Membership options
- CG to make 2020-21 Membership happen!