

## Aboyne Tennis Club Committee Meeting – 18th April 2022

### DRAFT Minutes

---

**Present in person:** Andrew Fyfe, Brian Howell, Pat Smith, Alan Curran, Cat Manzi, Tammie Sebire, Trish Atkinson, Joss Marshall, Craig Mitchell, Emma Ferguson,

1. **Apologies** – Sarah Hoare, Keren Beveridge

2. **Minutes of meeting 7<sup>th</sup> February 2022**

Approved (proposed by Joss, seconded by Andrew)

3. **Actions and matters arising from 7<sup>th</sup> February 2022 meeting and 2022 AGM**

1. Review website and update all sections. Tammie, Cat and Andrew to schedule a separate meeting to update together. See also AOB. **Open.**
2. Cat to update annual milestones to remove tasks no longer required. **Closed.**
3. Appoint successors for Social Committee role and Junior Coordinators role. Emma and Pat have been appointed. **Closed.**
4. Cat to update calendar and finalise for inclusion in Chair's welcome email. **Closed.**
5. Provide access to google drive and clubspark (where applicable) for new committee members. **Closed.**
6. Cat to be added as an additional admin for google account and to agree process and trigger dates for changing passwords such as when committee members step down. **Open.**
7. Cat to provide Trish with a clubhouse key. **Closed.**
8. Andrew to consider additional opportunities for men's doubles social tennis potentially on a Friday. **Closed.**
9. Alan to research ball machines. **Open.**
10. Tammie to include question in club survey to see what interest there would be from members using a ball machine. **Open.**
11. Tammie to provide strawman of long term finance plan. **Closed.**
12. Sarah and Andrew to respond to NESTLA on where to place clubs which didn't participate in prior year leagues due to Covid-19. **Closed.**

4. **Open Day and Spring Clean**

The committee agreed to hold the 2022 Open Day on Sunday 1<sup>st</sup> May at 10:30am to 12:30pm. The Spring mixed doubles finals would also take place on Sunday 1<sup>st</sup> May at 1pm. **Action** – Cat to email members to confirm timings and invite members to come along.

In preparation for the Open Day, the committee agreed to complete a spring clean of the clubhouse on 24<sup>th</sup> April at 9:30am. Committee members were encouraged to help.

5. **Facilities update**

Alan had obtained a quote for removing several trees surrounding the courts. He has discussed with the land owner who is not keen to have the trees taken down. They discussed trimming the branches as an alternative. Ongoing discussions.

6. **Welfare**

Craig prepared a draft parents code of conduct policy which was circulated to members via email. The committee discussed the appropriate age for when a junior should be collected from the courts without a parent. The club coach's email states that juniors 12 and under should be collected by a parent. The committee also discussed parents use of social media in the event of defamatory comments. The committee suggested parents sign a form to confirm they have read and agreed the parent's code of conduct.

**Action** – Craig and Trish to work together to finalise policy and put on website and noticeboard.

7. **Competitions**

Andrew provided an update on status of competitions.

8. **Membership**

Brian noted that at the time of the meeting, under half of members had renewed so far. Most members had paid their membership fees. Second club membership applications were working as intended.

9. **Long Term Plan**

A copy of the latest long term finance plan was circulated prior to the meeting.

It was agreed that Alan would get someone to come out and look at courts to provide an estimate of costs and timing for when court surface would need updating. Some options were discussed such as new fencing. **Action** – Tammie to consider including questions on different options in club survey.

10. **Succession Planning**

Sarah advised that she will be stepping down as a committee member at the 2023 AGM. A potential successor has been identified and discussions are ongoing.

9. **AOCB**

Safeguard audit. **Action** - to include safeguarding policy on the website signed by the Chair and Welfare Officer.

Website. **Action** - Update website with photos of committee members. Tammie to discuss with Julie.

First aid kit. **Action** – Craig to check its fully stocked.

12. **Date, time and format of the next meeting**

15<sup>th</sup> August at Boat Inn

Cat Manzi, Secretary