

Bovingdon & Flaunden Tennis Club
Committee Meeting Minutes
1st November 2021 at 7.45pm

Attendees

Jill Cohen – Chair, Dave Seddon, Ali Lyons

Virtual Attendees:

Craig Blythe, Dermot Kirk, Colin Chamberlain, Steve Spikings, Alison Doyle

Apologies

Jax Brabazon

Welcome to the New Committee

Jill opened the meeting by welcoming the team and sharing her hope that the new Committee can work together for the benefit of the club. Her goal is to ensure the club is a friendly club that is welcoming to all. She would like to have input and insight from each committee member on what we need to build on/improve or change.

Action

All: fix 1:1 call with Jill.

Social Tennis

There is a concern that the messaging around social tennis sessions (and other sessions) may not be clear especially for incoming members. Social tennis is designed to be open to all. It is focused around allowing people to socialise, meet different people, enjoy outdoors exercise and play a game of fun tennis.

Action

Alison to draft note clarifying this for committee to review.

Committee Visibility and Presence

Jill would like the Committee to be more visible and known around the club so that members can approach and engage with them informally.

Action

All where possible Committee members should attend junior coaching on Saturday mornings to meet parents and chat informally.

Ali to attend this Saturday (6th) in capacity of bacon sarnie chef!

Safeguarding

Safeguarding is a priority area for the club and will be reviewed as an agenda item at each Committee meeting. There are two urgent priorities: 1) to find a new Head of Safeguarding and Welfare (as Colin is due to step down) 2) Ensure the new Committee has received appropriate training i.e., 45 minute facilitated session using 8-minute video as stipulated by the LTA.

Action

Jill, Ali: attend Saturday juniors coaching to see if there are any potential candidates for the role (will need to be DBS checked and the appropriately trained).

Colin: to email Alison with dates / times he can run the session.



All to confirm to Alison if they will need training (have not received training in the last 2 years)

Alison: confirm training date / time and attendees.

Appointment of Trustees

Dermot confirmed that the constitution required a minimum of four Trustees to be appointed by the Committee from within the Committee. With the changeover in Committee, we need to appoint a minimum of 2 new trustees (Dermot and Craig will remain as Trustees). Dermot emphasised that **any new Trustees must ensure they have read the constitution and are fully aware of the responsibilities and liabilities of the role.** Jill and Dave confirmed they would be prepared to take on the role of Trustee.

Action

Jill and Dave to confirm to Dermot that they have fully reviewed the responsibilities of being a Trustee

Bank Signatories

Dermot confirmed that we require a minimum of two signatories registered for Banking purposes. Jill and Dermot will take this on. Additionally, the Committee felt that Jax Brabazon would be a very appropriate additional signatory.

Action

Alison to check with Jax that she is happy to take this on and confirm this with Dermot. **Jax has since confirmed this to Alison (2nd Nov)**

Dermot to detail what paperwork he requires from Jill and Jax to move this forward.

Lease Negotiations

Dermot and Jill emphasised that lease negotiations with the council remains a major priority. The Committee agreed that it would be prudent to use existing experience within the club in this area

Action

Jill and Dermot: review history and progress and agree next steps including forming a working group.

Coaching

The Committee discussed the next steps required to move the Coaching Proposal from Evolve forward. Craig has already emailed Club members to gauge interest in Junior Coaching on a Monday and / or Thursday.

Action

Dermot to arrange meeting with Tyrell, Craig and Jill.

Craig to send Alison Coaching presentation, Fee Structure and link to YouTube video that she can upload to Club Spark and publicise in next Club news.

Social Media / WhatsApp / Communication

Alison described the potential of **email domain** hosting (initially proposed by Jax) and the Committee agreed that it would be sensible to take this forward.

The Committee also agreed that the Club should have a **limited number of appropriate WhatsApp groups** that would be recognised by the Club. Committee members would act as admin for these groups and ensure that they would be used in line with Club policies. Individuals would be asked to confirm which groups they would like to be part of. This is to comply with GDPR principles of data protection.

Individuals would be free to set up their own WhatsApp groups but these would not be recognised or moderated by the Club.



The Committee agreed that **communication to members inviting them to join tournaments** should initially be via email or Club News to ensure inclusion of all members. Thereafter WhatsApp may be used to supplement, recognising that currently WhatsApp does not necessarily reach all members.

Action

Dave, Craig to share expertise and experience of email domain hosting with Alison.

All to send details of current WhatsApp groups they are aware of to Alison.

All Committee will then review and agree a limited number that will be 'Club Owned'.

Facilities: Floodlights and Tokens, Clean Up Day

Jill thanked Dave for all the work he has already completed in the week since taking on the role.

Dave explained there was now a key safe in the Club House containing a floodlights key. The code would be shared with a limited number of people (Committee and Club Captains) to ensure floodlights available for social sessions and matches. Alison will check keys are available for Weds Social play.

As a backup there will be a limited number of tokens in the Club House. This will run for a trial period. If it is abused then it will cease. Club News will again publicise token holders.

Dave talked through progress made (in spite of weather!) as recent clean up day. Work is still outstanding so

Dave will potentially book another day / coordinate volunteers to carry out the work.

Action

Ali, Steve: ensure club captains know the code for floodlight key safe.

Alison Check key is available for Weds eve social.

Alison Ensure Club News November contains details of token holders.

Dave Ensure there are sufficient tokens in clubhouse, communicate location to Committee.

Dave Manage additional tasks / volunteers through the WhatsApp Facilities group.

Junior Co Ordinator Role: in absence of person to fill this role, Craig will cover the role in the short term

The meeting was then closed.

