

Bovingdon & Flaunden Tennis Club  
Committee Meeting Minutes  
13<sup>th</sup> October 2021 at 7.30pm

**Virtual Attendees:**

Martin Allen – Chair, Jo Alden, Craig Blythe, Dermot Kirk, Colin Chamberlain

**Invitees:**

Ali Lyons, Steve Spikings, Jax Brabazon, Alison Doyle

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**Meeting called to finalise arrangements for the AGM including review of draft papers**

**AGM Location**

Following recent survey monkey results, members of the Committee have been looking at various possible sites that would safely accommodate numbers likely to attend. Unfortunately (due to illness) we have not been able to get a response from the golf club. Accordingly, during the meeting Ali contacted Bovingdon Church about use of the church hall (fortunately Helen Campbell, a club member is the main contact). We were able to confirm the booking.

**Actions:**

*Martin* to visit the hall on Sat am to check the venue thoroughly.

**Covid Safe Measures AGM**

The Committee discussed actions in line with current good practice to ensure risk of transmission is reduced.

**Actions**

*Jo* to source masks for all attendees.

*Jax* to source hand sanitiser.

**AGM Papers**

*Jo* shared draft agenda for the AGM.

Decision made on the running order for the AGM and Agenda updated to reflect this.

*The Committee moved on to consider revised constitution.*

Dermot and Jo ran through in detail the proposed changes. The Committee agreed the revised constitution should be sent to members that evening together with a reminder of the reasons for the changes.

*Martin* shared with the Committee the proposals for Committee positions

The Committee noted with regret the decision of Martin, Jo and Colin to stand down.

The Committee noted that two individuals were nominated for more than one position and reviewed the constitution to ensure this was acceptable.

*The Committee reviewed the process for voting by people not able to attend*

Jo clarified that the existing constitution does not allow voting in advance, currently voting can only happen in person at the meeting or by proxy at the meeting. The Committee agreed that members should be made aware of the process for proxy voting when the papers for the AGM are circulated.

*The Committee moved on to run through the reports*

Minor changes made to reflect emphasis or grammatical issues.



**Actions**

Jo to send out papers (on Martin's behalf) for the AGM including details on location of AGM and proxy voting.

Jo to send out revised constitution (on Martin's behalf) including details on why / how the constitution is being amended.

**Most Improved Player**

Craig reminded the Committee of the requirement to select an individual for the Most Improved Player Award usually presented at the AGM. Steve confirmed that the Tennis Strand had provided nominations

**Action**

Steve /Ali.to forward these to Craig to make final decision

The meeting was then closed.