

Elmwood LTC Committee Meeting Minutes

Date 12th September

Present: LB, RW, JS, DP, DL, MB, WG, WJ CG MB FS JC

Zoom: MM

Apologies: TP, DH, RO

| | ITEM | ACTION |
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| 1 | Previous minutes previously circulated were approved. | |
| 2 | <p>Matters arising from previous minutes:</p> <p>Honours Boards: these are in place. Thank-you to Rosette and Hak who organised this with member MT.</p> <p>Floodlights TP submitted response from SHTC who shared their predominantly positive feedback from introducing LED lights and transitioning away from tokens and coins to independent switches. Indeed, electricity costs went down dramatically by 60% with switch to LED. Although some members thought the lights not quite as bright as previously, the transition overall has been a successful one.</p> <p>The full summary was only obtained shortly before the meeting. Some preliminary discussion took place regarding unprecedented and unpredictable rising costs of electricity, LED options, the availability of tokens, and whether increasing the membership fees to include access to free floodlights at this time would be acceptable and fair to members who don't play in the evenings. SHTC installed their LED lights at a cost of 43K. All agreed further discussion required to take into consideration the full situation of Elmwood as we have a lot more members and are mindful of the current cost of living crisis and keeping the membership fees affordable for all.</p> <p>The club currently provides free floodlights for winter league matches and for social play on Friday evenings.</p> | |
| 3 | <p>Safeguarding: JS will continue to review policies and documentation. Safeguarding is everyone's responsibility. LTA DBS renewal for role of welfare officer completed</p> | JS |
| 4 | <p>Coaches Reports: FS: adult programs continue to have consistent numbers,</p> <p>Club Tournament Trophies all read for finals day, courts booked, BBQ and Bar all arranged. Need a shout out for volunteers to umpire. It has been challenging for the organisers and some participants to get all matches played in time for September. Some discussion took place regarding changing the format to accommodate our membership and the coaches will put together some innovative new options from their experience for discussion and feedback at the AGM. DP (1) Programme resumed on Monday the 4th September. Few drops vs summer term most due to family relocation. Places available filled up by kids on the waiting list. Programme now at full capacity and new enquiries on the waiting list.</p> <p>2) Junior Teams entering the winter league are: U8, U9 and under 10. Home Matches to be playing mostly on Sunday morning on a fixed fixture dates given by Middlesex. Dates not available yet, will update the booking system when possible.</p> <p>3) U18 junior tournament to run alongside main tournament final days on Saturdays 16th September. Boys and ladies single (next year maybe introducing mixed double too)</p> <p>4) Match Play: Request to have use of 4 courts for Friday Match Place from 4.30 – 530pm. There are 30 juniors aged 5 – 10 attending match play and this is their opportunity to practice. Committee have to consider keeping courts available for members and that would put it down to only one court if</p> | |

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| | <p>adult coaching was booked as well. If no demand from members at this time then ok for court 3 to be used as a spill over for the match play as also good for juniors to have experience on the clay. All agreed to keep an eye on usage and demand at this time on a Friday.</p> <p>5) Assistant coach position under review as previous holder is no longer available due to new job outside tennis.</p> <p>6) will organize collection of that "1 second hand umpire chair" previously agreed to buy from SHTC</p> <p>WJ - The Junior Programme has started and going really well. Excellent level of sign up and attendance.</p> | |
| 5 | <p>Clubhouse Updates Clubhouse Redesign (DH, DL & LB) LB - UKPN sent someone to do a survey (eventually - a few weeks later than originally planned) and a few issues have been raised and an alternative position suggested. An email has gone out to the committee with all details. RH has suggested ending the lease on 25th March 2025 rather than renew and plan on starting building then. An additional plus to leaving it until 2025 is that it is likely we will have more money in the bank to fund this.</p> <p>Updating Members: discussion Although members are aware there is a Clubhouse Planning team all the background hard work contacting UKPN, their site visits, demolition options, relocation options etc has meant that there has been a delay in updating the members with any architects' drawings, timeline and projected costs as these are clearly linked to the available land space. It was agreed that the planning team will present at the AGM and invite input. DL confirmed next planning meeting has been scheduled for 15th September.</p> <p>Fundraising Options: feedback that secured loan option rejected by trustees and other committee members acknowledged. There are really good options to be explored further including membership loans, lifetime membership 'debenture' type scheme as well as applying for grants as they arise. All of which can gather momentum when members are filled in with the new clubhouse plans at the AGM.</p> <p>Clubhouse refurb & maintenance (DH & LB) RW has started covering the smaller chairs and all agreed really good job done to upcycle these and thanked Rosette,</p> | <p>DL</p> <p>RW</p> |
| 6 | <p><u>Committee reports</u> Secretary: Have registered to attend the LTA Fundraising Forum at 7.00pm on 3rd October Also registered to attend the Middlesex Venue Forum on 13th at September at Thistleworth Club in Osterley at 6.30pm.</p> <p>Men's captain (JC) The men's teams had a good season in 2023. In the Middlesex Summer League 2023, Elmwood I finished third of its division with 95 points (North East Div. 2); Elmwood II also finished third of its division with 80 points (North East Div. 5), and Elmwood III celebrates a PROMOTION, having finished second of North East Div. 8 with a mighty 108 points. We also celebrate a WINNING team. The all new men's NCL team, captained by Richard and Niall, dominated their division, winning 25 rubbers out of 30 and winning the overall division with a game to spare. I am currently in the process of establishing the fixtures list for the Floodlight League 2023/24. We are entering four teams - our usual number - and will share the dates very shortly. I have coordinated the dates with Rosette.</p> <p>Women's Captain (MB) Summer league ladies' team 1 secured their place in division 2. Ladies Winter floodlit league matches have now been agreed with the first match scheduled on 26th September.</p> | |

RW Ladies 2 fixtures for the winter league have been confirmed, booked, and shared with Jean, Magda & Nikki
 Mixed & Vets Captain (MB)
 MB Vest team 1 - with one last outstanding match to still be played
 Elmwood team 1 has now secured its place in division 1 - just!
 Vets team 2 is in the middle of playing their matches all to be finished by the end of September.

Membership (RO & WG)

Membership is still stable for the rest of the year with the exception of the odd cadet joining coaching.

The situation as of 4-Sept-23 is:

| | 2023/24 | 2022/23 | |
|----------------------------|----------|---------|--------|
| Family | 69 | 69 | |
| Couple | 33 | 30 | 10.0% |
| Adult | 134 | 130 | 3.1% |
| Concession/Country | 47 | 41 | 14.6% |
| Adult OP | 47 | 43 | 9.3% |
| Family OP | 31 | 25 | 24.0% |
| Junior | 46 | 52 | -11.5% |
| Cadet | 88 | 87 | 1.1% |
| Coaching | 6 | 14 | -57.1% |
| Honorary | 11 | 10 | 10.0% |
| Leisure | 7 | 9 | -22.2 |
| No Playing (Adults not OP) | 392 | 379 | 3.4% |
| No Playing (OP Adults) | 106 | 92 | 15.2% |
| Total Members | 796 | 787 | 1.1% |
| Donations | £1,675 | £660 | |
| Total Income | £96,0878 | £85,617 | 12.2% |
| Transaction fees | £1,432 | £1,149 | |
| Total Membership Income | £92,980 | £82,920 | 12.1% |

The Waiting List currently stands at 332 (473 Adults) and 17 (27 adults) have joined since 9-July...

TREASURER

All invoices paid to date. Year-end approaching which will be a very busy time for me to collate and prepare and have the accounts audited
 New padlock purchased and put on gate of court 3.

Social Secretary (DH)

Richard & Simon's Quiz evening at Elmwood was a well-attended and successful event. The Quiz team donated £200 to the club and would like to hold another one possibly in October.

Friday night hire forms haven't been well received as there has not had any response from folks doing food so far therefore another reminder needs to be sent.

It is the responsibility of the persons doing food on Fridays to provide the social secretary the flyers for the event so arrangements can be made to send out to our members.

Tiane's Saturday brunches were put on hold in August due to sickness/holidays, but are back on.

Friday night events continue to be popular however still some concerns over behaviour and supervision of children by parents. Coming into Autumn the numbers will naturally decline and options re how best to run these

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| | <p>safely next year to be discussed in Q1 next year before Spring. Oliver's children's camp was well attended.</p> <p>Bar Steward (HK & DH acting) Due to lack of demand for the bar at weekends a joint decision with the bar managers is to keep it closed on Saturdays and Sundays until further notice. The bar will still open on all Elmwood events when requested. All concerned to inform me so that I am aware and can decide in advance with bar managers.</p> <p>Friday nights bar managers make sure they arrange for bar volunteers for all Friday events so as not to be caught out due to high numbers attending Elmwood. August month Friday was low due to people being on summer holidays.</p> <p>Grounds Liaison (RW) Tree surgery completed in July; both the large oak by the gate, and trees at the back of courts 5 & 6. Path cleared at the back of courts, and courts largely weed & leaf free. Brambles cleared at back of court 6. Started on the hedges: All Souls was particularly bad and foliage filled 4 bins! Aiming to finish hedge along Holland Road, and clear trenches in front of courts, by finals day, weather permitting!</p> <p>Courts 1-3 have had maintenance and 16 bags of shale put on. The far corner of court 1 will undergo deep clean and removal of contaminated shale in the spring, as leaves always accumulate in that corner.</p> <p>Coach Liaison (LB) Nothing to report</p> <p>Junior Parent Liaison Request to better understand the running of the kid's camp and if all the coaches and assistants were DBS checked and coaches registered. These details will be confirmed and some supervision issues raised will be addressed as a priority. The camp is currently not run by Elmwood and is hired to Oli who runs this as his own business.</p> <p>Social Media (DF) Nothing new to update except to mention a substantial increase in followers over the summer months taking us 534 Instagram and 569 Facebook. With the quieter winter months ahead there will be less growth in these numbers which is normal.</p> | LB/RH |
| 7 | <p>AOB Ladies Plate: all agreed good to hold this again. Member RR has offered to help organise as has RW. The Plate is in the store cupboard. MB has made a start on tidying up the store cupboard.</p> <p style="text-align: center;">Next Meeting Tuesday October 10th 7.00pm</p> | RW |