

## Elmwood LTC Committee Meeting Minutes

**Date: Tuesday 13<sup>th</sup> April 2021 – held remotely due to Covid-19 pandemic**

Present: Dirk (DL), Faraz (FS), Flavia (FB), Hak (HK), Jean (JC), Louisa, (LB), Richard (RO), Jackie (JS), Rocky (DH), Rosette (RW) & Valerie (VF),

Apologies: Matt (MM), Guy (GB), Mindy (MB),

Some items and actions are frozen in a pre-lockdown status.

New items are not highlighted.

|   | ITEM   | ACTION                        |
|---|--|-------------------------------|
| 1 | Uncorrected minutes of March-21 meeting had been circulated in advance – corrections were pointed out, minutes amended accordingly and posted to the website.  | RO                            |
| 2 | <p><b><u>Matters arising from previous minutes:</u></b></p> <p>Bike Rack is in place. Congratulations to DL for organizing.</p> <p>Windbreak for Court 6 to be the current one between 3 &amp; 4 moved. FS to buy them on 14-April.</p>  | <p>JS</p> <p>FS</p>           |
| 3 | <p><b><u>Mobile Tower</u></b></p> <p>Waldon Telecom surveyed the grounds on Thursday 8th April. Location to be in the center of the triangle next to Court 1.</p>  |                               |
| 4 | <p><b><u>Coaches</u></b></p> <p><b>Group Coaching</b><br/>Flavia provided content to promote all coaching opportunities, and these have been added to website.</p> <p>Daniele Piccoli has been a temporary coach for nearly 2-years and Flavia requested that he becomes officially appointed as part-time coach. This was agreed.</p> <p>FS &amp; VF requested Thursday ladies team training 7.00 – 8:30 / one clay court is expanded to 2 clay courts. This was agreed and court demand will be monitored.</p> <p>FS will start the Club Competition &amp; he will seek assistance.</p> <p><b>Easter Camp by Oliver Silva</b><br/>Olli operated this on 5-9th April and 12-16th April 10:00 - 14:30pm Monday to Friday on Courts 4 &amp; 5. Only use of club to be for toilet access. All DBS, coaching &amp; first aid certificates to be valid.<br/>Some issues with toilets, disinfectant? /hand sanitizer, use of correct bins (recycling/general waste) and a few children’s books left was reported.</p> | <p>RO</p> <p>LB</p> <p>FS</p> |
| 5 | <p><b><u>Clubhouse</u></b><br/>Clubhouse has been closed. Nothing to report.</p> <p><b>Clubhouse Internal Refresh Project:</b><br/>This will be reconsidered and HK + FF to contact VF to restart.</p> <p><b>New Clubhouse Project Sub-committee</b><br/>Various options were discussed by the Sub-Committee at meetings of the 31-March &amp; 8-April.<br/>The conclusion is that the only financially viable option is to keep the current clubhouse by rebuilding:</p>  | <p>HK, FF, VF</p>             |

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|   | <ul style="list-style-type: none"> <li>• Replace current ladies and gent's shower/toilet areas with a new extension to give better and bigger facilities.</li> <li>• Provide larger and better kitchen/bar, office and storeroom area.</li> <li>• Remove the current storeroom in the BBQ area with an extension as a continuous part of the clubhouse providing us an overall area of 230 m<sup>2</sup>.</li> <li>• To maintain the current 'country' look of the new clubhouse as far as possible by mixing new with old.</li> </ul> <p>The finished product will be a single storey clubhouse as at present.</p> <p>A working budget up to £5,000 requested and agreed so work can begin on the design for the new clubhouse project and have a proposal/sketch available for the next committee meeting.</p>   | RH, LB, DL, + members         |
| 6 | <p><b><u>Committee reports</u></b></p> <p><b>Secretary:</b><br/>Communicated with Walden Telecom.</p> <p><b>Men's Captain:</b><br/>3 Men's teams have been entered for the Middlesex Summer League, dates agreed and booked.<br/>Magda to enter Mixed Vets – details outstanding.</p> <p><b>Women's Captain:</b><br/>2 Women's team will be entered for the Middlesex Summer League.</p> <p><b>Membership Team Report</b><br/>Membership stands at 509 members (306 playing adults) and £52,217 membership fees.<br/>Total for 2020/21 was 566 members (337 playing adults) and 2019/20 368 members and £38,550.</p> <p>The Waiting List stands at 167 entries (representing 239 adults).<br/>The Waiting List increased by 47 entries (61 Adults) since 1-March-21.<br/>Totally extraordinary.</p> <p>The renewal process is virtually complete with today the last day for payment.<br/>The vast majority of members have renewed.<br/>GB needs congratulating for all his hard work in processing all these applications in the last 6-weeks. Only his implementation of the electronic membership system made this possible.</p> <p>A discussion on the amount and quality of people from the Waiting List to invite ensued and it was agreed to prioritize on length of wait and tennis ability.</p> <p>Guest policy to be reviewed next month.</p> <p>1-tonne clay ordered for w/c 14-June for artificial clay maintenance on 18-June &amp; 16-Sept.</p> <p><b>Treasurer:</b><br/>Membership fees being paid.<br/>No other income.</p> <p><b>Social Secretary:</b> No activity.<br/>It was agreed to open the bar with outside seating and pre-booking.<br/>A Court 7 to be created for bookings.<br/>Benches can be placed outside again.</p> | <p>RO</p> <p>RO</p> <p>RH</p> |

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|   | <p>Elmwood branded masks will be readvertised to the membership. RO to email.</p> <p><b>Bar Steward:</b> No activity.</p> <p><b>Coach Liaison</b><br/>No outstanding items.</p> <p><b>Junior Parent Liaison:</b> No activity.</p>  | RO   |
| 7 | <p><b>AOB</b></p> <p><b>Clothing left in men's changing room</b><br/>Several items have been in there for some time.<br/>Matt offered to bag these up and take them to local charity shop if not claimed.<br/>Carried over to next meeting.</p> <p><b>Guest Fees</b><br/>Matt &amp; Valerie offered to help with a sign for members to make an online payment of £5.00 for guests. Carried over to post lock-down.</p> <p><b>Complaint Handling</b><br/>Complaints about the manner of committee members approaching members about issues needs to be considered. Suggestion to discuss when/why/how we do this to manage difficulties and potentially contentious situations better will be discussed when we have more agenda time.</p> <p><b>Weeding court 1-3 &amp; further regular maintenance</b><br/>Clearing a weed free trench by at the front of courts 1-3..</p> <p><b>Memorial Plaque</b><br/>The plaque has been located as agreed.</p> <p><b>Beehive request</b><br/>One beehive and trap has been installed.</p> <p><b>Drones</b><br/>It was agreed to allow the drone takeoff/landing if done at a time when the club is not busy. DL to liaise.</p> <p><b>Barrie Neilson's photo history</b><br/>Long standing member Barrie Neilson has made good use of lockdown by scanning a trove of old photos relating to the club and these are being placed on the club website under the <a href="#">Social Events – Photo History</a> menu option.</p> <p style="text-align: center;"><b>Next meeting</b><br/><b>Tuesday 11<sup>th</sup> May-21 7:30pm</b></p> | <p>MM</p> <p>MM/VF</p> <p>LB</p> <p>RW</p> <p>DL</p> |