

Elmwood LTC Committee Meeting Minutes

Date 11th February 2024

Present:

Elected Committee LB, RW, ST, WG, HK, DF, JS, TOBY, ST, RO (VIA ZOOM)

Coaches FS, WJ (VIA ZOOM), DP (VIA ZOOM)

Subcommittees:

- **Planning Committee**

Clubhouse Project Appointed Liaison Representatives: Ana & Sava

- **Fundraising:** Member volunteer TWG

Apologies: RH, TP, CL, JC, MB

	ITEM	ACTION
1	Previous minutes from January meeting previously circulated: APPROVED	
2	<p>Matters arising from previous minutes:</p> <p>Link with local schools: No feedback yet Court booking and no shows. Increased use of WhatsApp groups has been noticed letting members know when available / cancelled at short notice. Monitoring ongoing. No pressing requirement to change booking slots – any comms around this would need to be well in advance and feedback invited in advance too as this would be a big change even for a trial period. Honours Board: WJ in touch with the sign writer and booked for next week. Logo: Options to be recirculated. Original (as it is) and circular options are favourites – a request was made to have the circular one modified to be more like the traditional one. LB will recirculate</p>	<p>WJ LB</p>
3	<p>Safeguarding:</p> <p>New committee members, Sam and Toby read and acknowledged the LTA committee training slides.</p>	
4	<p>Coaches Reports:</p> <p>Group classes well attended when weather permits. Junior Programme Classes back on Monday the 19th February Juniors Teams: U8 team had a fantastic one-day tournament at Islington. Elmwood were the runners- up in their group. U9 have one match left in the winter league, a mix of wins and loss but happy kids against strong oppositions. U10 won first 4 matches out of 4, one match left. 3 teams U8,U9 and U10 entered for the summer league. Events for season 2024 (in line with 2023) Danielle is planning to run: <ul style="list-style-type: none"> • SATURDAY 27TH APRIL (CONTINGENCY 28TH APRIL) Elmwood Road to Wimbledon (for our members only). One day event. Last year It was only a junior U14. Considering to run also (still members only) the “new road to Wimbledon adult double” (over 19)” ladies and men. Clay-courts required 11.30am to 4pm. (while junior playing on hard court) This was discussed and although weekends are peak times for our members as long as clear comms go out inviting members to come and watch too it should be favourably received. <ul style="list-style-type: none"> • SATURDAY JUNE 15TH (CONTINGENCY SUNDAY 16TH JUNE) Vets final Tournament begins 27th April entry age 55 and over men’s and ladies. Alongside the vet’s finals, we will run an Elmwood U8&9&U10 friendly</p>	

	<p>tournament to celebrate every age Elmwood tennis.</p> <ul style="list-style-type: none"> • <u>SUNDAY 30TH JUNE 2024</u> Parents + Child doubles tournament • <u>SATURDAY 13TH & 14TH JULY</u> County Road to Wimbledon Finals. Sangeeta has asked the club to host again. All present agreed to do this again. It is a great opportunity for the club, previous years very successful and many members last year came along again last year to see high quality tennis. Elmwood very happy to continue to support Middlesex Tennis to host this prestigious event. Danielle will co co-ordinate with Sangeeta from Middlesex tennis. Danielle also planning to run the Junior U8/U9/U10 Elmwood Club Championship on the Sunday 14th July • <u>SUNDAY SEPTEMBER 15TH</u> U18 Club Championship one day tournament EASTER TENNIS CAMP Proposals for Easter camp prepared for Elmwood coaches to run, including completed risk assessments. Completed my LTA Level 3 course, currently awaiting paperwork but certification should be completed by early March. ANNUAL CLUB TOURNAMENT New format to be considered – next meeting. WJ – would like to be included in clubhouse development plans for the provision of disability tennis to include wheelchair access to the hard courts as well as the clubhouse. 	WJ
5	<p>Clubhouse Updates</p> <p>The bulk of this meeting was allocated to Ana and Sava who have been appointed by the elected committee to be the Clubhouse Project Appointed Liaison Representatives and who attended this meeting to give an update. They are both long term members of Elmwood, are both Architects and have helped Elmwood through the court replacement / floodlight projects in the past too. Their role will essentially be supporting the committee by sense checking and collating all options with professional experienced eyes, assessing the reasonableness of costings, asking the right questions from those who have responded to the specifications for the new clubhouse, and helping us present these to the members.</p> <p>They have the authority by the committee to go back to the 2 architects who have already sent their quotations and get their quotes amended to allow them to compare the quotes like for like and report back to committee on their findings and recommendation for appointment.</p> <p>Requests for further quotations or alternative construction methods are staying with the committee and committee will feedback to Ana and Sava accordingly.</p> <p>Ana and Sava comprehensively summarised progress and options so far and helped everyone present understand more about the existing building and the size options.</p> <p>The second proposal was only submitted on the day of the meeting and this was yet to be reviewed.</p> <p>1st stage will be to agree initial design, size, location materials prior to planning approval taking into consideration surveys / flood risk/ etc. Only then will clear costs be available however the ball park figure for the new build is looking to be around 750K.</p> <p>Committee are expected to consider all options on behalf of the membership and will also provide details of the costings for modular build timber Pavilion options from Passmores. Member TP did contact on behalf of club and it was agreed to follow this up and share costings.</p> <p>Fundraising: TWG described the option of raising funds via membership loans model and</p>	RH/LB

	<p>how this could work. Once we are closer to deciding what the new clubhouse will look like and the costings we can raise awareness and consider a proposal to invite investment from members.</p>	
6	<p><u>Committee reports</u> Secretary: Nothing new to add. Men's captain (JC) Next meeting. Women's Captain (MB) Next meeting Membership (RO/WG/ST/TP) Induction sessions for new members of the membership team - Sam & Toby - are scheduled during February. The membership income has grown slightly since Nov-23 with the addition of 19 Cadets, 1-Junior, 1 OP-Adult upgrade to OP-Family and 1 Adult-Coaching membership. Adding £217.21 to revenue with £10 gift for the clubhouse rebuild. The waiting List currently stands at 372 (511 Adults) and 19 (26 adults) have joined since 14-Nov-23. Proposed new fees agreed and the membership team will aim to send the renewal notices out early in March TREASURER Catching up on my role, inputting all the figures into the computer, very little income, this has virtually stopped whilst outgoings, i.e. bills are at their highest, which is expected. Just waiting for memberships to rebalance the finances. Social Secretary (DH) Next meeting. Bar Steward (HK & DH acting) Very quiet. This is usual for Jan / Feb. Grounds Liaison (RW) In December trees were cut down & stumps treated in order to clear the back of the clubhouse ready for rebuilding. Nothing to report for January Coach Liaison (LB) Ollie has decided to give up running camps at Elmwood and this will now be taken on by our in-house coaches. More to be discussed and decided. Meetings taking place. Junior Parent Liaison Next meeting Social Media (DF) Nothing new to update. Please make Daniele aware of any forthcoming fixtures, events etc that may be in the diary which we can highlight on our SM.</p>	
7	<p>AOB Upgrading of elmwoodlrc.co.uk email system RO The email hosting (originally set up by Michael Speechley on a system called Ionos has been failing for the best part of a year with outgoing emails to any gmail address raising errors and failing. To rectify this, we need to port the hosting to a better system. We have sourced 2 existing members who might be able to help and potentially 3 through friends/colleagues of existing members. They are assessing the technical challenge and we will know shortly after the meeting date who can do it and how much it will likely cost. As a working budget Michael estimates this is 2-days effort plus hosting fees, so we will incur a cost to 2024 accounts of approx. £800 with future years of £250.</p>	RO

	<p>Michael happy to write up specification re what is needed and to chat to whoever can help too.</p> <p>Admin Support:</p> <p>Some discussion took place regarding paid admin support for the club bearing in mind how busy we were last year supporting the Friday night socials which as well as raising revenue for the bar also raised complaints from members and parents which caused quite a few difficulties. It was agreed to advertise this role to the membership to see if any interest and then invite for interview.</p> <p>The proposed role is really very new and will need more definition re the scope and remit, hours etc.</p> <p>This is early stage proposal and nothing definite in terms of hours as we do have a lot of voluntary support and continue to welcome this.</p> <p>LB & ST to draft advert</p> <p>JS & Hak agreed to help with interviews.</p> <p>Sponsor: still looking for suitable sponsor to advertise on banner/ netting on courts/ JS volunteered to follow this up.</p> <p style="text-align: center;">Next Meeting March 19th 2024</p>	<p>LB/JS/HK/RH</p> <p>LB</p> <p>JS</p>
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