

## Elmwood LTC Committee Meeting Minutes

**Date: Tuesday 9<sup>th</sup> February 2021 – held remotely due to Covid-19 pandemic**

Present: Barrie Neilson (BN), Dirk (DL), Faraz (FS), Flavia (FB), Guy (GB), Hak (HK), Jackie (JS), Jean (JC), Louisa, (LB), Matt (MM), Paul Downing (PD), Richard (RO), Rocky (DH), Rosette (RW) & Valerie (VF)

Apologies: Mindy (MB)

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

New items are not highlighted.

	ITEM	ACTION
1	Uncorrected minutes of January-21 meeting had been circulated in advance – corrections were pointed out and minutes amended accordingly.	
2	<p><b><u>Matters arising from previous minutes:</u></b></p> <p>Rusty rackets: finished before shutdown, was well received. FS has received feedback from 5 people who attended. All were positive, they would like to continue, and feedback will be provided to JS and sent to LTA.</p> <p>Bike Rack – Dirk will email details &amp; costs of the two options.</p> <p>Windbreak for Court 6. FS got quote £194, but shop locked down. Will be bought &amp; erected when club re-opened.</p>	<p>JS</p> <p>DL</p> <p>FS</p>
3	<p><b><u>Coaches</u></b></p> <p><b>Group Coaching</b></p> <p>Flavia circulated posters to promote all coaching opportunities, including the new initiatives, rusty rackets and mixed improver session on Wednesdays. These will be added to website and sent to membership when we know the end date of the lock-down.</p> <p>FS requested after lock-down ends that some clay-court bookings in the evening could be reinstated for squad practice. He will email a proposal.</p>	<p>RO</p> <p>FS</p>
4	<p><b><u>Clubhouse</u></b></p> <p>Clubhouse has been closed. Nothing to report.</p> <p><b>Clubhouse Internal Refresh Project:</b> To be returned to when circumstances allow.</p> <p><b>New Clubhouse Project Sub-committee</b> Dimensional survey complete. RW – oak tree survey quotes £250 last time. Will go ahead and re-confirm. DL will deputise for DH as lead on this sub-committee. Member's suggestion of Passmore prefab is worth exploring.</p>	<p>RW</p> <p>DH/DL</p>
5	<p><b><u>Committee reports</u></b></p> <p><b>Secretary:</b> Safeguarding. FF (24-Jan-22), FS (10-Aug-21) &amp; Daniele (1-Oct-21) are all up to date on their coaching registration.</p> <p><b>Men's Captain:</b> All matches stopped (2 played) and winter league cancelled. 3 Men's teams will be entered for the Middlesex Summer League. Magda to enter Mixed Vets</p> <p><b>Women's Captain:</b> All matches stopped (1 played) and winter league cancelled.</p>	<p>JC</p>

	<p>1 Women's team will be entered for the Middlesex Summer League due to loss of three 1<sup>st</sup> team players.</p> <p><b>Membership Team Report</b>  No change to the membership since 18-Oct-21.  566 members (337 playing adults) and £57,204 membership fees (last month 558 and £56,389).  Total for 2019/20 368 members and £38,550.</p> <p>The Waiting List stands at 111 entries (representing 146 adults).  The Waiting List increased by 5 entries (10 Adults) since 1-Jan-21.  Still extraordinary.</p> <p>Membership for 2021/22 was discussed:</p> <ul style="list-style-type: none"> <li>• No increase in fees from last year.</li> <li>• Discount offered to members rejoining as compensation for lockdown 3.0 and if in financial hardship, but otherwise to pay full amount to support the club.</li> <li>• Renewal email agreed.</li> <li>• Renewal email to be sent by our electronic system automatic emails will be sent to every member 28-days before renewal (4-March). An automatic reminder also goes out 11-days before &amp; 1-day after 1-April-21.</li> <li>• Closer date for renewals agreed as 14-April-21 and after that date only added to Waiting List.</li> <li>• Offer Waiting List places as people do not rejoin.</li> <li>• Self-print Membership Cards rather than shoe-tags agreed for this year as an experiment.</li> </ul> <p><b>Treasurer:</b>  HK reported that all court fees for coaches in lockdown have been refunded.  Fence repair invoice paid.  No income  Clubhouse sanitized again after dimensional survey.</p> <p><b>Social Secretary:</b> No activity.</p> <p><b>Bar Steward:</b> No activity.</p> <p><b>Coach Liaison</b>  Check LTA recommendations re parents attending children's lessons.</p> <p><b>Junior Parent Liaison:</b> No activity.</p>	LB
6	<p><b>AOB</b></p> <p><b>Clothing left in men's changing room</b>  Several items have been in there for some time.  Matt offered to bag these up and take them to local charity shop if not claimed.  Carried over to next meeting.</p> <p><b>Guest Fees</b>  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></p>	MM  MM/VF

	<p>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>  RW stated a desire to reinstate the trench immediately outside the fence line to the north side. This will reduce the need to regularly weed.  An expectation of completion is still the end March. RW will request help if required.</p> <p><b>Memorial Plaque</b>  The request from that the club fund a Plaque (£66) in memory of Henry Oluwarotimi Williams (long serving ex-member) was agreed. His family will provide an inscription. It was agreed that the best location would be by the shrine on the fence as a stake in the grass by the tree would not survive for long once normal activity at the club resumed (kids playing football, etc.)  LB to liaise with club member requesting.</p> <p>A wider concept of a Tribute List to past members who have made a significant contribution to the club would be great for the new club house.</p> <p><b>Beehive request</b>  A request had been received to locate beehives at the club.  We will request more details – location, number, etc. As well as proposal about keeping safe form the kids and impact on members who may be allergic.</p> <p style="text-align: center;"><b>Next meeting</b>  <b>Tuesday 9<sup>th</sup> March-21 7:30pm</b></p>	<p>LB</p> <p>RW</p> <p>LB</p> <p>LB</p>
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