

Elmwood LTC Committee Meeting Minutes

Date: Tuesday 12th January 2021 – held remotely due to Covid-19 pandemic

Present: Dirk (DL), Faraz (FS), Flavia (FB), Hak (HK), Louisa, (LB), Matt (MM), Richard (RO) & Rosette (RW)

Apologies: Jackie (JS), Jean (JC), Mindy (MB), Rocky (DH) & Valerie (VF)

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

New items are not highlighted.

	ITEM	ACTION
1	Uncorrected minutes of November meeting had been circulated in advance – corrections were pointed out and minutes amended? accordingly.	
2	<p><u>Matters arising from previous minutes:</u></p> <p>Rusty rackets: finished before shutdown, was well received, but we still need to get feedback and feedback to the LTA and discuss with Jackie on a next phase. Several people wanted another session of 4w and are willing to pay a higher fee in the future. Some are willing to join the club.</p> <p>Bike Rack – Dirk recommended a 5-bike rack. If on grass then buy a matt to limit mud. £150 for two 5-cycle rack. Purchase agreed. Location debated & to be researched.</p> <p>Windbreak for Court 6. FS got quote £194, but shop locked down. Will be bought & erected when club re-opened.</p>	<p>FS/JC</p> <p>DL</p> <p>FS</p>
3	<p><u>Safeguarding</u></p> <p>Welfare Officer (JS) training done, and DBS extended.</p>	
4	<p><u>Coaches</u></p> <p><u>Group Coaching</u></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>Court fees agreed with Daniele and have been paid.</p> <p>FF – when tennis restarts – Middlesex LTA requested we co-host a Road to Wimbledon weekend 10/11-July-21 with South Hampstead. This was agreed depending on the circumstances.</p> <p>FF requested that when tennis restarts, that Daniele can have another slot on Friday 17:30 to 19:00 (depending on demand). To be reviewed when demand clearer.</p> <p>FF reminded the meeting that the reinstatement of Junior match-play on a Friday 16:30 – 17:30 has previously been agreed.</p> <p>FS stated he is keen to run the club tournament in 2021.</p>	<p>RO</p> <p>FF</p>
5	<p><u>Clubhouse</u></p> <p>HK reported that he had carried out a sanitize exercise after the Covid infection and no one has entered the club house since as we have been in lockdown. HK reported left water heating on low to prevent freezes.</p> <p>The club house toilet facilities opening after lockdown #3 to be debated.</p>	

	<p>JS would like to limit access to the clubhouse to coaches only when we emerge from lockdown #3 as keeping the clubhouse closed limits opportunities for transmission.</p> <p>Clubhouse Internal Refresh Project: To be returned to when circumstances allow.</p> <p>New Clubhouse Project Quotes for dimensional surveys sent to member architects for advice. The £750 fee was judged to be adequate. LB will organise the survey to take place. DL requested to join the sub-committee.</p>	<p>LB</p> <p>DL</p>
6	<p><u>Committee reports</u></p> <p>Secretary:</p> <p>Acting as the clubs Welfare Officer JS completed a training refresher and renewed her DBS. A recommendation is to watch this video and feels we should make junior parents aware – via coaches and Junior parent liaison. It is suggested we include in the Junior/Cadet joining email.</p> <p>Due to a confirmed case of Covid-19 in one of our tennis coaches Jackie contacted the local Health Protection team (case number HPZ Ref 941848). Guidelines were followed, committee were kept fully informed and all those who had lessons within 48hrs of reported symptoms contacted on a warn and inform basis by the secretary as advised by consultant from the local Health Protection team.</p> <p>Men’s Captain: All matches stopped and league in suspended.</p> <p>Women’s Captain: All matches stopped and league in suspension.</p> <p>Membership Team Report Membership stands at 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>We have offered a refund to the 10 Leisure members who paid before lockdown #1 came into force.</p> <p>The Waiting List stands at 96 entries (representing 140 adults). On 18-Oct we offered membership to 10 people and so far, 8 have accepted. In due course if we do not hear (only have an email address) the remaining 2 will return to the Waiting List. The Waiting List increased by 12 entries (19 Adults) in Oct-20 with a further 3 (6 Adults) in Nov so far!</p> <p>Court usage graphs were circulated. They have been adapted to account for weather impacts. They show medium court usage as is to be expected in the winter months.</p> <p>RO to draft members renewal email.</p> <p>Treasurer: Coaches court fees have been refunded for the lockdown months.</p>	

	<p>Confirmed that LTA loan repayment has been made. Warned that we have none of the usual additional income, but still have costs</p> <p>Social Secretary: DH was congratulated on the Elmwood branded masks. We have ordered nearly 200, but not sold many yet as lockdown happened almost as soon as they were available. Demand will increase after lock down.</p> <p>Bar Steward: No activity.</p> <p>Coach Liaison Check LTA recommendations re parents attending children's lessons.</p> <p>Junior Parent Liaison: Nothing to report (other than that they – the juniors - are growing up!)</p>	<p>RO</p> <p>LB</p>
7	<p>AOB</p> <p>Clothing left in men's changing room 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>Guest Fees Matt & 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>AGM Minutes approved and will be posted to the website.</p> <p>Complaint Handling 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>Weeding court 1-3 & further regular maintenance Rosette previously submitted a Maintenance proposal that totals to 30-hours to keep the court surrounds free from weeds. LB will discuss I more detail. Rosette confirmed that she had enough capacity to meet this need.</p> <p>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 by end March.</p> <p>RW has a quote for survey of the large Oak tree next to the clubhouse. DL will also obtain another quote. The tree survey is needed by the design team for the club house project, but it can be delayed until income restarts.</p> <p>The request from that the club fund a Plaque (£44.34) in memory of Henry Oluwarotimi Williams (long serving ex-member) was agreed. His family will provide an inscription. LB to liaise with club member requesting.</p> <p>For information Patrick has new hedge trimmers, and he will be trimming from outside the grounds.</p>	<p>MM</p> <p>MM/VF</p> <p>LB</p> <p>LB/RW</p> <p>DL</p> <p>LB</p>

	<p>An approach from Winfield Court analysis IT system was considered too expensive for the benefit it would bring and a source of revenue for it wasn't obvious. The coaches were not in favour.</p> <p style="text-align: center;">Next meeting Tuesday 9th February-21 7:30pm</p>	
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