

Elmwood LTC Committee Meeting Minutes

Date: Tuesday 7th January 2020

Present: Jackie (JS), Hak (HK), Charles (CD), Jean (JC), Flavia (FB), Faraz (FS), Valerie (VF), Matt (MM), Dirk (DL)

Apologies: Mindy (MB), Rocky (DH), Richard (RO), Charles (CD), Jean (JC), Rosette (RW),

	ITEM	ACTION																														
1	Minutes of November meeting approved																															
2	<p>Matters arising from previous minutes:</p> <p>Clubhouse Project: Interior refresh planning underway with Valerie and Flavia. Skip will be retained until further clear out completed.</p> <p>Further Clubhouse Subcommittee meeting held and architects are looking at options for entrance as well as how many showers required. Total of 6 would be optimal.</p> <p>LTA registration complete</p> <p>Post Protectors – Flavia will order 3</p> <p>Hoodies: Flavia brought along an example and all present thought an option with lettering white on navy was worth checking out. Flavia will arrange for a further sample.</p> <p>Rusty rackets: First subsidised lesson will take place on 24th January. Faraz will run weekly groups of 6 and will report back to Jackie for the feedback required to Middlesex tennis who awarded us the grant.</p> <p>Coaches container has been raised to agreed level – thank-you to Rosette & Flavia who were in attendance Fee was £4,338 incl VAT and was paid from the sinking fund.</p>	<p>VF/FF</p> <p>LB</p> <p>FF</p> <p>FS/JS</p>																														
3	<p>Secretary report:</p> <p>Jackie proposed to amend monthly order of items:</p> <p>(1) Minutes of previous meeting (2) matters arising from previous meeting (3) Safeguarding (4) Coaches Report (5) Clubhouse Update (6) Committee Reports</p> <p>Secretary Men's captain Women's Captain Membership Treasurer Social Secretary Bar Steward Grounds Liaison AOB</p> <p>This was accepted and new format will be adopted from February. AGM was held on 17/11/19 Newly elected committee 2019-2020</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Elected</th> </tr> </thead> <tbody> <tr> <td>Chairperson</td> <td>Charles Dimpfl</td> </tr> <tr> <td>Secretary</td> <td>Jackie Speechley</td> </tr> <tr> <td>Social Secretary</td> <td>Rocky Hirani</td> </tr> <tr> <td>Bar Steward</td> <td>Mindy Burzdzius</td> </tr> <tr> <td>Treasurer</td> <td>Hakeem Khalil</td> </tr> <tr> <td>Men's Captain</td> <td>Jean Chalaby</td> </tr> <tr> <td>Ladies Captain</td> <td>Valerie Foltz</td> </tr> <tr> <td>Fixtures Secretary</td> <td>Shared by Men's & Women's Captains</td> </tr> <tr> <td>Membership Secretary</td> <td>Richard Ormerod/Rose Heaney</td> </tr> <tr> <td>Committee Member</td> <td>Rosette Wilkinson</td> </tr> <tr> <td>Grounds Liaison</td> <td></td> </tr> <tr> <td>Committee Member</td> <td>Louisa Burnaud</td> </tr> <tr> <td>Coach Liaison</td> <td></td> </tr> <tr> <td>Junior Parent Liaison</td> <td>Dirk Lindner & Matt Michaud</td> </tr> </tbody> </table>	Role	Elected	Chairperson	Charles Dimpfl	Secretary	Jackie Speechley	Social Secretary	Rocky Hirani	Bar Steward	Mindy Burzdzius	Treasurer	Hakeem Khalil	Men's Captain	Jean Chalaby	Ladies Captain	Valerie Foltz	Fixtures Secretary	Shared by Men's & Women's Captains	Membership Secretary	Richard Ormerod/Rose Heaney	Committee Member	Rosette Wilkinson	Grounds Liaison		Committee Member	Louisa Burnaud	Coach Liaison		Junior Parent Liaison	Dirk Lindner & Matt Michaud	
Role	Elected																															
Chairperson	Charles Dimpfl																															
Secretary	Jackie Speechley																															
Social Secretary	Rocky Hirani																															
Bar Steward	Mindy Burzdzius																															
Treasurer	Hakeem Khalil																															
Men's Captain	Jean Chalaby																															
Ladies Captain	Valerie Foltz																															
Fixtures Secretary	Shared by Men's & Women's Captains																															
Membership Secretary	Richard Ormerod/Rose Heaney																															
Committee Member	Rosette Wilkinson																															
Grounds Liaison																																
Committee Member	Louisa Burnaud																															
Coach Liaison																																
Junior Parent Liaison	Dirk Lindner & Matt Michaud																															

	<p>Safeguarding Visit: Took Place on 27th November 2019</p> <p>Conclusion: The venue has achieved the overall required standard with a number having been exceeded. There is evident commitment from the welfare officer supported by members of the committee in raising safeguarding standards at the club.</p> <p>Overall Result: Green - minimum standards achieved</p> <p>Trustee paperwork: all documents required have been sent to the solicitors.</p>																												
4	Men's Captain: nothing new to report																												
5	Women's Captain: nothing new to report																												
6	<p>Membership</p> <p>Three inquiries about joining recently. 367 (+3.7%) members at £38,740 (+2.9%) Last year 352 Members £36,539 (2017 408 & £40,076) Richard has sent out the 1st reminder email about BTM joining. The deadline is 14-Feb-20. 53 people were signed up before the email. 96 people have now opted-in. Last year we had 200! He will be sending another email next week and 1-week before.</p>																												
7	Fixtures: Jean & Valerie are up to date and will keep captains informed.																												
8	Treasurer: Hak is liaising with Valerie and Flavia re budget for refresh. LTA renewal registration fee paid. New year event was lovely for friends and neighbours. Band nights planned by Laura.																												
9	Social secretary: Apologies from Rocky. See treasurers report.																												
10	Bar Steward: covered by Hak																												
11	<p>Submitted Agenda Items</p> <p>New fees agreed as below</p> <table border="1"> <thead> <tr> <th></th> <th>2019-20</th> <th>2020-21</th> </tr> </thead> <tbody> <tr> <td>Family</td> <td>£330</td> <td>£345</td> </tr> <tr> <td>Couple</td> <td>£310</td> <td>£320</td> </tr> <tr> <td>Adult</td> <td>£190</td> <td>£200</td> </tr> <tr> <td>Country</td> <td>£100</td> <td>£105</td> </tr> <tr> <td>Concession</td> <td>£95</td> <td>£95</td> </tr> <tr> <td>Junior</td> <td>£40</td> <td>£40</td> </tr> <tr> <td>Cadet</td> <td>£30</td> <td>£30</td> </tr> <tr> <td>Leisure</td> <td>£60</td> <td>£60</td> </tr> </tbody> </table>		2019-20	2020-21	Family	£330	£345	Couple	£310	£320	Adult	£190	£200	Country	£100	£105	Concession	£95	£95	Junior	£40	£40	Cadet	£30	£30	Leisure	£60	£60	
	2019-20	2020-21																											
Family	£330	£345																											
Couple	£310	£320																											
Adult	£190	£200																											
Country	£100	£105																											
Concession	£95	£95																											
Junior	£40	£40																											
Cadet	£30	£30																											
Leisure	£60	£60																											
12	<p>AOB</p> <p>Floodlights</p> <p>Club currently pays for lights for Matches</p> <p>Women's drop-in coaching 2 x courts</p> <p>Women's Team 1 coaching 2 x courts</p> <p>Men's Team coaching 3 x courts</p> <p>It was agreed that club would pay for lights for the junior match play sessions on Fridays</p> <p>We have a separate back account for floodlights which was set up to make sure that they were not run at a loss. Floodlight maintenance is costly and electricity is also paid for separately. This was discussed at length and all agreed to carry on as is for now and to make sure that free use is not abused, that lights are turned off as soon as session finished and to review costs after summer to make sure we can continue to fund cost effectively and not at a loss. No one wanted to increase the cost of tokens. Jackie offered to research with other clubs re options for coaches and provision of lights. Feedback is that members need transparent coaching fees and this should ideally be on our website.</p>																												

Coaching

- Inclusive coaching

It has been brought to committees' attention that there is no group coaching available for male non-team members since the Wednesday session changed to being for team training only.

The suggestion to expand the coaching on Wednesdays to include an improvers session run by Daniele was discussed as an option. Coaches will discuss further and get back to everyone after talking to Daniele.

- Coaching Contract

Louisa has been reviewing the current LTA template with our coaches and comparing with what we have in place now and what if any amendments required for our club. Louisa and coaches will carry on with this and fill us in when ready. It looks like this will only result in minimum amendments.

- Junior Tournaments

Flavia will let Hak and committee know dates of the tournaments so that they can be added to the calendar

Newsletter: Louisa will follow up with Rose Rouse who has volunteered to help get this started.

Guest Fees

The guest fee is now £5.

More signage required to remind members of the fee and how to pay.

Valerie will liaise with Hak re payment options.

Bikes

More members seem to be bringing their bikes down to the courts across the grass bringing mud on shoes to the courts. Members to be reminded that we have a bike rack to use or to lock their bikes up by the clubhouse. All understand safety reasons why members do this and bikes have been stolen in the past. All present will help remind members to help keep mud off courts.

Next meeting

Tuesday 11th February 7.00pm