

Elmwood LTC Committee Meeting Minutes

Date January 9th 2024

Present: LB JS, HK, DP, DL, MB, WG, FS, WJ

Apologies: RW RO RH DF TP CG JC

	ITEM	ACTION
1	<p>Previous minutes from November meeting previously circulated: APPROVED</p>	
2	<p>Matters arising from previous minutes: Link with local schools: LB & JS have sent introductory email to 4 local schools by email, Furness, Princess Frederica, Kenmont and Donnington offering daytime use of courts. Schools only returned on the 8th – hopefully will have response for next meeting. Court booking and no shows. Overall slots of 1.5hrs seem to suit the majority. The clubspark booking system has some limitations and all agreed in the spirit of friendliness, to encourage all, including coaches, to use the main Elmwood WhatsApp group to let group know if they have left early or have released a court. Ball Machine: all agreed that it would be good to include details of how join the ball machine group as part of the renewal communication. The initial group was started over 2 years ago and membership for the ball machine access will now need to be renewed by everyone in the group by 1st April 2024. Memorial for Mindy Hak has suggested fundraiser to support the family. This could include a weekend, Saturday tournament with entry fee followed by a band night with some of the bar takings also being donated too. All present agreed this is lovely idea. Aim for Spring/ Summer.</p>	HK/DL
3	<p>Safeguarding: Safeguarding Awareness Week 2023 This was oversubscribed and I have raised this with John Love our lovely County Safeguarding Officer together with request for more in person events specifically for welfare officers would be welcome. He has quarterly meetings with the LTA and will raise the issue of more awareness weeks and potentially extending them to more than just a week on my behalf. He also thanked me for pro -active and positive approach to safeguarding. Safeguarding posters Will be making these more visible and putting up on the toilet doors and in changing rooms. Aiming to make space on the noticeboards in the corner where juniors and parents sit too.</p>	JS
4	<p>Coaches Reports: FS - Very quiet activities, weather having an impact on all Programs and sessions, groups back in this week and sessions as normal coaching schedule. DP - very quiet coaching activities over the Christmas season. The Junior programme resuming Monday the 8th January. The U9 & U10 have two league matches in January. I'm taking the U8 Team to Islington on the 20th January to one day competition between 12 teams/clubs. Have made entry for Road to Wimbledon 2024, juniors and adult</p>	

	<p>doubles too this year, more details to follow.</p> <p>WJ - Excellent start to the junior program this term. Currently in the process of getting the honours board updated. Ready with club tournament proposal when timing right.</p> <p>Camps February Camp: Local outdoor clubs not running due to winter weather. Elmwood will not have one either in February and will consider all options for Easter.</p>	
5	<p>Clubhouse Updates Clubhouse Redesign (DH, DL & LB) A fee proposal has been submitted by one architect. Members Ana and Sava (also architects) have kindly agreed to oversee progress and communicate with the appointed architect. More than one quote is required for the specification given. It was an action item from the AGM that the specification for the new clubhouse was given to more than one architect to submit proposals for consideration to ensure value for money and to give choice. Ana and Sava will be invited to next meeting to help evaluate proposals received so far.</p> <p>Clubhouse Maintenance 2 more chairs have been covered – thank-you Rosette.</p>	LB
6	<p><u>Committee reports</u> Secretary: Action items from AGM.</p> <ul style="list-style-type: none"> • Weekly hire fee for summer 2023 to be confirmed. • Court no shows – this is being monitored – no need for penalties thus far. • Clubhouse – communicate update when we have response to specification followed by fundraising plans when architect appointed and best estimated cost. <p>Christmas Tree decorating evening: lovely evening and lovely feedback from kids, parents and members thank-you to Rosette, Alison and Sue for helping.</p> <p>Men's captain (JC) I have entered three men's teams in the Middlesex Summer League. This number of teams has been stable for years, and I do not think we have capacity for more. Some members are planning to enter other competitions as the deadline is on February and I will ask them to consult or inform the Committee.</p> <p>Women's Captain (MB) The Summer league entry has been open and closed but I have not been notified therefore although we missed the deadline. Ro Foley did email me after New Year to check if we did want to enter teams in after the deadline so hopefully we will still be allowed. The issue is still there that the notification was not sent to the appropriate people. Not sure how to prevent this in the future. On a positive note, the Vets and Mixed cup entry notification has been sent to everyone. It may be that the new system has not been fully up to speed? Nothing new to report on the teams, ladies, mixed and vets are all half way through the season.</p>	JS

	<p>Further discussion: In light of the increase in tournaments entered by Elmwood and the new format for entering teams it was agreed to review how fixtures are agreed. Captains Magda and Dirk agreed to follow up with Jean to see if better to return to one point of contact at the beginning of summer and winter to help ensure all teams preferred days can be accommodated.</p> <p>Membership (RO & WG) The membership team has been expanded by the volunteers of Sam Taylor and Toby Pullen - who will be inducted in mid-February-23 as the busy time for membership ramps up from early-March until around mid-May. The membership income is unchanged since Nov-23 apart from one Adult-Coaching membership. The Waiting List has grown by 1 person.</p> <p>TREASURER Just catching up on the outstanding bills otherwise very quiet, income has almost dried up. Bills and expenses are being covered from savings.</p> <p>Social Secretary (DH) Next meeting.</p> <p>Bar Steward (HK & DH acting) Very quiet over holiday period.</p> <p>Grounds Liaison (RW) Reminder for coaches to put out the big red bin out on Tuesdays and to bring in when emptied.</p> <p>Coach Liaison (LB) New court fees. Agreed these will go up to £100 per month for full time coaches from 1st April and to £60 per month for part time.</p> <p>Junior Parent Liaison Next meeting</p> <p>Social Media (DF) Posting will resume after holiday break. Reminder to share forthcoming events and photos.</p>	MB/DL
7	<p>AOB</p> <p>Sponsor LB suggested we look for local sponsor to advertise on windbreaks and will follow up. Darts night suggested – club previously had a team and won trophies! There are 3 specific markings on the clubhouse floor for this purpose. WJ and Hak will follow up as there is definitely interest. TV: the TV that is behind the bar will be put out in the clubhouse on Friday evenings. Defibrillator; WG suggested we remind members that we have one highlighting its location in the clubhouse and that it is very simple to use and has a built-in speaker which gives real time guidance. Logo: Louisa briefly presented 3 new options for updating the logo. Further review during Q1. All present favoured the more traditional options.</p> <p style="text-align: center;">Next Meeting Tuesday February 13th 7.00pm</p>	LB HK/WJ WG

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