

## Elmwood LTC Committee Meeting Minutes

**Date: Tuesday 14<sup>th</sup> July 2020 – held remotely due to Covid-19 lockdown**

Present: Jackie (JS), Hak (HK), Flavia (FB), Faraz (FS), Richard (RO), Rocky (DH), Rosette (RW), Louisa, (LB)

Apologies: Mindy (MB), Charles (CD), Valerie (VF), Jean (JC), Dirk (DL), Matt (MM),

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

New items are highlighted.

	ITEM	ACTION
1	Uncorrected minutes of June meeting had been circulated in advance – corrections were pointed out and minutes amended accordingly.	
2	<p><b>Matters arising from previous minutes:</b></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>Windbreak – this has been erected between courts 3 &amp; 4. It has performed well and there have been some strong winds, but undue strain has not be noticeable on the fencing. A second windbreak will be located at the end of Court 6 once the fencing is repaired. Thanks to FS, JC, GB &amp; MM,</p> <p>Fencing – two quotes, for the All Saints Rd side from the coaches’ hut to the corner by Buchanan Gardens, have been received and were very close. It was agreed to proceed with Trevor May as they were familiar with that area having recently repaired the other section. It would be best to undertake the work before the end of August as it will mean Court 6 is closed for 2-days and Flavia is not working.</p> <p>Bike Rack – Dirk to research</p>	<p>FS/JC</p> <p>RO</p> <p>DL</p>
3	<p><b>Safeguarding</b></p> <p>Women’s changing room still out of order.</p> <p>The club house and toilets are closed to all except the coaches.</p>	
4	<p><b>Coaches</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>Flavia confirmed that she will be away from 18-July to likely the end of August. Daniele will be standing in for Flavia with her Junior program. This will free up some court time as 3 courts at the same time will not be needed and Daniele works at South Hampstead in the mornings. Flavia will adjust the court booking system accordingly.</p> <p>From September onwards Flavia requested that to cope with the expanded Junior numbers (over 60 Cadets) that in addition to the 3<sup>rd</sup> hardcourt being used for coaching from 15:00 to 16:30 that Mon – Fri they also use the 3<sup>rd</sup> court from 16:30 – 19:30 and on Saturday 2-hours in the afternoon.</p> <p>A long discussion where everyone is supportive of the Junior program, but also conscious of the popularity of court times and scarcity of availability late afternoon onwards at weekdays. Weekends seem less popular. It was agreed that Mon, Tue, Wed from 16:30 – 19:30 and Sat PM were supported, but Friday being the most popular evening was declined.</p>	<p>RO</p> <p>FB</p>

	<p>Further statistics will be gathered to assess Thursday evening, distributed by noon on 15-July and a decision via email made by 16-July. A decision for only a further 1-session on Thursday was the majority vote.</p> <p>It was also agreed that Daniele will remain on a rolling 1-month temporary contract until situation is clearer, but that if the demand for a third part-time coach is permanent then we need to advertise the role and have an open selection and of course Daniele is well regarded and would be seriously considered for the role.</p> <p>Sangita from Middlesex LTA has been in touch with Flavia about us hosting junior competitions between September and December 2020. It would involve (on separate weekends) a Red tournament on 1-court, an U9 and U10 on all hard courts taking 3 to 4 hours. Saturday morning was targeted as the least disruptive time and all agreed. Dates were being discussed, but it became apparent that we can't host an open tournament without a functioning club house and two toilets all of which comply with the Covid-secure requirements. Until the roof and Ladies toilets are repaired this can't happen. It is unlikely that a contractor can finish the work by mid-October so it would be unwise to go ahead with any open tournament at this time. Flavia will inform Sangita from Middlesex LTA.</p> <p><b>Club tournament</b> It was agreed that the annual club tournament should be restarted. Due to the late start and the pressure on courts It was agreed that the Finals day will be moved to 17 or 18-October and that only Men's Singles, Men's Doubles, Women's Singles and Women's Doubles will be played.</p> <p>We need to email the membership by Mon 20-July and have people sign-up remotely by 3-Aug, so a draw can be made and matches start w/c 3-Aug leaving 10-weeks before the finals.</p> <p>Faraz will need some help with the remote sign-up, seeding, draw and recording results and will seek help from Jean, Dirk &amp; Matt.</p> <p>Flavia will also consider if it is possible to have a Junior Competition for the same Finals day.</p> <p>The number of spectators on Finals Day will be determined by the social distancing rules in operation at that time. It is possible that the club house will not be open by then, but we will make the toilets available to competitors &amp; officials.</p>	<p>FB</p> <p>FS, JC, DL, MM</p> <p>FB, DL, MM</p>
5	<p><b>Clubhouse</b> <b>Clubhouse Internal Refresh Project:</b> This will have to wait until the roof and women's toilets are repaired.</p> <p>Hak has received 3 quotes for roof repair. We are negotiating with the lowest tender to include the toilet repair works as well. The final price is awaited but anticipated soon. It was agreed that work would start ASAP. Hak confirmed that the Insurance Company would not cover any of the costs and we will have to pay for it out of general funds.</p> <p>Rocky, Hak &amp; Mindy had inspected and risk-assessed the club house and it was agreed that it is just not possible to open it for anything other than occasional toilet access for the coaches until the roof &amp; toilet renovation work is complete. This will rule out having a Summer Camp this year. Rocky to inform Oliver.</p>	<p>HK</p> <p>DH</p>

	<p>It was agreed this renovation of the clubhouse would proceed, but there was no point in progressing with installation until the roof was mended.</p> <p>A new proposal was submitted by Joanna Kostka (professional chef) to start a Club House café.</p> <p>Although a good idea in principle. Louisa will communicate with Joanna and include her in the planning/action group for club house refresh.</p> <p>Louisa has invited her to join the renovation working party and she is delighted to get involved.</p> <p><b>New Clubhouse Project</b></p> <p>Louisa had previously reported back that fresh dimensional survey is next step.</p> <p>One quote had been received and the second awaited.</p> <p>The condition and status of the large Oak tree was also raised as being covered by the survey.</p>	<p>VF et al</p> <p>LB</p>
<p>6</p>	<p><b><u>Committee reports</u></b></p> <p><b>Secretary:</b></p> <p>Jackie reported we had been approached by a telecoms mast provider [Waldon Telecom acting for Cornerstone Telecommunications Infrastructure (Vodafone &amp; O2)] to gain access to the club to carry out a survey with a view to erecting a mast. They stated that they had a statutory right to do this due to 2017 legislation. Jackie has asked the LTA for advice.</p> <p>We may not be able to stop the survey, but any mast would be subject to normal planning process and we can object and raise opinion against it.</p> <p>The survey can take up to 3-months after lockdown ends, so there is time to consider all options.</p> <p>No contact reported since March.</p> <p>A request for court use by University College London was declined due to court availability now being needed by members and coaching.</p> <p><b>Men's Captain:</b></p> <p>All summer matches have been abandoned. Fees rolled over to next season.</p> <p><b>Women's Captain:</b></p> <p>All summer matches have been abandoned. Fees rolled over to next season.</p> <p><b><u>Membership Team Report</u></b></p> <p>Membership stands at 493 members generating £51,388.</p> <p>In July-19 it was 305 members generating £33,915. Total for 2019/20 368 members and £38,550.</p> <p>We also have a waiting list of over 80 people.</p> <p>People who have not renewed from last year are: 7 Families, 4 Couples, 30 Adults, 9 Concession, 8 Junior and 14 Cadets.</p> <p>A separate meeting is held on 21-June and a few more waiting list members were admitted, but the bulk are to be left until we have a clearer picture of court usage. This will be discussed at length at the August Committee meeting.</p>	<p>JC</p>

	<p>Detailed court use figures from the start of re-opening had been circulated in advance to provide background to this discussion.</p> <p><b>Treasurer:</b> Hak reported no reportable issues.</p> <p><b>Social Secretary:</b> No social activity.</p> <p><b>Bar Steward:</b> No activity.</p> <p><b>Coach Liaison:</b> <b>Coaching Agreement</b> A final revision to the Agreement was distributed by Louisa and was agreed by all to be adopted. Copies of signed agreement from all coaches to be lodged with the Secretary.</p>	GB/RO
7	<p><b>AOB</b></p> <p><b>Clothing left in men's changing rooms</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 next meeting.</p> <p><b>Court Maintenance</b> This happened on 15-June-20 and seems to have gone well. Big thanks to Rosette for meet, greet &amp; inspect. Next visit is scheduled for 21-Sept-20.</p> <p><b>Weeding court 1-3 &amp; further regular maintenance</b> Rosette was thanked for all her hard work to get the weeds off the clay courts. All agreed that she should invoice for work undertaken during lockdown as usual.</p> <p>It was previously agreed that a regular maintenance contract needed to be assessed and implemented to keep the area immediately outside the courts also in good order. Rosette will assess the effort involved in the immediate task and on an ongoing basis and see if she can fulfil it. It was agreed that any maintenance work can continue while the courts are in use and would be safe at a social distance.</p> <p>Rosette reported that she had cleared the back of court 1 -3 and would scatter the old shale to help damp down the weeds. Rosette committed to clear the perimeter of all the courts – back, sides and front by the time of the next meeting. Also, to assess the effort that this has taken and report back on making a regular plan and assess whether she needs any help.</p> <p>Rosette also reported that the main gate lock is now fixed and is working again.</p> <p>Two additional brushes (the longer handled ones) were requested and agreed. Hak has purchased and they are in the coaches' hut. Matt/Dirk will assemble and position.</p>	<p>MM</p> <p>MM/VF</p> <p>RW</p> <p>MM/DL</p>

	<b>Next meeting Tuesday 11<sup>th</sup> August 7:30pm</b>	
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