

**Elmwood LTC Committee Meeting Minutes**

**Date: Tuesday 9<sup>th</sup> June 2020 – held remotely due to Covid-19 lockdown**

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

Apologies: Mindy (MB), Charles (CD), Jackie (JS), Valerie (VF), Jean (JC),

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

New items are highlighted.

	ITEM	ACTION
1	Uncorrected minutes of May 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, 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 – Jean purchased, not yet collected &amp; to be erected by Faraz.</p> <p>Fencing – two quotes, for the All Saints Rd side from the coaches’ hut to the corner by Buchanan Gardens, are lined up when once out of lockdown</p> <p>Bike Rack – Dirk to research</p>	<p>FS/JC</p> <p>FS</p> <p>RO</p> <p>DL</p>
3	<p><b><u>Safeguarding</u></b></p> <p>Women’s changing room still out of order.</p> <p>Coaches have agreed to escort juniors to the clubhouse one at a time.</p> <p>Temporary sign is on the door now.</p>	
4	<p><b><u>Coaches</u></b></p> <p><b><u>Group Coaching</u></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 lockdown.</p> <p><b><u>Club tournament</u></b></p> <p>It was agreed that the annual club tournament could be restarted in the lockdown easing environment.</p> <p>The exact nature (singles &amp; doubles, doubles only, etc.) and timing will be discussed between Faraz, Dirk, Matt and Jean.</p>	<p>RO</p> <p>FS/DL MM/JC</p>

5	<p><b>Clubhouse</b>  <b>Clubhouse Internal Refresh Project:</b>  Painted inside of club house &amp; gents is complete. All things taken off the walls (e.g.) Honours board need to be put back up when we come out of lockdown.</p> <p>Martyn will be changing the cupboard doors in the kitchen.</p> <p>It was agreed to start the process of roof repair as soon as possible.  Rosette will send Hak details of two builders and he will get a third from Mindy.  He will the arrange to get 3-quotes we can submit to the Insurance Company.</p> <p>Temporary canvass in place making water tight, but not waterproof when it rains.</p> <p>Valerie and Clare liaising with Hak for all expenditure and they are all exploring option of buying new fabric to covering existing furniture.  It was agreed this project could 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.  All though good idea in principle. Louisa will communicate with Joanna and include her in the planning/action group for club house refresh.</p> <p><b>New Clubhouse Project</b>  Louisa had previously reported back that fresh survey is next step.  Jackie sent contact details and costings of the company who did a previous conditions survey. It was stated that what is required is a dimensional survey, so the design team know the exact dimensions to work with.  Louisa would source at least two quotes for a dimensional survey as soon as possible.</p>	<p>HK</p> <p>VF</p> <p>LB</p> <p>LB</p>
6	<p><b>Committee reports</b>  <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.  The survey can take up to 3-months after lockdown ends, so there is time to consider all options.</p> <p><b>Men's Captain:</b>  All summer matches have been abandoned.  Fees rolled over to next season.</p> <p><b>Women's Captain:</b>  All summer matches have been abandoned.  Fees rolled over to next season.</p> <p><b>Membership Team Report</b></p>	<p>JC</p>

<p>We have £36,977 from 339 members (220 adult players). Last year at this time we had £33,175, in 2018 £31,466 and in 2017 was £33,201.</p> <p>We also have a waiting list of 9 Families, 6 Couples, 18 Adults and 1 Junior (potentially £8,595 and 48 adult players).</p> <p>People who have not renewed from last year are: 9 Families, 3 Couples, 29 Adults, 2 Country, 8 Concession, 11 Junior and 16 Cadet!</p> <p>The dilemma we have never faced before is that at what stage will we become “full up” and pressure on court access is too great? The most adult players we have ever had was 258 in 2017. That did not seem overcrowded at the time.</p> <p>It was agreed to offer last year’s members a chance to re-join by 19-June or lose the ability to re-join and after that must go on the waiting list. It was agreed to offer membership to half the waiting list, including all the families immediately.</p> <p>We will assess the situation again in 2-weeks in the light of court usage and feedback. A separate meeting is penciled in for 21-June. This would also consider the possible expansion of junior coaching with Daniele.</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>New Membership Category</b> To help ease pressure on the courts it was agreed to introduce a new membership category - Coaching Member. This would mean after a maximum of two introductory lessons an adult would have to join to be coached, but they could not book, or use the courts outside of coaching. They would not have a shoe-tag or be given the codes to the court gates. A Coaching member can upgrade to a full member by paying the difference in cost. The annual fee was agreed at £60. It would only apply to adults – juniors &amp; cadets are already excellent value. I was agreed by the coaches that full club members would have priority access to coaching over this category of membership.</p> <p><b>Treasurer:</b> Hak has negotiated a 6-month loan repayment holiday with the LTA and the mid-year payment of £2,500 has been deferred.</p> <p>We have received a £10,000 grant for assistance with the expenses of running the club to cope with the impact of Covid-19 from Brent Council.</p> <p>An LTA filming session went ahead smoothly and a payment of £350 received. They may want to use the facilities again.</p> <p>It was agreed that coaches would start paying monthly Court fees from 1-July now that coaching was running at a high level.</p> <p>Hak has completed the on-line LTA payment relief for £660. Received</p> <p><b>Social Secretary:</b> No social activity.</p>	<p>GB/RO</p> <p>GB/RO</p>
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	<p><b>Bar Steward:</b> No activity.</p> <p><b>Coach Liaison:</b> No activity.</p>	
7	<p><b>AOB</b></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.</p> <p>ELTC Hoodies – Flavia reported more interest. She will send an email to membership to distribute to gauge interest for another order.</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> Artificial clay delivery had arrived and maintenance of courts 1 -3 will take place on 15-June. Courts have been booked between 09:00 and 15:00.</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 also 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>Two additional brushes (the longer handled ones) were requested and agreed. Hak will purchase and Matt will reposition.</p> <p style="text-align: center;"><b>Next meeting Tuesday 14<sup>th</sup> July 7.00pm</b></p>	<p>FF</p> <p>FF</p> <p>MM</p> <p>MM/VF</p> <p>RW</p> <p>RW</p> <p>HK MM</p>