

Elmwood LTC Committee Meeting Minutes

Date 19th March 2024

Present:

Elected Committee LB, DH, RW, DF, TOBY P, JS, WG, MB, RO (VIA ZOOM),

Coaches FS, WJ, DP

Subcommittees:

- **Planning Committee** DL
- **Fundraising:** Member volunteer TWG

Apologies: HK, TP, ST, CL, JC

	ITEM	ACTION
1	Previous minutes from February meeting previously circulated: APPROVED	
2	<p>Matters arising from previous minutes:</p> <p>Link with local schools – see sec report Honours Board: sign writer rescheduled for next week Logo: Circular logo approved and agreed Advertising / Sponsorship – see sec report Defib: WG will look for link to simple information for members TV – the one behind the bar will be checked to see if it still works and where best to put it on Friday evenings. For big events like Wimbledon the club will continue to use the projector and big screen. Email migration completed Club Admin role – 8 responses. LB has spoken to all in last 2 days. 2 pulled out and there are 6 left. All 6 will be contacted for follow up / in person interviews.</p>	<p>WJ</p> <p>WG</p> <p>LB</p>
3	<p>Safeguarding:</p> <p>In touch with Middlesex Tennis to adopt and adapt new policies. Booked for LTA Welfare Officer Webinar on April 25th.</p>	
4	<p>Coaches Reports:</p> <p>Events 2024 dates confirmed:</p> <ul style="list-style-type: none"> • Saturday 27th April (contingency 28th) Play Your Way to Wimbledon U14 and Adult+18 • Saturday June 15th (contingency 16th) VETS FINALS <p>Tournament begins 27th April entry age 55 and over men's and ladies. Alongside the vet's finals, we will run an Elmwood U8&9&U10 friendly tournament to celebrate every age Elmwood tennis.</p> <ul style="list-style-type: none"> • SUNDAY 30TH JUNE 2024 <p>Parents + Child doubles tournament</p> <ul style="list-style-type: none"> • SATURDAY 13TH & 14TH JULY <p>County Road to Wimbledon Finals. Danielle also planning to run the Junior U8/U9/U10 Elmwood Club Championship on the Sunday 14th July</p> <ul style="list-style-type: none"> • SUNDAY SEPTEMBER 15TH <p>U18 Club Championship one day tournament</p> <p>Easter Camp</p> <p>Lots of enquiries. Coaches recruitment nearly completed.</p> <p>CLUB TOURNAMENT</p> <p>New format proposed by WJ similar to Paddington to be run over weekends in September.</p> <p>All agreed to trial for this year, mindful of how tricky and pressurised it was for many involved last year to schedule all their matches in time for Finals Day. It will be more exciting and will also have a small entry fee and linked to fundraising events.</p>	
5	Clubhouse Updates	

	<p>DL and TWG gave an update on recent planning committee meeting and how to proceed. There were 2 architect options and 3rd option of modular build company. 3rd option has been discounted now.</p> <p>Both architects are keen to proceed with the project's new framework and have provided their fee proposals that take into account the staged approach. More importantly, the proposals are now comparable.</p> <p>Next step (stage 1) is to ask both architects to provide a feasibility study.</p> <p>Total cost for 2 feasibility studies approx. 7K</p> <p>Order of stages:</p> <ul style="list-style-type: none"> • Stage 1 (feasibility) • Stage 2 (Concept Design & Planning Application) • Stage 3 (Design for tender) £ • Stage 4 (Construction includes Contract Administration & Project Management) <p>New build costing coming in around 800K without kitchen fittings.</p> <p>Clubhouse Refurb & Maintenance DH &LB</p> <p>Awaiting final decision on clubhouse build so as not to incur unnecessary cost therefore things on hold at present</p>	
6	<p><u>Committee reports</u></p> <p>Secretary (JS)</p> <p>In discussion with Middlesex Tennis re sports related opportunities for sponsorship linking with LTA and Road to Wimbledon.</p> <p>Local Primary school Head is following up with their PE teacher re offer of free access to courts. I also suggested options of using them for end of term competitions and also that they could link with other local schools for an inter school event too. She had received our contact letter.</p> <p>Men's captain (JC)</p> <p>The men's teams are good to go this summer. The courts are booked and I have agreed dates with all the clubs. This year I have squeezed almost all the men's matches on Tuesday nights. The one exception is Wednesday 10th July because I had too many home ties to arrange within one round.</p> <p>Thank you to Richard for helping me with booking the courts.</p> <p>Winter league is following its course, with two teams doing very well and at the top or very near the top of their respective leagues (Elmwood I & III), and two teams doing not so very well (Elmwood II & IV).</p> <p>Women's Captain (MB)</p> <p>RW ladies' team 2 summer fixtures logged: thanks to JC for his help. Three matches this month due to weather.</p> <p>MB - Ladies team 1 - Winter floodlit season: team has managed to remain in Division 2 by a whisker! Summer season matches are all arranged and in the calendar.</p> <p>Thanks to Jean we have now agreed a simple system for booking home matches, by avoiding team training days as much as possible.</p> <p>Mixed & Vets Captain (MB & Nicky Wimble)</p> <p>MB - We had to postpone one of our recent matches due to bad weather to be played on the first weekend in April which will take us beyond the league's standard end date (end of March). Fingers crossed weather will hold! The Winter season has been tricky getting enough players to commit especially for away matches so we have ended up with a mix of abilities and the result is that we are likely to be demoted to division 4 next year.</p> <p>Membership (RO/WG/ST/TP)</p> <p>The membership team is fully trained and productive with a rota to share workload.</p> <p>It's fantastic - big thanks to Will, Sam & Toby.</p> <p>Renewals have been arriving ever since the first email was sent out on 3-March-24.</p> <p>The next reminder email is on 21-March.</p> <p>Deadline is 14-April.</p>	

	<p>The Waiting List currently stands are 387 (548 Adults) and 13 (17 adults) have joined since 12-Feb-24 The top 100 of the Waiting List were emailed on 28-Feb to see if they were still interested. 25 have yet to respond. 7 have withdrawn and 6 don't want to join this year but stay on the Waiting List</p> <p>TREASURER (HK) Next meeting</p> <p>Social Secretary (DH) Requests to hire our venue have been responded to. Suggestion of dates for a Benefit event for Mindy's family discussed – possibly May. Discuss more at next meeting.</p> <p>Bar Steward (HK & DH acting) Social tennis well attended but bar still quiet as is usual for this time of year. Bar expected to pick up in spring when clocks go forward.</p> <p>Grounds Liaison (RW) Spring court maintenance booked for Tuesday 16th April. 1 pallet of clay ordered.</p> <p>Coach Liaison (LB) Nothing to report</p> <p>Junior Parent Liaison Next meeting</p> <p>Social Media (DF) Nothing new to update. Ready to promote the calendar of events when finalised and more details available.</p>	
7	<p>AOB Club security – gate WJ will arrange quote for gate improvement. Toilet paper ordered. Currently in the container and needs to be kept in the storeroom too. UKPN – LB will give contact and summary of all communications so far to Toby who has very kindly offered to follow up as this is his field of expertise.</p> <p>New header format of attendees on the minutes to help clarify who attends and their roles including sub committees. It had been previously agreed that coaches could rotate attendance. This will help avoid interrupting their lessons (and earnings) and if none can attend then LB as coach liaison can update as well as add summary to agenda in advance of meetings. The elected committee member on any subcommittee (working party) can provide updates at meetings. JS will circulate the 2023 elected committee members document.</p> <p style="text-align: center;">Next Meeting April 9th April 7.00pm.</p>	<p>WJ</p> <p>Toby P</p> <p>JS</p>