

## Elmwood LTC Committee Meeting Minutes

**Date: Tuesday 10<sup>th</sup> November 2020 – held remotely due to Covid-19 lockdown**

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

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

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

New items are highlighted.

	ITEM	ACTION
1	Uncorrected minutes of October 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>Bike Rack – Dirk recommended a 6-bike rack. Accepted in principle, but the question of it being moved/stolen needs addressing. Pending DL attendance.</p> <p>Windbreak for Court 6. FS get a quote, be less than next time. Awaiting price after lockdown. Agreed in principle.</p>	<p>FS/JC</p> <p>DL</p> <p>FS</p>
3	<p><b><u>Safeguarding</u></b></p> <p>Women’s toilets &amp; changing room are back in use, so no safeguarding issues.</p>	
4	<p><b><u>Coaches</u></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>Court fees for Daniele will be set at a fair rate based on time of court use and include use since the summer. He is expressed his willingness to pay. Conversation delayed due to lockdown #2.</p>	<p>RO</p> <p>LB/HK</p>
5	<p><b><u>Clubhouse</u></b></p> <p><b>Roof &amp; Ladies Toilet Repair</b></p> <p>The roofer did come back and addressed the issue of the small leak between the junction of the repaired flat roof and the existing pitched roof.</p> <p>The Ladies have been painted.</p> <p>The Men’s urinal cistern needs replacing.</p> <p>The big crack in Men’s needs filling. Existing people are too busy or too slow.</p> <p>Check out recommendation by DL of a handyman.</p> <p>Skip still to be collected.</p> <p>The Covid secure steps of - pedal bins, paper towels, adequate toilet paper, soap and hand-gel are all in place and will be regularly checked by the cleaners who will visit 3-times/week.</p> <p>The club house toilet facilities will be open after lockdown #2.</p> <p><b>Clubhouse Internal Refresh Project:</b></p> <p>This will have to wait until the roof and women’s toilets are repaired.</p>	<p>HK</p>

	<p><b>New Clubhouse Project</b>  Quotes for dimensional surveys has been sent to member architects for advice.  Awaiting their feedback.</p>	LB
6	<p><b>Committee reports</b>  <b>Secretary:</b></p> <p><b>Men's Captain:</b>  Men's 3<sup>rd</sup> team have played 1-home (loss) and 1-away (draw) matches. Men's 2<sup>nd</sup> played 1 away match (loss). All remaining matches after lockdown#2 will need rearranging.</p> <p><b>Women's Captain:</b>  One home match against Paddington (10-4 win!) in the winter league. Next two scheduled matches (away) affected by lockdown#2 and will need rearranging.</p> <p><b>Membership Team Report</b>  Membership stands at 566 members (337 playing adults) and £57,204 membership fees (last month 558 and £56,389).  In Oct-19 it was 367 members and £38,740. Total for 2019/20 368 members and £38,550.</p> <p>We have offered a refund to the 10 Leisure members who paid before lockdown #1 came into force.</p> <p>The Waiting List stands at 96 entries (representing 140 adults).  On 18-Oct we offered membership to 10 people and so far, 8 have accepted. In due course if we don't hear (only have an email address) the remaining 2 will return to the Waiting List.  The Waiting List increased by 12 entries (19 Adults) in Oct-20 with a further 3 (6 Adults) in Nov so far!</p> <p>Court usage graphs were circulated.  They have been adapted to account for weather impacts, but still show lower court use than expected with the number of members we have.</p> <p><b>Treasurer:</b>  Hak reported no reportable issues.  Hak is busy preparing the accounts for the AGM.</p> <p><b>Social Secretary:</b> No social activity.</p> <p><b>Bar Steward:</b> No activity.</p> <p><b>Coach Liaison:</b>  Check LTA recommendations re parents attending children's lessons.</p>	

		LB
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 post lock-down.</p> <p><b>AGM</b> An email announcement was sent out on 8-Nov for the AGM at 18:00 on Sunday 22-November 2020. If people want to attend, they will reply to the email and be sent a link to the meeting. Only 3 people have 'registered' (as well as the committee members) so far. No quorum is required for the AGM.</p> <p>It was confirmed there is no need for a proposer &amp; seconder for committee members. All existing Committee Members will stand again, removing the need to vote (difficult remotely). Charles Dimpfl will become Honorary President and Louisa Burnand will be the new Chairperson as approved at the last meeting.</p> <p>Reports from the Secretary, Treasurer &amp; Membership will be submitted in advance and made available during the meeting as a PowerPoint presentation The issue of the mobile mast survey and the new LTA Wimbledon ticket arrangement need to be included..</p> <p><b>Hand Gel Stations</b> To be checked before return from lockdown#2.</p> <p><b>Complaint Handling</b> Complaints about the manner of committee members approaching members about issues needs to be considered. Suggestion to discuss when/why/how we do this so as to manage difficulties and potentially contentious situations better will be discussed when we have more agenda time.</p> <p><b>Weeding court 1-3 &amp; further regular maintenance</b> Rosette submitted a Maintenance proposal that totals to 30-hours to keep the court surrounds free from weeds. This will be considered at the next meeting. Rosette confirmed that she had enough capacity to meet this need. A wild flower seeding of the triangle by court 1 was enthusiastically agreed to.</p> <p style="text-align: center;"><b>Next meeting</b> <b>Tuesday 12<sup>th</sup> January-21 7:30pm</b></p>	<p>MM</p> <p>MM/VF</p> <p>DD</p> <p>LB</p>