

ELTC Committee Meeting Minutes Tuesday 8th October 2019

Present: Jackie (JS), Louisa (LB), Hak (HK), Alex (AP), Rocky (DH), Charles CD; Valerie (VF), Rose (RH), Flavia (FF), Faraz, (FS), Rosette (RW),

Apologies: Jean (JC), Mindy (MB), Richard (RO)

	ITEM	ACTION
1	Minutes of previous meeting Uncorrected minutes of previous meeting circulated in advance. 2 additions and 1 correction (membership revenue) required prior to publication to website.	JS
2	Matters Arising from previous minutes: Junior Parents Request for meeting: Rose, Louisa and Charles met with the parents in September as requested. Reassurance had been sought regarding the future coaching of their children. Since the meeting, Flavia has agreed to be the point of contact for junior coaching. The 4.30 match play sessions on Fridays up until recently were run by Flavia and Peter and proven very successful, with great attendance (14+ young players). Flavia has since asked the Committee for permission to seek a qualified coaching assistant to help manage this important session, under her full supervision. The requirements were that the assistant would have LTA accreditation, First Aid and DBS. Since these sessions are fully planned by Flavia and run under Flavia's supervision, both Faraz and Flavia agreed that, to maintain the equal coaches' status, to ensure the consistency of service and to avoid further changes to the coaching team at the later stage, it would best that an assistant was sought. Daniele Piccolo started on Friday 20 th September and there has been good feedback so far from all parents and juniors who attend the Friday session. It was also clear that it was a good time to try again to recruit a parent to join the committee. It was agreed at the meeting that Louisa would prepare a letter on behalf of the committee to send to the parents as a follow up. Honours board: quote has been received and accepted. Flavia has the list of previous winners now and will follow up. Practice Wall: Hak and Jean visited the Cumberland to see their rebo wall. Hak reported that the wall they have is situated well away from courts and that it is not as easy to move after installation as first thought. He has since spoken to Martyn and Mindy and suggested another option would be for them to make one with 8 x 4 plywood and this would be more affordable at this time. The Rebo wall is 9K and feeling is that membership would prefer money to be spent on Clubhouse. Item will be added to AGM agenda. Clubhouse Project: First meetings scheduled throughout October. Store cupboard PAT testing: will be done before next meeting Middlesex Tennis Grant for coaching: Faraz will let us know when he is ready to run weekly group and what help needed to advertise. Newsletter: next meeting	LB (all) FF JS DH MB FS
3	Secretary's report: Trustee: Jackie reported further documentation has been given to solicitors Akin Palmer who are now preparing the paperwork for the Land Registry regarding removal of trustee and rectification of register. Nature Valley Weekend: Unpublished due to finals day changes Safeguarding: Greg Pople will be conducting a safeguarding support visit on Wednesday 27 th November at 7.00pm. Jackie will be in attendance. Other committee members attendance to be confirmed nearer the time. Welfare Officer Forum : Jackie is booked to attend this at Roehampton on Saturday 23 rd November AGM: date set as Sunday 17 th November at 6.00pm Next meeting will be held on the first Tuesday of November to help with preparation.	JS JS
4	Men's Captain's Report: next meeting	JC
5	Women's Captain's report: see AOB re floodlights	

6	<p>Membership Secretary's report submitted by Richard:</p> <p>Figures from 6/10/19 355 members with revenue totalling £38,169. This is up from 331 members last month, due to several new people joining, together with a concerted effort to get all cadets & juniors having coaching signed up. Membership fee increase has been proposed and was discussed. The fees have been held now for 4 years. Unanimously agreed to hold Leisure, Junior and Cadet and increase will be discussed at AGM. It is understood that although membership is very good value in comparison to other clubs and our courts are second to none, the clubhouse is not very welcoming. Hak agreed that there could be a small budget to make some interim improvements and Flavia and Valerie offered to put some suggestions together for a 'refresh'.</p>	
7	<p>Fixtures Jean attended the Winter fixtures meeting on 18th September and has circulated dates to captains and arranged for list to be added to website</p>	JC
8	<p>Treasurer's report: Hak has requested the figures for the membership fees paid up to and including the 30th September and the same for club hire in time for the AGM.</p>	HK
9	<p>Social Secretary's report: Halloween party will take place on 31st October as usual. It has been noted that recently some hirers who have joined the club purely for the member benefit of being able to hire the club have left the club in a real mess. Rocky will now consider whether to restrict hirers to be existing members. Further discussion next meeting.</p>	
10	<p>Bar Steward's report: Friday nights still quiet. May pick up when the clubhouse is 'refreshed'.</p>	
	<p>Submitted Agenda Items:</p> <p>Floodlights: override key has gone missing from storeroom and new problems with floodlights have been reported. Jean has contacted Lee from Floodlighting and has a summary of the issues from Hak, Valerie and Faraz.</p> <p>Courts Update from Richard</p> <p>Courts 1-3 Artificial clay maintenance was carried out as planned on Monday 23-Sept-19. Big thanks to Rosette for being the contact before & after. The next planned maintenance is 20-April-20.</p> <p>Courts 4-6 No new feedback about how well & quickly they drain. As the weather is getting worse Richard has asked all coaches & committee members to keep an eye on this and take photos and note the times to drain.</p> <p>Raising the Coach Container No change. Planned for November with 2-weeks' notice.</p> <p>Hoodies for sale to club members: Flavia had circulated some ideas for logo'd hoodies for members and all agreed this is good idea. Flavia will follow up.</p> <p>Ground maintenance: grounds could do with a clear up. Valerie will contact member who arranged collection in the past to see if they can help again. If not Jackie will contact Paul from Battleskips. The broken bench will be repaired by member Martyn Taylor.</p> <p>Use of 5 courts for coaching juniors on Fridays: All agreed to permit Flavia to have 5 courts when needed to run the matches play session on Fridays from 4.30pm to 5.30pm as it is very popular. There have been up to 17 juniors lately and the courts will be cleared and brushed by 6:00pm in time for social play.</p> <p>Finals Day 2020 The organisation of this years' finals had some unprecedented difficulties. In the past, although we have had instances where finals took place over 2 dates and have managed to have junior finals on the same day, all present agreed that this year has been the trickiest. All involved had agreed to support the finalists to reschedule their matches this year. A consequence has been that late notice changes to allow the finalists to arrange best dates meant that those not playing could not always be available to help or watch. All present agreed to set a date for both adults and juniors for next year.</p> <p>Mini masters: Flavia would like Elmwood to host more of these. They will be on 1 court only (court 4). All present agreed this is good for the club and will encourage more Elmwood juniors to take part.</p> <p>A.O.B</p> <p>Dogs: The club policy is no dogs allowed and there are no exceptions.</p> <p>Bins: Coaches agreed to help take out the blue recycling bins on Tuesdays.</p>	<p>FF/FS</p> <p>LB/RH /CD</p> <p>FS/FF</p> <p>FS/RH</p>

	<p>The regular bins are collected every other Tuesday and Rosette has been taking them out on Monday nights. Coaches agreed to help bring them in on a Tuesday. Rosette has labelled all the bins. All present agreed to help too when they can.</p> <p>Cleaning: Cleaners will be asked to do a deep clean under the fridge on Saturday and also be given access to the bar for deep cleaning.</p> <p>Court Hire: LSE have booked to hire 3 courts for 4hrs over 2 days. Faraz and Hak will send details to Jackie to raise an invoice.</p> <p style="text-align: center;">Next Meeting: Tuesday November 5th 7.00pm</p>	
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