

Elmwood LTC Committee Meeting Minutes

Date: Tuesday 13th October 2020 – held remotely due to Covid-19 lockdown

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

Apologies: Charles (CD), Jackie (JS), Jean (JC), Mindy (MB), Rocky (DH),

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

New items are highlighted.

	ITEM	ACTION
1	Uncorrected minutes of September meeting had been circulated in advance – corrections were pointed out and minutes amended accordingly.	
2	<p><u>Matters arising from previous minutes:</u></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 to research</p> <p>Windbreak for Court 6. FS get a quote, be less than next time. Agreed in principle.</p>	<p>FS/JC</p> <p>DL</p> <p>FS</p>
3	<p><u>Safeguarding</u></p> <p>Women’s changing room still out of order. The club house and toilets are closed to all except the coaches.</p>	
	<p><u>Coaches</u></p> <p>Group Coaching</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.</p> <p>It was agreed that Faraz can expand his group coaching from 5 pupils plus himself. It is noted that the LTA allow ratio is higher than this but using an additional court so there were 10 to 8 people across 2 courts was preferred. Trying to maintain the ‘Group of Six’ limit within a coaching group would be sensible. One of the pupils would book the additional court.</p> <p>It was also agreed that court use did not inhibit expanding the Junior coaching programme. FF will consider expanding Friday evening and even taking a 4th court from 16:00 – 17:30.</p> <p>Half-term ‘tennis camp’ by Oliver Silva. It was agreed that Oliver could run these more as coaching sessions for groups of 6 for 90-minute sessions rather than a whole day camp. There is still no access to the toilets – which will be made clear to parents signing up. Daniele will be absent that week and Flavia will not be coaching in the afternoons. All agreed provided Oliver’s DBS, Safeguarding and First aid are valid.</p>	<p>RO</p> <p>LB/HK</p> <p>FS</p> <p>FF</p> <p>RO</p>
5	<u>Clubhouse</u>	

	<p>Roof & Ladies Toilet Repair The roof repair was quick, and Mindy was monitoring the contractor, but he has had to go to Lithuania for personal reasons. There is a new small leak at the junction of old pitched and new flat roof that needs addressing. The Ladies toilet has been plasterboard & painted. The toilet cisterns need replacing. A pile of rubbish needs to be taken away. Hak will get Mindy to chase the outstanding work. If they can't do the cisterns quickly we will get someone else to do this (Matt knows a good handyman)</p> <p>There is also a large crack in Men's toilet wall. Hak will approach the handyman who was doing the internal decoration to do. He also needs to finish the small outstanding items delayed by lockdown.</p> <p>Hak will get cleaners to visit 3-times a week to only clean the toilets and re-stock on toilet paper, paper hand-towels and we need a foot operated pedal bin in each loo and a handgel station outside each toilet to be Covid secure.</p> <p>Once we are Covid secure with both toilets operational we can open the club house to members for toilet use only. The aim is to do this as quickly as possible.</p> <p>The existing toilet can be used for team members (home and visiting) during matches with the captain providing the Covid Secure hygiene measures.</p> <p>Clubhouse Internal Refresh Project: This will have to wait until the roof and women's toilets are repaired.</p> <p>New Clubhouse Project Quotes for dimensional surveys to be sent to member architects for advice.</p>	<p>HK</p> <p>HK VF</p>
6	<p><u>Committee reports</u> Secretary:</p> <p>Men's Captain: Two teams are in the winter league.</p> <p>Women's Captain: One team is in the winter league.</p> <p>Membership Team Report Membership stands at 558 members (337 playing adults) and £56,389 membership fees (last month 516 and £53,142). In Oct-19 it was 355 members and £38,169. Total for 2019/20 368 members and £38,550.</p> <p>The Waiting List stands at 92 entries (representing 138 adults).</p> <p>On 14-Sept we offered membership to 27 people and 22 accepted with the other 5 returning to the waiting list. The Waiting List increased by 15 entries (19 Adults) in Sept-20 with a further 5 (7 Adults) in Oct 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>JS</p>

	<p>It was agreed to allow a further 10-people from the Waiting List join the club.</p> <p>Treasurer: Hak reported no reportable issues. Hak is busy preparing the accounts for the AGM.</p> <p>Social Secretary: No social activity.</p> <p>Bar Steward: No activity.</p> <p>Coach Liaison: Check LTA recommendations re parents attending children’s lessons.</p>	
7	<p>AOB</p> <p>Clothing left in men’s changing rooms 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>Guest Fees Matt & 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>Gate The lock was damaged (possible vandalism, but more likely to gate can get stuck and the stiffness led to the break). Rosette tried to repair, but temporary. Mindy removed the lock as there was a danger of it jamming and people being locked in/out. Rosette confirmed a locksmith coming tomorrow to fix with a new lock. If the gate it not fitting properly due to the posts being Victorian and not firmly founded a longer-term solution will have to be considered.</p> <p>AGM It was agreed as 18:00 on Sunday 22-November 2020. The proposal is that it will be held remotely by Zoom (most used system) and on the email announcement people will be invited to register their interest in attending and will then get sent a meeting link/password. All existing Committee Members will stand again, probably removing the need to vote (difficult remotely). Charles Dimpfl will become Honorary President and Louisa Burnand will be proposed & seconded as the new Chairperson. All were in approval.</p> <p>Hand Gel Stations These were noted to need attention/replacement. DD volunteered.</p>	<p>MM</p> <p>MM/VF</p> <p>RW</p> <p>RO</p> <p>DD</p>

	<p>Complaint Handling 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>Court Maintenance This took place on Thursday 1-October-20. Next visit in April-21 not yet scheduled.</p> <p>Weeding court 1-3 & further regular maintenance 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>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.</p> <p style="text-align: center;">Next meeting Tuesday 10th November 7:30pm</p>	<p>LB</p> <p>All</p>
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