

Committee and Board Meeting Minutes - Wednesday 6th September 2023, 7.30pm at the clubhouse

Present

Peter Clarke (Chair)

Mike Allen

Jane Carcas

Kirsty Harvey

Jane Irvine

Sumeet Jain

Jo Mitchell

Achim Schnauffer

Kate Smith

1. Apologies – Miles Weaver
2. Minutes from previous meeting agreed
3. Review of action from previous meeting – please see Action Log in One Drive for further details and update as appropriate

O/S Actions: JC to e-mail club members with update following Open Gardens Day
MW to confirm that he has transferred money received to scheme

David Cullen is standing down as Minutes Secretary, the post will be advertised.
Thank you to David for his help.

4. Discussion marketing proposal

As agreed at the previous meeting, the Committee is supportive of pursuing the first two pillars of the marketing proposal provided by KS.

KS presented a number of options for a club logo that could be shared across a range of media. A shortlist of 3 (amended) options will be shared with members to agree a final choice.

There was some discussion of marketing, for example a reciprocal voucher scheme with Morningside Traders. It was agreed that further discussions on retaining and increasing members would be held after the AGM

KS happy to do general club and tennis promotion

Actions:

KS to manage a member survey to choose the new logo

Following on from initial marketing proposals, KS will set-up a system for marketing

MW to work with Napier students on projects to increase bowling membership

5. CASC – JC had shared a paper in advance of the meeting. Next steps, Kirsty will liaise with lawyers re. sequence for changing to legal status.
6. Report from Bowling Convenor
3 friendlies in the next 10 days
Singles final imminent
Tartan Bowling and High Constables have held events at the club recently
Bowls Scotland have recruited 'Bowls Activators', they don't have one for Edinburgh yet.
There are opportunities for members to be coached as bowling coaches, for the club to host a coaching session

The 'Final Fling' will be held on 8th October.

Actions:

MA – will continue to liaise with Bowls Scotland, and affiliation will be continued
KH will arrange an invite for tennis players to come along and participate in bowling

SJ/MW – Arrange for something at Final Fling to recognise success of our first junior team in their first season

7. Report from Tennis convenor and coaching proposals for 2024 – Achim and Sumeet

Survey has been drafted and circulated to members.
Magda will take over courts maintenance

Dalkeith Tennis Club have offered to share information on how they have improved the surface of their blaes courts.

A junior tournament was held on 2nd September

Winter Tennis

Craiglockhart Courts have been booked for Winter coaching

Winter Meadows booking has been confirmed – 2 courts from 6.00 – 8.00 pm on a Tuesday. Based on last year's sign-ups, this will require a charge of £60 for participants for 26 weeks play. Refunds can be made in the event of income outweighing costs

Coaching Contract – Following a meeting in August, Marcin provided a proposal to the club. Feedback was sought by the Committee and has been summarised by SJ. The next version of the contract will also be informed by feedback from the survey. Next steps, draft an outline contract based on Marcin's proposal, Committee feedback and survey responses. Meet with Marcin to discuss draft contract.

Actions:

AS will send a reminder to members about the survey including closing date (15th September)

JM to formalise arrangements with Magda

Eric Laurier and Achim to talk through work requirements with Magda again on 10 September

AS to arrange a visit Dalkeith re. courts maintenance, ES and KS keen to attend
SJ/JM to agree fees for winter coaching. Fees to cover cost of court hire and coach

SJ/AS/JM to draft contract as described above and meet Marcin to discuss options for 2024/25

JM/AS to set-up and e-mail tennis members about Winter Meadows Tennis

8. Report from welfare / safeguarding inspection

JI and SJ have met to agree Safeguarding requirements for junior teams

Actions:

JI has some outstanding actions from the Safeguarding Inspection that she will address

JI – check that website has been updated as required

9. Facilities update

New fire extinguishers have been installed

New signage will be installed once the agreed painting of the clubhouse has taken place

The premises is now registered with the landlord's contractors for annual Fire Safety checks

Water – Scottish Water will continue to expedite changes to our account and refunds with Business Stream

The water heater is defunct, it was agreed that it should be replaced

Actions:

JI will get advice from Paul re. a new water heater

10. Incident book to be reviewed

No new incidents

Action – pipework on court, currently covered by a cone, to be reviewed at next Committee and Board meeting

11. AGM – planning

This AGM will take place on 12th October @ 7.30 pm

There will be a number of vacancies:

Board Vacancies - Company Secretary & Treasurer

Committee Vacancies - Membership Secretary, Facilities, Tennis Social Secretary, Minutes Secretary

Companies House etc will be notified of relevant post-holder changes after the AGM
A discussion on fees was held. Due to rising costs an increase to £120 for adult members and £40 for juniors was proposed. This will be put to members at the AGM

Actions:

JC to circulate a 'Save the Date' e-mail to members including a list of vacancies to allow member to put their names forward

The Board will meet on 27th September

JM to share accounts with members in advance of the AGM

12. Date of next committee meeting - TBC