



Godalming Lawn Tennis Club - Committee Meeting 07 September 2020

**Present: Committee members - James Ambler, Coach; Maria Kitt, Chair; Liz Hill Smith - Captain; DS Gibbs - Captain; Ian Pickering, Dietrich v S., Nigel Gardener Treasurer; Sara Molloy;**

Apologies - Elizabeth Ho

The meeting convened at 7pm and the following points were reviewed or discussed:

<p>1. Where we are - Covid 19 recovery.          MK said the Club had struggled with a drop in membership income and the obvious difficulties linked to lock down. There had been a good recovery which is continuing thanks to promoting club sessions positively and making members feel safe.          In fact sessions are full to bursting and we need to add more.          JA There have been no coaching sessions to date. These are to resume this month which will help junior members renew.          Wednesday's coached session will be swapped to Monday.</p> <p>Two key issues at work - financial stability [being achieved] &amp; Members' welfare, protection and feeling of safe play [ongoing]</p>		Ongoing
<p>2. Covid 19 - MK wants to appoint a dedicated health and safety person that can brief and help the club and members on this ongoing issue for the next 6 months. Suggestions for a medical person will be followed up.</p>	MK	By Oct
<p>3. Interim financial review. MK was concerned as income had dropped. JA said this would pick up as juniors get back to school and routines. Signs already positive. Club not in any fundamental difficulty. Ongoing costs review. MK had let the club house bringing in c. £400 - £500 per month to Dance Academy.          Keep unpaid members under review. Bring system up to date so we know who is unpaid and who is a legacy person on the system etc.          Nigel will email unpaid members to ask for payment by end of Sept.</p>	NG	Sept

<p>4. Building the club up - MK and JA want to promote a Monday Beginners / Rusty Racquets session asap. Wednesday no longer coached so coaching to be swapped into Monday. Needs to reach out to community to grow membership. MK to try Eagle Radio / Facebook and confirm details of how the session would work. JA stressed new members need a focus point session to get to play and meet others.</p>	MK / JA	Ongoing
<p>5. Sessions - JA resuming Wed and Thursday and Juniors. LHS and DG reported advanced and intermediates working very well. Positive member play in this space. Matches being arranged. LHS and DG putting a system online for us. Very positive.</p>	JA / Tennis team	Ongoing
<p>6. Tournament - Ian reported this was well underway and working positively. Email addresses will be swapped with permission to enable easier contact. Difficult to give people deadlines for play but for next year target dates and deadlines might be good.</p>	Ian	Ongoing
<p>7. New member pack. JA said we need to send new members a joining pack. Person needed to organise this. A welcome 'letter' is on the website with relevant contact details but need to send something at the point of joining with phone numbers, fob, session details etc.</p>	Person needed	Ongoing
<p>8. Grounds. Sara kindly arranging for these to be brought up to date. Club can take over this. Diet and Ian will tidy out the shed and go through the equipment needed / not needed. Old nets could be e-bayed.</p> <p>9. Club house. New cleaner, consumables to be ordered. Broad band being ordered at fixed contract 24 months.</p>	Diet / Ian MK NG	
<p>10. Courts - important these are swept before play. MK had bought a broom. Tidy up stuff to be left by court. Leaves under the tree pile.</p>	Reminder	
<p>11. New court surface 1 &amp; 2 MK said Covid 19 had delayed this financially and lock down had interrupted contractors etc. Club reserves need to be increased to make it affordable. Still need to overcome Subsidence / groundworks issue Waverley as landlord contribution to this 10 years left on lease Court coverings MK will go back to Waverley and follow up re . lease and financial contribution Likely would need a full ground survey before progressing. This left the situation courts 1 &amp; 2 not playable when wet / damp. Signage to be put up. Court capacity able to accommodate this without interrupting members.</p>	MK MK	

<p>12. Comm's and Systems: Sara said this needed an overhaul with many people in charge of various roles and a higher functioning bureaucracy. Will put forward a proposal. Unlikely constitution allows a non committee based management system. Unlikely members will have time to give to make this work. Open to ideas.</p> <p>Wats app and newsletter were working and making people feel included and enthused. MK trying to patch in people not on email or wats app.</p> <p>Club should adopt email as the standard form of communicate not texts</p> <p>System needs a sweep to ensure legacy members and old email addresses cleaned up. Sara said club secretary [Vacant] should work with membership secretary</p>	SM	
<p>13. Vacant Roles in the club... Members club, people need to spare 1 or 2 hours per month if they can.</p> <p>Secretary</p> <p>Membership Secretary if Elizabeth needs</p> <p>Health &amp; Safety / Covid 19 advisor</p> <p>Key fobs and key registrar</p> <p>Grounds manager - Diet and Ian to continue</p> <p>Club house management</p> <p>PR and external comm's, Facebook</p> <p>IT person</p>		
14. DONM - 12/10/2020		

Prepared for members & the Committee & circulated by

*Maria kitt*

Maria Kitt

08 September 2020