



Minutes of Committee Meeting – 22nd August 2023

Present:

Marcus Binning (MB) – Chair, Karen Peters (KP) - Membership Secretary, Jenny Berger (JB) – Secretary, Jane Sharples (JS) – Treasurer, Rachel Richardson (RR), John Church (JC) via Zoom

Apologies: Chris Ovenden – Head Coach (CO)

1. Matters arising from previous meeting

Specific actions relating to main agenda items are incorporated under relevant sections.

- Carried forward -MB to put up spreadsheet for defib. checks and add link to website
– **Action MB/JB**
- Further discussion held about unaccompanied juniors bringing visitors, and if we need a stated policy on this issue in the Club rules. This raised the question about what are the current Club rules and do they need to be amended. Agreed that all the Committee should read rules/bylaws and identify any proposed changes before next meeting.
– **Action All to read Club rules/by laws**
- Action Carried forward from previous meeting - **JB to provide maintenance book.**

2. Head Coach's report (CO) – in absence CO items discussed

- Coaching going well and levelling out into more established pattern. Revenue to Club for July 2023 approx. £250 per month. This is predicted to continue at broadly this level
- JS met with CO to discuss coaching revenue/contribution to Club. For the first year 2023 fees payable are calculated on a variable cost basis as per the appendix to the contract. This system makes sense initially due to uncertainty of uptake etc but CO has proposed a simpler, flat fee cost structure for coaching income for 2024.
- The Committee are very open to future suggestions and changes but everyone felt it was still too soon to decide what the future arrangements should be. Ideally one year of full accounts and coaching court usage are required before changes can properly be considered but the Committee have agreed to discuss this again in Q4, Nov/Dec when more data is available.
- RR noted that the records on coaches held by the Club are incomplete – this includes DBS checks, qualifications etc. This is urgently required as the Club should not be using any coaches/adults where we haven't got DBS records.

- **Urgent action – CO to provide records including DBS checks, requested by RR for all coaches/assistant coaches.**

3. Membership (KP)

- Total of 250 members. 146 Adult, 15 Student, 82 Junior and 7 Complimentary. Trickle of enquiries still being received about membership, mainly via Chris O.
- The idea of linking a bonus for CO for introduction/retention of new members to the overall fee payable by CO to the Club has been proposed. Whilst the Committee recognise the contribution of CO to new membership it was considered too early to implement this as yet. The the option will remain a consideration once the overall financial situation for the year is rather clearer and the coaching timetable/court usage is more certain
- Although membership has increased -revenue is down compared to last year.
- KP raised a concern about retention of new members. After joining we don't offer any newsletter or activities to involve them or help them get to know existing players and integrate into the Club. JC suggested a buddy/mentor scheme where an existing appropriate member is assigned as a buddy for each new member. All Committee members offered to participate.
- A special new members Club session could be held on one Club night.
- The idea of a newsletter was discussed- everyone is enthusiastic but existing members don't have the time to do this,. It was agreed an extra volunteer was needed. MB will put out request for someone to help create content for the website- with MB to control what actually gets uploaded. For new members KP holds a lot of useful information already – it was agreed MB could help to load this onto the existing web pages.
– **Action KP/MB**

4. Treasurer's report (JS)

Cash balance

- The club's total cash balance at 22.08.23 is £36,829.93
- A new higher interest bearing 32 day notice account has been opened with a cash balance transfer of £25,000 from the 666 Treasurer's Account and the 068 Instant Access accounts

Income

- Total Stripe income for the year to date is £21,879.27
- Coaching income to the end of July is £806.00
- Visitors fees £96.00
- Shiplake College court rental income £1,020
- Recyclaball income £70.80
- Total projected income for the year is down versus plan by £3,689

Expenditure

- Total expenditure YTD is £18,138.54
- This includes 3 x new nets not originally budgeted
- Forecast expenditure for the year is down for:

- o Tennis balls
- o Gardening
- o Insurance
- o Electricity
- o Court maintenance
- Overall expenditure for the year is forecast to be £5,394 below plan

Outlook for 2023

- Estimated total income for full year is £27,883 if we include a further 5 months of coaching income August-December at £254 per month
- Overall projected income is down in terms of subs revenue although several new members have joined as a result of the coaching programme
- A revenue shortfall is projected to be offset by a larger saving in overall expenditure
- Savings have funded 3 x new nets with an additional projected cash improvement for the period of c. £1,500
- Note that the cash position for 2023 includes one off severance costs of £7,265 in relation to the outgoing coach
- It was agreed if there is any surplus income this year it needs to be transferred to the interest bearing 32 day notice account. This account is now the club's 'sink fund' to be held for major expenditure requirements, including maintenance of club facilities

5. Championship – Finals Day 10th September

- Most matches are on track, 6 semi-finals to go. Deadline Sept 3rd -so results should be decided before finals day. MB reported Championship Committee are prepared for the day and will send out request for volunteers nearer the time.
- – **Action MB**
- Catering agreed as per last year- Waitrose delivery.
- The idea of the exhibition doubles match was discussed which has not been progressed so far with the players. JB questioned if Finals day was the best time to hold such an event – preference would be to hold it on a different day as an event where members were more actively involved- eg. an exhibition game followed by the opportunity for members to play with them or a 'Doubles Master Class' with tips and advice -maybe during one Club morning.
- **Action MB to find out the availability of the players**
- Trophies for juniors - RR to speak to CO – currently there is Tim Rose Cup and Sandra Greenslade Cup. **Action - Possible other trophies or medals to be agreed with CO/MB/RR**

6. Facilities

- Successful groundforce days held on Sat 19th- Mon 21st August. Clubhouse painted. Shed erected. Thanks to be passed on to all volunteers who helped.
- Gardener has been dismissed as there was no evidence he had been doing the work. It is anticipated volunteers will take on the gardening. JC will provide small lawnmower we can keep in the shed for grass cutting. JB/Steve Berger have cut side hedge and will do other gardening

before finals day. CO has helped with weeding around courts. For future need to decide what volunteers are needed and when for ongoing gardening/ ground maintenance

- CO has offered to take on the gardening contract and the financial remuneration, the Committee were grateful for the offer, but decided the financial situation is still fragile and the Club are hoping to rely on volunteers.
- All three nets have been replaced with new as some damage was beyond repair. Feedback is they look excellent.

7. Health & Safety Report

- No report as Nick has stepped down and not been replaced to date – new volunteer is required

8. A.O.B.

- Club sessions – the matter of non-members attending Club sessions was discussed and whether members should be given priority to play on a busy day. It was agreed that visitors should be allowed to join Club sessions as a normal player providing the visitors fee had been paid.
- To assist volunteers running the session in handling difficult situations e.g. when visitors haven't paid- the rules will be updated and support from Committee offered
- Court scheduling – remains busy with some quiet periods during the day. There is a slight tension on Weds morning with coaching and Ladies C Team practice.
- The rental to Shiplake College worked well and generated £1020.
- End of season dinner - Sarah Blomfield has agreed to project manage this. The date is booked for Thursday November 16th 7pm – JS has booked Memorial Hall and Orwells. Menu to be agreed.
- The budget for the event was discussed and it was agreed that the event should be cost neutral to the Club and ticket prices around £40-£45 per person.

Date and location of next meeting: TBC – aim for October xxx