



## Minutes of Committee Meeting – 27 February 2023

### **Present:**

Marcus Binning (MB) – Chair, Karen Peters (KP) - Membership Secretary, Rachel Richardson (RR) - Junior Secretary, Jenny Berger (JB) – Secretary, John Church (JC) – Committee Member, Chris Ovenden – Head Coach (HC), Jane Sharples (JS) – Treasurer

**Apologies:** Nick Wrigley (NW) – H&S Officer

### **1. Matters arising from previous meeting**

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

- New umpire's chair would cost £1100 – meeting agreed it wasn't essential - No action needed
- Janette Verrall attended both the OLTA winter and summer league meetings and collected winners certificate. Committee to send thanks to JV for attending the meetings.
- MB agreed use of Baskerville for Championship draw, but side room is now a "store room" so Committee meetings would have to be in main pub -meeting agreed this wasn't suitable.
- Cancer research fund raiser – Work In Progress (WIP) -currently leaning towards Dawn to Dusk event on 24/6/23- **MB**
- RR/JB to update safeguarding policies - WIP
- JB booked Bowls Club for AGM 7pm for set up. JS to arrange payment of £50 fee.
- JB to contact OB about any outstanding items - In progress
- JB to arrange defib training on a Sunday morning - quotes obtained of £180 for group of 6 or £1200 for group of 8+. Meeting agreed this was too expensive and a low probability of trained members being on court when needed. Instead link to St. John's videos will be added to the website.- **MB**
- KP sent out e-mail to female members about interest in Ladies B Team (summer Berks) - Linda Malden Captain. Team has been entered.
- KP to discuss coaching with Orwells - KP Contacted but no response

### **2. Head Coach's report (CO)**

- First two months have gone well with getting to know members and being very welcomed by everyone
- Coaching programme currently has 46 juniors and 15 adults
- Private coaching underway and going well with team players in day-time midweek sessions
- Tennis camp in Feb HT, ran across 2 mornings, 8 players each day.
- Plan in place for Easter camps, Mon-Thurs (First week), Tues-Fri (Second week), mornings only 10-1. Including a tennis leaders course aimed at teenagers who would like to become coaches.

- Club championship email to juniors to be sent out end of April to see who would like to enter.
- KP and JB reported there was very positive feedback back from members who had participated in coaching.
- List of current members has been provided by MB. CO will review who has attended coaching and liaise with JS.

### 3. Treasurer report (JS)

- JS has issued a summary of accounts, available on Google drive. JS has been working with Peter Greenslade and Accounts have mainly been reconciled but there are still anomalies which she is continuing to investigate.
- The number of bank accounts have been streamlined
- There is cash in the bank for the time being but based on current membership renewals, the Club will only break even there will be no spare money for any extra items and the sink fund is slowly reducing. Electricity bills have had a major impact on running costs. Membership fees were increased to cover this for the current year.
- The meeting discussed the possibility of increasing membership fees in line with inflation for next year but decided this was not appropriate for the time being. Membership fees will be considered by a special meeting towards the end of the year when membership numbers, income/costs and inflation are better understood.
- The main issue is the fall in the number of members, particularly adult members, resulting in less income from fees. Membership discussed in more detail below.
- It is essential that the Club gets more members to raise the normal net operating income well above break-even so that we can resume paying in to the sinking fund which is inadequate for the likely longer term needs of the Club.
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- For the purpose of forecasting revenue for the coming year, JS will use numbers of 125 adult members and 60 juniors.
- CO has agreed to try to get as many of the non-members receiving coaching as possible to join the club.
- Income from coaching to be estimated by 22<sup>nd</sup> March so it can be included in report for AGM  
**Action: JS/CO**
- Fundraising activities could be considered -discuss if this is needed at next meeting. **JB** to find out about Memorial Hall quiz night.

### 4. Membership (KP)

- Excel database of members now updated and can be found on Google docs. We have 203 members: 125 adults, 55 juniors, 14 students and 7 complimentary (Chris O, Dave V, Peter G, Len M, Geraldine M, Ryan and Liam from Orwells)

- We've lost several long-standing members this year including David Channon, David Gealy, Chris and Janet Nash, Tiina Verran, Kathi Taylor/Cooper, Mark Cooper, Vanessa Smith, Alastair Walker, Lorna Cousins, Dave Barlow, Penny Liddell, Robin Andrews.
- Only three new adult members so far - Annabelle Roberts, Emmy Paice and Anne Sawbridge
- Very few problems with joining/renewing using the website this year.
- Need a huge membership recruitment drive once the weather improves a bit - joining fee has been suspended until the end of April so this is a great incentive to join before then.
- The meeting discussed if joining fee was appropriate at all in current economic climate and since membership fees have been increased. It was agreed a further review would take place before it was re-introduced.

## 5. Website (MB)

- Website is now working well.
- Membership is now done online making it more transparent and easier to track and monitor.
- It was agreed upgrading the website had been a worthwhile activity.

## 6. Championship Committee Proposals for 2023

- MB/JC have sent out Championship details. Online entries. Draw 7.30 pm in the Baskerville 12/3/23
- Currently short of male entries in mixed doubles. RR suggested box league format was potentially off-putting due to number of games needed.
- **Action MB** agreed to send out reminder email to all members and to highlight only required to play 2 games in league format before knockout.

## 7. Health & Safety Report

- NW send apologies. New H&S committee member will be required at AGM.
- Defibrillator has to be maintained by Club. NW checks battery. JB will ask NB about electrode pads. MB to put spreadsheet up showing when it has been checked.

## 8. Facilities

- Shed – has been cleaned out by CO. Site needs clearing before new shed agreed. **MB** to arrange working party - 11am one Sunday morning.
- MB has been mending ball machine. New charger is WIP.- **MB**
- JB has reviewed nets and advised she can repair them by hand sewing on site—one repair is underway and she will complete this during warmer weather.

- RR has started investigations for flood lighting replacement, but cost will be in excess of £20,000 and the Club does not have the money to do this in the current year. It was agreed there was no point in progressing further or getting quotes as these would be out of date by the time the Club had money to make any changes.

## 9. A.O.B.

### Court usage

- Review of court usage was held with CO, MB, KP, JB on Friday 24<sup>th</sup> Feb.– separate meeting notes available on Google drive. Adjustments to reduce coaching times on Club nights have been made.
- For the Club sessions all 3 courts will be available except on Wednesday when there will be Juniors coaching on Court 3 until 6.30pm. Chris will encourage good juniors to participate in club sessions
- The organised Club sessions will resume on Sunday 26<sup>th</sup> March , when BST starts.
- **Kids Apparel** - MB reported that - Fabryx offer similar branded store to our existing but have kids tees starting at £10. . see <https://shops.fabryx.co.uk/collections>. There is no investment required by the Club but it would require MB's time. CO reported sales from previous clubs for older kids/teens clothing had been low. RR/KP reported sales of young kids clothing (t-shirt and caps) had been good in the past. MB to consider if he wants to progress.
- **AGM – Confirmed Wednesday March 29<sup>th</sup> 7.30pm.**
- Bowls clubhouse booked -Committee to set up at 6.30pm (Len Mitten opening up from 6pm so likely to be available earlier)
- JB to put up notice in Clubhouse and organise wine, soft drinks and nibbles.
- JB/MB to agree agenda and issue 3 weeks in advance
- JB to confirm rules.
- JB to organise wine and nibbles
- Report on finance will be required -JS
- Report on membership will be required -KP
- **Netflix debrief** – the liaison by Memorial Hall was poor. To avoid this happening again and provide feedback to Hall - MB to discuss with Hall representatives (Bob Partridge?).

### ACTIONS

- MB to investigate cancer research fund-raising event
- MB to put up spreadsheet for defib. checks and add link to website
- MB to send out reminders about club championship
- MB/JC to progress championship draw on 12/3/2023
- MB to arrange shed clearance morning
- JB to organise AGM
- JB/MB to sort agenda for AGM
- JS to continue financial summary and issue report for AGM
- CO to provide coaching estimates for JS before 22<sup>nd</sup> March
- KP to issue membership report for AGM -

**Dates for diaries:**

- **AGM –Wednesday 29<sup>th</sup> March** (evening) Meeting to start 7.30pm, Drinks available 7pm. JB will agree set up time with Len. Committee estimated start set up 6.30pm.
- **Championship Draw – Sunday 12<sup>th</sup> March** 7.30 pm Baskerville.
- Finals Day – **Sunday 10<sup>th</sup> September**

**Date and location of next meeting: TBC**