



Hillhead Tennis Club Committee Meeting

Meeting Minutes
17th March 2020 - 7pm

This meeting was held as a conference call due to the Corona virus.

Present:

Stuart Trotter (ST) Chair
Jim Hollinsworth (JH) Vice Chair
Edward Gallagher (EG) Treasurer
Gordon McGuigan (Head Coach)
Valentina Bonetti (VB)
Stephen Reynolds (SGR)
Sheena Crichton (SC) Secretary
Martin Lee (ML) Club Main Contact
Charan Singh (CS)
Shona Ross (SR) (Hub Co-ordinator)

Apologies:

Isobel Campbell (IC)

Minutes and Actions

Previous Minutes:

The minutes from the last Committee meeting of 18th February 2020 were approved during this session.

Matters Arising:

Minutes

- SC mentioned an e-mail from Sandy Thomson asking about the web site changes he had made. The Committee are happy with these so far. They also approved Sandy going ahead with the calendar dates on the proviso that these would no doubt change with the Coronavirus impacting.

EGM

- This went ahead prior to the Wimbledon ballot on Sunday 15th March 2020 and the changes were approved. Proposed by SC and seconded by Tony Williamson.

Committee Roles & Responsibilities

- ST produced some ideas from before and these have been circulated to the Committee so that we can look at them in more detail and with more ideas at the next meeting. Committee to send their ideas back to ST.

Ball Machine

- Ball Machine – CS announced the ball machine is ready to go but the remaining factor is storage for it. EG has been looking but CS and KF will now assist too.

Gas Cylinder

- It was mentioned that the Board want this removed but after discussion it seems that it belongs to the Café so not our problem.

iPad in Tennis Corridor

- Cables for the WiFi have now been installed and engineers been out so VB now just needs to say exactly where the screen has to go. It was agreed in the present climate that the sooner online booking is rolled out for the majority of courts the better. VB will now activate 5 online booking courts leaving only court 5 to be booked on paper. It was agreed that we would try to keep tennis going as long as possible at the moment. ML will send an e-mail to members advising of this change (at the time of writing the Club is actually closing completely as of Friday night 20th March 2020).

Coaching Sub-Committee

- The Sub-Committee on coaching have discussions ongoing and a lot of time and effort has been put in by those involved. There is a meeting to update GM scheduled for Tuesday 24th March 2020. It was agreed this would be another telephone meeting.

Tennis Section Bank Accounts

- Bank Accounts are being updated and 2 signatures are still needed before it is complete.

Head Coach Report

- GM asked whether coaching should be cancelled due to the Coronavirus and the Committee agreed that all GM's coaching should stop. GM to speak to Carole and Jordan Gray re this Sunday's sessions (at time of writing the Club will be closed by then so no more coaching).
- Poor weather impacting both junior and adult coaching programme.
- Winter singles : Deborah Maddern won the ladies and Waiken Chan won the men's.

Treasurer's Report

- Treasurer's report. £6,069.06 in Main Account and £3,106.52 in the Sum-Up account.

Use of courts

- No one was absolutely sure what the TWoS agreement was for the use of our courts so it was agreed that we would honour their request this year and try to find out how many years we are committed to TWoS usage.
- There is a strong argument for dropping the Tuesday ladies coaching class as it has been very poorly attended.

Feedback from tennis survey

- There was only one more form submitted after the previous update so the final results will be sent to the Committee. ST thanked KF and Sandy Thomson for their work on this.

Safeguarding

- No issues at the moment.

AOCB

- JH asked if it would be possible to give GM some remuneration at this time of no coaching but SR pointed out that the coach is self-employed therefore to pay him would not legally be possible. She also pointed out that the coaching is temporarily suspended whilst some people in the Club are losing their jobs for good.

Date of next Committee meeting: Tuesday 28th April 2020 at 7pm

Date of Sub-Committee meeting: Tuesday 24th March 2020 at 7pm

Ref	Action Name	Action Description	Action Owner	Due By	Status (RAG)
1	Wi-Fi	A Booster is needed to enable Wi-Fi in Tennis Corridor. 14/01 – ongoing. 18/02 still in progress	ML & ST	29/02/2020	In Progress
2	Touch Screen	Screen for bookings & signing in of guests. VB to also engage with Fraser. 18/02 VB continuing with this. 17/03/20 VB to roll out online booking to all courts except court 5	VB	31/03/2020	In Progress
3	Wooden Boards	Wooded boards needed at courts 1 & 4 to stop sand disappearing. 18/02 Now going ahead with boards at one side	EG	17/03/2020	In Progress
4	Bank Accounts	Check who can sign for accounts. 17/01 Previous signatories to go to bank and transfer names. SGR to be added. 18/02 Papers now with ST and advancing progress here	EG	17/03/2020	In Progress
6	Safeguarding	ST to put VB in touch with Matt	ST	29/02/2020	In Progress
7	Coaching Analysis	Analysis of numbers of members and non-members	KF	29/02/2020	In Progress
8	Members' Survey	Deciding on content for this. KF and Sandy to discuss. 17/01 This is now being completed by members	KF	29/02/2020	Complete

9	IR35 Legislation	Review of coaching contract and agreement. 17/01 KF continuing to investigate IR35. 18/02 IC and SGR are attending a Workshop on 20/02 re employing people in Sports Clubs (course run by Glasgow Council for Voluntary Sector)	KF & ST	17/03/2020	In Progress
11	Extra Cost to Non-Members	This is to be decided at next meeting. 18/02 This has still not been decided	ST	04/02/2020	In Progress Urgent
13	Storage Unit	Storage box just beside entrance to courts. 18/02 See Ball machine info.	ST/EG	17/03/2020	In Progress
18	Minutes of AGM	To be sent out to Committee. 17/01 Once updated to be sent to Committee. 18/02 still in progress	ST	20/02/2020	Complete
20	Notre Dame request	Coaching session Thursdays 5-6? Update? 18/02 still in progress	GM & ST	17/03/2020	In Progress
21	Communication channels	ML to liaise with Sandy Thomson re Minutes being published on tennis web site once approved by Committee. Email then to be sent to members alerting them to this	ML	17/03/2020	Complete
22	Extraordinary General Meeting	ST to organise EGM prior to Wimbledon Ballot. Exact wording of proposed change to be sent to members. 18/02 wording agreed and will be progressed	ST	08/03/2020	Complete
24	Formalisation of Committee duties	To be discussed at next meeting	ALL	17/03/2020	In progress
25	Fire Exit Doors	Check signs	ST	17/03/2020	In progress
26	Coaching fees	ST to circulate to Committee once he has these from GM	ST & GM	17/03/2020	In progress
27	Website co-ordinator	New person needed to deal with the technical aspect of the website and payment of domain	ST	17/03/2020	In progress

28	Use of Bobby Low Room	Sports Club to be asked for reason it cannot be used by GM	ST	17/03/2020	In progress
29	Junior Teams	Insurance of non-members playing	IC	17/03/2020	In progress
30	Remembering those we have lost	Ideas to the Committee	All	17/03/2020	In progress
31	Data protection of Sum-Up	This needs to be checked	GM	17/03/2020	In progress
32	Survey	Members' survey to continue for another couple of weeks	KF	17/03/2020	Complete
33	Sub-Committee	To meet and report back at next full Committee meeting. 18/02 This has now happened and next meeting 03/03/2020	ALL	17/03/2020	In Progress
34	Coaching Analysis	Analysis of numbers of members and non-members	KF	29/02/2020	Complete
35	Coach's contract	To be produced for whole Committee to review	ST	17/03/2020	In Progress
36	Committee Names on Club Website	SC to forward Committee names to Sandy	SC	17/03/2020	Complete
38	Online Banking	IC to speak to Ewan re Online Banking for the Club Accounts (easier to transfer funds via this method)	IC	17/03/2020	In Progress
Ref	Action Name	Action Description	Action Owner	Due By	Status (RAG)
37	Letter to GM	A letter to be drafted in response to GM's letter	ST	18/02/2020	Completed
5	Sum Up	New way of taking in money to assist coaching. IC to contact Ewan Campbell	IC	14/01/2020	Completed
10	Ball Machine	Check where and how it can be safely used. 17/01 Risk assessment required. PAT test. Storage unit needing bought. Letter been sent to GK (Sports	CS, ST, EG	04/02/2020	Completed

		Club)			
12	Hub Budget Funding	Check if this could be used should tennis section be allowed to use empty ground for hitting balls	SR	14/01/2020	Completed
14	Extra Gents Teams	Feasibility of finding suitable time slots. 17/01 Captains needed for G60+ and G4 vets. 18/02 Captains confirmed	ST	17/01/2020	Completed
15	Gates to Courts	Signs to be made and put on gates. Padlock numbers to be changed and notified to members. 17/01 Sign up but another needed to advise in time of emergency	ST & KF	04/02/2020	Completed
16	G1 & G2 Coaching	Facilitate high level coach & organise sessions	CS & GM	14/01/2020	Completed