



Hillhead Tennis Club Committee Meeting

Meeting Minutes
18th February 2020 - 7pm

Present:

Stuart Trotter (ST) Chair
Jim Hollinsworth (JH) Vice Chair
Edward Gallagher (EG) Treasurer
Gordon McGuigan (Head Coach)
Isobel Campbell (IC)
Valentina Bonetti (VB)
Stephen Reynolds (SGR)
Sheena Crichton (SC)

Apologies:

Martin Lee (ML) Club Main Contact
Keith Fowler (KF)
Charan Singh (CS)
Deborah Maddern (DM)

Minutes and Actions

Previous Minutes:

The minutes from the last Committee meeting of 14th January 2020 were approved during this session.

Matters Arising:

Minutes

- SC brought the fact that the Committee had agreed that once minutes of tennis meetings had been passed by the Committee these would be put on the Club website, but this has not yet happened. ML to be contacted and asked to pass these Minutes on to Sandy Thompson who has agreed to help in the short term until the Committee appoint someone to the job. The AGM minutes from last November have been passed on but were in the wrong file format but ML can now add these for the website too. Members were to be contacted to inform them that Minutes will be available for all to see once passed by the Committee. It was agreed that where sensitive issues / discussions appeared on the Minutes, these would be removed before general publication.

Committee Names

- The names of the Committee Members on the website needs to be updated to show the current membership. SC has contacted Sandy Thompson who has kindly agreed to do this. SC will forward the Committee names to Sandy.

EGM Wording

- The wording for the proposed change at the upcoming Extraordinary General Meeting (EGM) needs to be clearer. The proposal is to change Section 4 Point 5 to “*plus between 4 and 7 Committee members*” leaving some leeway for future Committees in terms of membership numbers.

Committee Roles & Responsibilities

- SC brought up the need to set Roles & Responsibilities for the current Committee and any future ones so that new members on to the Committee understand what is expected of the role.

Exit Door & Signage

- VB pointed out that the exit door to the courts has “Fire Exit” on it and as it is not one that needs to be removed. Signage on gate to courts – this has been completed.

Ball Machine

- Ball Machine – ST has sent message to Gary Kitchener re safety of this.

iPad in Tennis Corridor

- Cables for the WiFi have now been installed and almost ready for engineers to visit (next step in the process for an iPad in the tennis corridor).

Coaching Sub-Committee

- The Sub-Committee on coaching has now met and discussions are ongoing. IC asked for an update on coaching fees and ST will send this out once he has it from GM. ST also confirmed that he had written a formal response in the letter raised by GM. It was acknowledged that KF had done a lot of good research on the LTA website and on other Club websites.

Tennis Section Bank Accounts

- Bank Accounts are being updated. We have 2 accounts – one for Sum-Up and the Main Account and we will keep it this way. EG manages the accounts each month, with transfers being made from Sum-Up to the Main Account. IC to speak to her son re an online internet banking system.

Committee Leavers

- CB and LW have both stepped down from the Committee and ST has thanked them for their time previously. CB was paying for the internet domain so this has to be transferred to the new person to be appointed to manage the Club website.

Head Coach Report

- Poor weather impacting both junior and adult coaching programme with a few classes cancelled. Main reason for cancelling junior classes is now lack of indoor space to run busy hours and older groups. No Bobby Low room access despite it lying empty on several occasions when needed. Inconvenience to kids/parents and coaches alike.

- All team level training sessions going well. Regular attendees forming at all sessions. There could be some time clashes in March affecting home spring league fixtures.
- Junior home match schedule in place. Junior team captains meeting on Saturday 22nd February. Mini red fun competition days - 2 so far and going well with both kids and parents - eager for more. 10 kids involved so far with our red ball team to come from these kids. We have a 16yr old coaching assistant doing her level1 and another 16 yr old starting her DofE volunteering this week (both are Members playing in the junior teams).
- Winter singles knockout in progress with many matches to be completed in next 10 days - finals on Saturday 29th Feb.
- Sw19 ballot - 139 opted in (91 last year equated to 15 pairs, 13 pairs in 2018)
- GM also asked that the Coaching Session for Ladies 4/5 teams continue during match season but dropped to one hour instead of two. There was approved by the Committee.

Treasurer's Report

- Treasurer's report. £9,758.39 in the bank after having paid GM's membership of the Club. £6,731.47 in Main Account and £3,026.92 in the Sum-Up account.

Sum-Up Demonstration

- GM gave Committee a demo of Sum-Up. VB questioned the data protection of all this – GM will check with Sum-Up directly. GM confirmed to SR that he is both Administrator and End User of the application.

Departed Friends

- A question was raised as to how best to remember members who have sadly passed away in the last year. It was mentioned that obviously in the future others will sadly pass away also and where does one draw the line. Initial thoughts were perhaps donating the raffle prize money at the end of the season to the charity closest to the member e.g. in the case of Ali Romanis it could be a Pancreatic Cancer charity. Another suggestion was that there may be a tournament organised each year where anyone who had passed away during that season was remembered. IC is going to speak to the ladies closest to Ali who play on a Friday morning and get their thoughts.

Safeguarding

- New info cards from LTA for young people, showing how to access a safeguarding information app on the Android / iPhone. GM will distribute the cards to as many parents / juniors as possible. Very good info for youngsters.

Date of next Committee meeting: Tuesday 17th March 2020 at 7pm

Date of Sub-Committee meeting: Tuesday 3rd March 2020 at 7pm

Ref	Action Name	Action Description	Action Owner	Due By	Status (RAG)
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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	VB	29/02/2020	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	In Progress
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	In Progress
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	In Progress
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	In Progress
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	In Progress
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	In Progress
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	In Progress
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 Club)	CS, ST, EG	04/02/2020	Completed
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