

# Tennis Committee meeting Minutes

Date 8<sup>th</sup> December 2020 at 7pm.

**Attendees:** Isobel Campbell, Eddie Gallagher, George Cheyne, Fraser Copeland, Carlos Celis, Keith Fowler.

**Apologies:** Shona Ross, Ash (on court), Martin Lee (he will not attend future meetings)

## MINUTES

- **Agenda points and plan of action review (Keith)**
  - New Bench to replace the one in court 3 – Eddie will get one from B&Q ASAP.
  - Muddy area of the extended car park – Keith said they have not heard back from the board. The tennis committee has suggested assisting with the purchase of some stones for the car park's most affected area. However, we must wait to hear from the board before proceeding with any action.
  - Toilets closure has been advertised on the website.
  - All drag nets have been fixed (Eddie).
  - Info for new members – this was related to the content of the email sent to the new members and the main gate code for new members. Keith will check whether Lizzy has accurate information.
  - Return of trophy from last year 45+ winner. Stuart was planning to talk to Tony to get the trophy back. Keith will talk to Stuart to follow this up.
  - Minutes were approved by Isobel and seconded by Eddie.
  
- **Committee operation and review of the year** – Isobel has generated a great infographic to summarise the work that the committee has been doing during the last year. This may help new committee members to get an update on the challenges and activities that the committee has been doing. It was highlighted that although the challenges the club has faced during the last year, we have a significant increase in members and a strong coaching plan on court.



- **Roles and responsibilities of new members –**
  - *Internal and External communication* - Fraser and George have been talking to Martin about the main contact role. George will be the main point of contact for the club (external communication) and Fraser is going to handle internal communications, including the general emails that go into the Hillhead main inbox (most of them related to club Spark); he is also going to update the emailing list, and smooth the communication email that is sent from the club account to members, external booking request from non-members (schools, universities, etc.).
  - *Fixtures Match coordinator* – Steven was in charge of this last year; as he resigned from the committee, Keith took this role. Carlos will take this role for the coming year and Keith will explain the activities to be done to Carlos for a smooth transition.
  - *Meeting minutes* – this will be done on a rolling basis so that each committee member will contribute to this task.
  
- **Maintenance**
  - Keith advised that the court was deep clean a couple of weeks ago. Eddie and Keith talk to the contractor about the Ferrogranul Moss killer, additional sand for the courts; they are still waiting for a quotation.
  - Eddie will speak to Cammie, who has a machine for applying the weedkiller around the court's perimeter.
  
- **Court and booking congestion and management**
  - There is some concern about people booking courts and not using them. Fraser checks Club Spark and there is an option to cancel booking courts, but there is not an option to cancel booking for social or training sessions.
  - We discussed what the best approach could be for stopping people who book the courts and don't show up. Some suggestions include implementing members' self-policing approach where members could report other members if they are not using the courts. If a member is reported on three occasions, then a warning email will be sent; however, if this happens again, a more severe measure will be taken (i.e. a month penalty, which enables them to book for a court for a month). It is essential to highlight that this approach is aimed at people who repeatedly book a court and don't show up rather than members who, for a personal reason, did not show up on one occasion. Fraser will draft a plan and communication strategy to be discussed in our next meeting.
  - Due to COVID and traceability issues, it was also discussed that members should be discouraged from transferring their booked courts to other members without a proper cancellation in Club Spark.
  
- **Treasure report**
  - We are sitting at £9415.68 (Eddie)
  - We must pay for the registration - Martin is going to pay £760. This will get refunded by Hillhead Sports Club in the future.
  - A new brush needs to be purchased as the previous one got broken.
  - Keith – we are trying to balance the money that comes through club spark and the money that comes through other coaching activities – sometimes is hard to keep track of the money that came through different sources.
  - On the 22<sup>nd</sup> of December, there will be some maintenance work (lamps replacements).

- Plan for replacement of court lights – Eddie is waiting for final quotations.
- Coaching and club income report - this need to be done by Ash, so far, we have two reports since august. We need to get another report before the end of the year. Keith will request this from Ash.
- **Head Coach and Team training**
  - Isobel sent the report to the committee – there are some issues regarding 1<sup>st</sup> team “elite” coaching as some members are not happy about it. Some people think that these sessions should be mixing more rather than being a particular group by invitation only. These training sessions were supposed to be finalised immediately after the national competition ended. However, these sessions seem to be ongoing.
  - The committee should have more control over this issue and how the team's training will be organised in the future.
  - Keith suggested organising a team’s captain meeting to discuss these issues and what the best way to proceed could be.
  - Isobel will get in contact with Ash to organise a meeting with team’s captain to discuss issues around team selection and training.
- **Communication plan for post New year program launch**
  - Isobel says that this has not been decided yet. She will follow this up with Ash.
- **Health disclaimer about cardio-tennis.**
  - There was some previous discussion on how people could disclaim health issues to take part in cardio-tennis. There are some disclaim text that could be used from the tennis federation. This will be discussed with Ash.
- **Marketing and promotion**
  - Tournaments promotion – Fraser has been taking care of and send emails to members.
- **COVID office’s report**
  - Eddie – toilets are going to be opened again. They are also opening times of toilets during Christmas. The toilet should be open from 7 am; however, there is some uncertainty on the closing time. Isobel mentions that the toilets should be open for the tournaments around Christmas time.
  - The Gym may be open again on Saturday from 7am.
  - The Cafe will not be open until we get to level 2.
- **Update on floodlights**
  - Eddie – we got some final quotation that is cheaper than previous ones. However, Eddie needs to check them first. KF mention that we need to get the club approval, we need to discuss how the money is going to be raised. There may be some grant funding that we could apply to get extra funds. Previously the members and club have managed to donate £14k, so there is a challenge regarding how we are going to get £40k.
  - There was an overall consensus that we need to estimate how much saving new lights will provide and how much is the cost of the current lights. Keith
- **Club spark update**
  - Fraser - Membership slows down a bit compared to previous months.
- **Member survey –**

- Keith suggested circulating a new feedback form to members. Last time a feedback form was completed by 60 members. There may be something we do in new year. This may be a feasible way of collecting information regarding members' thoughts on court usage, training, etc.
- **Others**
  - Shona inform us that the club got a grant £2500 this year from Glasgow Sports.
  - Glasgow Clyde College – booking request – they requested court on Monday from 9:30 to 11:00, but courts are closed due to maintenance. Fraser will ask Shona if she can negotiate alternative booking details.