

## ELTC Committee Meeting Minutes 17<sup>th</sup> July 2018

Present: Jackie (JS), Rocky (DH), Alex (AP), Rosette (RW), Henri (HP), Hak (HK), Charles (CD), Jean (JC), Mindy (MD), Louisa (LB). Apologies: Valerie (VF), Richard (RO),

	ITEM	ACTION
1	<p><b>Minutes of previous meeting</b></p> <p>The minutes of the previous meeting held on 5<sup>th</sup> June were accepted as an accurate account.</p>	
2	<p><b>Matters arising from previous meeting</b></p> <p><u>Ball machine</u>: hire fee for members to be agreed suggested £10 per session. Jean &amp; Hak will follow up with Dirk re how best to do this. Currently need access to coach hut.</p> <p><u>Female toilet sign</u>: Glued on now</p> <p><u>Front gate</u>: Further quotes have been requested.</p> <p><u>Practice wall</u>: see AOB</p> <p><u>Patrick's book launch</u>: will be combined with club open day event in September.</p> <p><u>Court hooks</u> for court brushes : these are now in place and new brushes purchased</p> <p><u>Coaching</u>: meeting has been held to address members concerns that the Monday and Wednesday sessions were often cancelled at short notice and that the demand for lessons exceeded our coaches' capacity.</p> <p>Peter &amp; Flavia agreed that we really are back in the good position of having a lot of active members asking for coaching and that an additional part-time coach would be welcome. It would have to be a level 3 or above so that they could cover for current group sessions when needed. These can be unforeseen, sickness, injury as well as planned holiday cover. The coaches would all work together to make sure that only 2 coaches are working at any one time and that the coaching calendar and club calendar are kept up to date.</p> <p>Club will advertise for part-time coach in the same way as last year. Jackie will draft advert and circulate to committee and coaches for approval.</p> <p>Both coaches think that the £35 fee for 1hr30 of group coaching is not enough and this will be negotiated when the weekly sessions are restored. Revised timetable of activities to be updated on the website. Coaches to supply the information. Need to firm up the wording on website re coaches' use of courts - we say 5 &amp; 6 but actually it's often 4 &amp; 5 because of mini courts. We should just say 2 hard courts and a third if free. Flavia reiterated the need for a locked gate as all kinds of characters are seen entering the grounds and conducting unsightly business. This is being researched and along with the club not being staffed is part of the reason why the under 16 policy is in place. Only the coaches have a record of the contact details and relevant medical details for their under 16 pupils who have lessons and they are responsible for their welfare until they are collected. Their LTA registration covers this.</p> <p><u>Guest payment</u>: options to be discussed further next meeting.</p> <p><u>Security lights</u>: motion sensor lights have been purchased and installed.</p> <p><u>Container options</u>: being reviewed.</p> <p><u>Bins</u>: Rosette has contacted Brent and collections have been booked and paid for. The fee is £240 (for four bins) and the collection day is a Tuesday.</p> <p>Calendar of dates will be put on noticeboard.</p>	<p>JC/HK</p> <p>VF/AP/RW</p> <p>JS</p> <p>RW</p>
3	<p><b>Secretary's report</b></p> <p><u>LTA Registration</u>: next meeting</p> <p><u>ASL</u>: no longer require court hire for Autumn terms.</p> <p><u>Coach Liaison</u>: it has been clear that coach liaison between the committee and coaches is essential. Henri had originally taken this on last year at Peter's suggestion and was happy to pass this to someone else as it has been hard to keep committee updated. Playing member Louisa Burnand had offered her help to the committee in the past and was invited to the meeting to find out more about what this role would involve. Louisa is very local, and well</p>	

	<p>placed to catch up with coaches when they are at the club. All present welcomed this additional support as everyone already has commitments. There have been many more coaching-related queries from members this year. On this basis Louisa was co-opted by the committee to take over from Henri as Coach Liaison person.</p> <p>Jackie will inform coaches and the aim is to improve communication all round.</p>	JS
4	<p><b>Men's Captain's report</b></p> <p>Box league popular.</p>	
5	<p><b>Women's Captain's report</b></p> <p>Next meeting</p>	VF
6	<p><b>Membership Secretary's report</b></p> <p>Next court treatment scheduled for 7 Sept.</p>	
7	<p><b>Fixtures Secretary's report</b></p> <p>Jean confirmed that he will enter 3 men's teams, 2 women's teams and 1 Vets' team in the winter league. Same as last year. He will check the junior entries with coaches when they are back from holidays.</p>	JC
8	<p><b>Treasurer's report</b></p> <p>Next meeting</p>	HK
9	<p><b>Social Secretary's report</b></p> <p>Rocky has a meeting about the future clubhouse planned for end of August. Current bookings are going strong and Oliver's summer camp is very popular and is running right now.</p>	RH
10	<p><b>Bar Steward's report</b></p> <p>Friday evenings really picking up again.</p>	
	<p><b>Submitted Agenda Items</b></p> <p><u>Security door and gate</u>: preliminary quote of approx. £3,000 has been received to replace the existing clubhouse doors with aluminium doors with two magnetic locks it could be made in 6 weeks. Rosette will arrange second quote for comparison.</p> <p>2 companies have done site visits to quote for new gate and also perimeter fencing. Trevor May has been twice to scope the perimeter fencing and has been asked to break down the quote into sections as well as comment on safety of existing fencing.</p> <p><u>Practice wall</u>: survey results: 99 voted out of a total of 208 adults (not counting Leisure, Junior or Cadet members). Although the majority (69%) of those who responded to the survey voted yes, there were also a significant number of comments and concerns raised by members which need to be addressed. Further communication to members is needed and Louisa offered to help with this. In the meantime Henri will check if planning permission would be required.</p> <p><u>Voting rights</u>: current constitution says only 'full members'. This should say 'adult members' and could be clarified in the Rules, since changing the Constitution would require an EGM.</p> <p><u>Leaky roof</u>: Charles will ask local roofer to check and quote.</p> <p><u>Grounds</u>: Rosette Wilkinson was co-opted by the committee in January to take on the role of grounds liaison person. This should have been included in the January minutes. Jackie apologised for this oversight.</p> <p>Rosette now has the key to the service gate.</p> <p style="text-align: center;"><b>Next Meeting</b> <b>Tuesday 11<sup>th</sup> September 7.00pm</b></p>	<p>RW</p> <p>LB HP</p> <p>CD</p>