

## ELTC Minutes April 2017

Present: CD JS HK HP VF JW

Apologies: RO MB RH PN

ITEM	ACTION BY
<p><b>1. MINUTES OF PREVIOUS MEETING: The Minutes of the previous meeting 9th March accepted as an accurate account</b> <b>Matters arising from previous minutes:</b></p> <p>Blinds fireproofing : Julian will arrange over next couple of weeks Honours Boards : Julian has found a low budget supplier however fonts is restricted and the current font on our boards is not available. He will order one line as a trial. Jackie wasn't sure if the font sizes were the same for the junior and adult boards. Julian will measure. Bench : Oli is finalising wording. Court work: Further discussion took place and it was agreed that the club will do the next one ourselves, adding more clay from current stock. date to be confirmed. Valerie and Julian have noticed some tufts appearing and they suggested making a note of location and taking photos to see if they change in any way. Coach contract : this has been circulated reviewed and approved. Signed copies will be obtained.</p>	JW  HK  JW JS
<p>2. Secretary:</p> <p>GBTW : Club has now registered for the day and promotional pack should arrive by 29th April. Pack includes banner, leaflets, t-shirts, website has tools to design promotional materials. Events on the day to be finalised with input from all coaches. Wimbledon tickets : 24 pairs this year. Also applied for draw for extra tickets for the last weekend 2 pairs for each day. WNST : Grant award winners Presentation Reception at Wembley Stadium on 12th April. Jackie, Rocky and Hak have registered to attend on behalf of the club. <b>Coaches:</b> Flavia has accepted position and will start on April 22nd. Members have been informed. Updated coaching agreement to be signed by all 3 coaches. Jackie will send Flavia's contact details to Richard so that he can send the coaches their membership renewal forms at the same time. Jackie has contacted unsuccessful candidates verbally and by email. Chris is very happy for his contact details to be given out and also happy to be back up in future should we need support. Website: We talked to Flavia at the interview about having her coaching profile on the website. All agreed good idea to have photo of each coach and their profiles both inside the clubhouse and on the website. Julian suggested they go on the noticeboard next to the store room and Peter is already making a space on this one for fixtures. Coaching Certificates: Oli has applied for fast track DBS. Outdoor noticeboard original contact has left - waiting for supplier details form Brent Council.</p>	JS
<p>3 Men's Captain: Squad training well attended. Practice wall -Henri provided update on his research and preliminary costings. He will have further costings for next meeting.</p>	HP

4 Ladies: Winter matches completed. Getting ready for summer. Team night out is being arranged for after Easter.	
5. Membership:Next meeting	
6. Fixtures: Up to date. Dates will be moved from the door to the noticboard.	
7.Treasurers report: Renewals starting to come in.	
8 Social: Next meeting	
9. Bar Steward: Next meeting	
<p><b>AOB</b>  Guest Book : to comply with out insurance policy playing guests must sign in our guest book as ' temporary members'.  Guest fee =£4 can be put through the slot or given to the member to give to committee member or coach.</p> <p>Ball machine: Some discussion took place re the benefits of having a ball machine. Costings and feedback for next meeting</p> <p><b>Complaint and end of Membership</b>  A complaint titled as above was sent to the membership secretary and Peter Neathley on Sunday 2nd April. Peter sent initial response on the 2nd April to the family concerned to no avail.  Monday 3rd April Richard &amp; Rose informed the complainant that in accordance with our complaints procedure the email has been forwarded to Charles Dimpfl, Chair and Jackie Speechley, Secretary.  According to this process both sides will be investigated in due course.</p> <p><b>Data Protection Training</b>  Member Fiona Dickie updated the committee on current legislation around Data Protection including use of CCTV.  All present agreed to adopt the recommendations.  Some documentation needs to be updated, including the membership form.  Fiona had helpful information for us to help put this in place simply.</p> <p style="text-align: center;"><b>Next meeting</b>  <b>May 2nd 7.00p,</b></p>	JS