

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTE OF BOARD MEETING HELD ON TUESDAY 21ST MARCH 2017

Present:

Directors: Howard Bennett (Acting Chair); Maurine Lewin; Matheus Riolfi; David Smith; Francesco Caselli

In Attendance: Christian Coombs (Head Coach and Acting Director of Tennis); Kara Day (Operations Manager, Minutes)

Item		Action
1	Apologies for Absence Alison Hunter, David Harrison	
2	Minutes of meeting held on 15th February The Minutes of the Board meeting held on 15 th February were approved as a true record and signed by Howard Bennett as Acting Chair.	
3	Decisions made over email <ul style="list-style-type: none">• Responses to notes from the inaugural User Group meeting were agreed.• Board approved and agreed the opening of new bank accounts.	
4	Actions from last meeting User group notes are now on the website. Frank Sinkovec agreed to the notes with Board comments. Confirmed that OA salaries have been increased to London Living Wage.	
5	Budget Pensions and NI for potential staff changes are not considered in the current budget. Restructuring of the new Director of Tennis and Head Coach roles will need similar consideration. Reorganisation is speculative however and the current budget represents the baseline. Baseline indicates a surplus, with salary adjustments it is likely to come in a bit less but still in surplus. Any future salary increases will need to be made with a view of there being a surplus and that it makes sense for the business. Budget is to be based on no salary changes and the budget will be updated should any changes, such as salary increases, be made. Action: <ul style="list-style-type: none">• Adjustments to be made with Pensions and NI included in budget and circulated on email for approval, but on the basis that salaries remain flat.• Christian to outline coach salary recommendations	CC CC
8	Systems Report Actions summary following-on from the report. 2 Directors to have access to Xero to review and report on financial matters. Howard Bennett & Francesco Casselli to be given access. Funds to be distributed so no longer in a single financial institution: Currently distributed to: <ul style="list-style-type: none">• Aldemore• HSBC saving account• HSBC current account	

An online application for Secure Trust Bank is under way. A mandate is required. This needs 2 directors to authorise. This needs to approve Kara and Christian. Kara to lead on banking matters moving forward and Christian to be signatory and primary user on HSBC accounts.

Court entry system is the decision of LBH.

Coach privileges need to be agreed with LBH.

- Winter period has proceeded with new coach booking system in place – previously coaches had 3 month booking period but courts 1 & 2 could not be booked. With floodlights court 1 and 8 are not available. Rule is that there must always be 2 courts available to the public. Council wanted coaches to be treated in the same way as general public, therefore coaches were allowed to book any courts within the 7 day rule.
- Considering assigning venues to coaches for advance booking. One coach for example might be given HD for priority, but can still book any venue within the 7 day period.
- Consider an approach where coaches have advance booking privileges – but then potentially have a 6 day booking window for general public bookings.
- Final policy recommendations need further consideration and then need to be agreed with LBH.

Draft Schedule of delegation (expenditure) to be developed outlining new rules on approvals for transactions below a certain amount. Currently the management team has authorisation for items under £500, after which board approval is required.

Secure access to key documents for Board members. Create a virtual shared drive for key documents for easier Board access.

Monthly payroll: system is in place. This is authorised by Howard.

Procurement guidelines – documentary procedures and a register. The Board will devise a procurement policy for items over £5000. Policy to ensure there are always 3 tenders with appropriate tender review.

Actions:

- Set up user access for Francesco and Howard on Xero KD
- Kara to meet with Justine for full view of current Banking systems KD/JH
- Howard to make amends to 'Systems Report summary and actions' document, circulate to Board for review and provide to Kara to upload to website. HB/KD
- Howard to draft a 'schedule of delegation' HB
- Kara to get recommendations for secure virtual shared drive from IT service provider and implement. KD
- Howard to circulate 'Procurement Policy' to be agreed by email. HB

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Management Team Update

Open Play update:

There is some functionality the team was used to which is not currently in place with Open Play, however OpenPlay is keen to make changes and develop their system in line with customer recommendations and requirements.

- Have received very little negative feedback on court bookings.

	<ul style="list-style-type: none"> • Course configuration is time consuming. • Governance and reporting features are an improvement over Booking Bug • Front desk functionality is vastly improved. • Better overall and confident that it will continue to improve. <p>Happy to proceed on the basis of the trial.</p> <p>Adult social new season has been set-up for priority booking. This is another good test.</p> <p>Commented that this is a big step to roll it out to all venues and asked if we are confident enough in this test giving us the necessary data to take that next step. Christian confirmed that it was looking positive.</p> <p>Arrangements are for Open Play to be on call for launch day.</p> <p>All board members to provide photography for the new website.</p> <p>CCTV – need to register with the ICO. If CCTV authorised by council they then need to register the CCTV. Recommended we turn off CCTV until this is resolved. Following registration with the ICO this can be reinstated.</p> <p>Front Door – the issue surrounding the front door needs to be put into writing to the council. This needs to outline the liability relating to the front door not being fit-for-purpose, and particularly highlight the lone worker issue.</p> <p>The Management Team are currently using their own computing equipment. Recommend investment in HT laptops which will also allow more flexibility to work in other rooms in the building given the limited space in the office. Consider a combination of laptop and desktop computers. Staff are also to ensure no sensitive data is being held on own laptops.</p> <p>Actions</p> <ul style="list-style-type: none"> • Board members to provide a head shot to Kara for new website. • Justine to follow-up re current situation with CCTV and ICO registration. • Justine to review communications with council regarding the front door and reiterate the liability issues around this not being fit-for-purpose. • Christian to provide lone worker policy to Howard for circulation. • Kara to get quotes for laptop/desktop options with encryption technology to ensure security. 	<p>BOARD JH JH CC KD</p>
10	<p>EGM</p> <p>Date to be set for Thursday 4th May, 6.30pm. Wimbledon ballot to be run in advance of this with details available by the EGM date. Notice to be drafted. Include special resolution to change the Memorandums & Articles. Hold at Clissold Park tennis Pavilion. Notice of the meeting is required 21 days in advance – this is to go to adult members only. Format and media tbc – direct email, court notices, social media, website?</p> <p>Actions:</p> <ul style="list-style-type: none"> • Alison to circulate the special resolution. • Alison to advise what communications in required. 	<p>AH AH</p>

11	Next meeting Wednesday 19 April Future dates: Tuesday 16 May Wednesday 21 June	
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