

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON TUESDAY 18TH July 2017

Present:

Directors: Howard Bennett (Acting Chair); Maurine Lewin, Francesco Caselli

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

Item		Action
1	Apologies for Absence David Smith; Alison Hunter; David Harrison	
2	Conflicts of Interest No further conflicts were declared.	
3	Minutes of meeting held on 21 June The Minutes of the Board meeting held on 21 June were approved as a true record.	
4	Action points from previous meeting <ul style="list-style-type: none">• Draft final accounts have been prepared• Auditors have been instructed to carry out the audit. LBH has agreed to pay half the cost of the audit. LBH wish to cover this cost by paying it back in reduced court fees.• Further information has been provided to Ian Holland as requested	
5	LBH Update No further updates regarding a future tender process. Likely that LBH will request supporting data, eg. court usage data, toward the end of August.	
6	Management Team Update Draft accounts were discussed and more detail will be given when accounts are finalised. Openplay update <ul style="list-style-type: none">• 7-day view for court bookings has been designed, target date for this to go live is July 31.• Suggested that there could be more contrast in the widget designs generally.• There was a slight delay on the Coach App. A test app has been made available to Christian to review. This is looking good. Will be available to all coaches Monday 24th July. Features include taking registers on devices, issuing security codes to parents at drop-off, taking payment for the session on court via the app. This is being tested next week alongside normal registers, if it works well, this will be rolled out further in the second week continuing throughout the holidays.• New feature coming end of month is a player finder feature, which also directs players to course opportunities.• HT has asked that a wait list feature be developed for courses.	

	<p>Summer Camp update 531 spaces already sold. Slightly down on the same time last year, but expect this to pick up. All day options sold out for all 5 weeks. HD & LF were more popular at this point last year. Expect more sign-ups for Tots and Performance Camp closer to the time.</p> <p>Aegon/Winter League update</p> <ul style="list-style-type: none"> • Juniors: 9 out of 11 junior teams finished top 3. 3 teams were runner-up, 3 teams were division winners. 2 teams were very close for second place and overall our players were competing in higher divisions than the previous year. • Adults: With one match still to play in a number of draws, the current standings are Mens 1 - 4th in the Summer League, Mens 2 - 2nd and Mens 3 - 7th. Women 1 - 7th in Summer League and Women 2 - 2nd. In the Aegon Men 1 finished 5th, Men 2 finished 7th and Women 1 were 3rd. <p>Actions:</p> <ul style="list-style-type: none"> • Enquire with Openplay about more contrast being introduced into the widget designs 	<p>HB</p> <p>CC</p>
7	<p>Update on Policies & Procedures Maurine endeavouring to ensure we have a full set of final policies in place on the google drive.</p>	
8	<p>AGM Previous AGM was held 7th September 2016. The next AGM is due around 12 months time. Directors who have stood down will need to be replaced.</p> <p>Action</p> <ul style="list-style-type: none"> • Howard to circulate email with details of required timing and will determine if the following meeting date will still allow sufficient timing to give the required 21 days notice. 	<p>HB</p>
9	<p>AOB</p> <p>Board Members details need to be updated on the site, notice boards and with Companies House.</p> <p>Fire Safety – circulate fire safety report to the directors.</p> <p>Maurine has agreed to take on role of signing off payroll moving forward.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Adjust website removing Francesco’s financial title, and Mattheus from Board section • Mattheus to be removed from Companies House • Remove Francesco’s financial title, and Mattheus from the notice board. • Circulate Fire Safety report to the Directors • Inform Maurine of the process for signing off payroll 	<p>KD</p> <p>KD</p> <p>KD</p> <p>JH</p> <p>JH</p>

10	<p>Next meeting Wednesday 16th August</p> <p>Future Meetings Tuesday 19th September Wednesday 18th October Tuesday 21st November Wednesday 20th December</p>	
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