

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTE OF BOARD MEETING HELD ON WEDNESDAY 16TH AUGUST 2017

Present:

Directors: Howard Bennett (Acting Chair); Alison Hunter; Francesco Caselli

In Attendance: Christian Coombs (Head Coach and Acting Director of Tennis)

Item		Action
1	Apologies for Absence Maurine Lewin; David Smith; David Harrison	
2	Minutes of meeting held on 16 May The Minutes of the Board meeting held on 18 th July were approved as a true record.	
3	Finance and accounting arrangements Howard reported Knox Cropper to carry out audit next week.	
4	Update on tender process LBH Commercial bid Howard reported on meeting with LBH and current likely timeframe of tender process. Draft tender document to be ready by late September/early October. This will specify allocation of court time to public bookings and program. The tender will be issued in November with 6-8 weeks until it closes. Bids will then be considered by LBH Leisure Department and LTA for approximately 2 weeks. Recommendation then likely to go to Hackney Procurement Board for consideration in their February meeting. Lease to be renewed for 6 months.	
5	Management Team Update Breakdown of professional fees was provided: Trioplus £36.1k; Systems audit £4.6k; Peninsula (HR/Legal support) £2.4k. Adult Team program. Cost and revenue breakdown showed loss of £4k largely due to Adult Coordinator costs. Loss of approx. £1k without this. This is clearly unsustainable. Board resolved that there are 2 alternatives: the teams take on the adult coordinator roles themselves but selection for each team is based on placing in the Hackney Tennis Ladder, with no discretion for team captains (except in prior agreed circumstances). The other alternative is that teams become independent of Hackney tennis and book their own courts. OpenPlay. <ul style="list-style-type: none">• Coach app is up and running, enabling coaches to take registers on court. Some issues with slowness when reception poor. To test with phones in airplane mode whilst on court to see if this is resolved.• New Xero/OpenPlay API has been completed (cost £600) which will allow receipts and expenses to automatically allocate to correct account and class. The current method of manually producing LBH rec no longer needed - the reports can simply be	

	<p>run in Xero. This should save Kara 2-3 days per month.</p> <p>The unrepaired fencing at Clissold Park was discussed. Howard noted that he had raised this again with LBH. LBH said that there is a £400k tender currently open for works in the borough which this will form part of. LBH said that they cannot carry out works such as fence repairs on an individual basis. Christian pointed out that this underlines the problem of the council being responsible for all upkeep and noted the large number of balls being lost.</p> <p>A written update on Summer Camps and the Adult and Junior Club Tournament was circulated by Christian.</p> <p>Club Finals Day to take place on Sunday 17th September. All directors expected to attend.</p>	
6	<p>Policies & Procedures</p> <p>The board noted the huge amount of work carried out by Maurine on this. The directors present felt that the whole board should approve the policies and it was therefore agreed that Howard would circulate policies by email for the directors to approve.</p>	HB
7	<p>AGM</p> <p>AGM to take place on Tuesday 26th September at 6 pm in the Pavilion. Official notice needs to go out by Monday 4th September.</p> <p>Howard to draft AGM notice with invitation to stand as director.</p>	HB
8	<p>Next meeting Tuesday 19th September</p> <p>Future Meetings Wednesday 18th October Tuesday 21st November Wednesday 20th December</p>	