

# HACKNEY CITY TENNIS CLUBS LIMITED

## BOARD OF DIRECTORS

### MINUTES OF BOARD MEETING HELD ON TUESDAY 20<sup>th</sup> March 2018

**Present:**

**Directors:** Howard Bennett (Chair); Frank Sinkovec, David Smith, George Howe

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

Item		Action
1	<b>Apologies for Absence</b> Alison Hunter; Maurine Lewin; Francesco Caselli; David Harrison	
2	<b>Conflicts of Interest</b> The following potential conflicts of interest were declared and authorised: <ul style="list-style-type: none"><li>• There were no new conflicts to declare</li></ul>	
3	<b>Minutes of meeting held on 21 February</b> The Minutes of the Board meeting held on 21 February were approved as a true record.  <b>Action:</b> <ul style="list-style-type: none"><li>• KD to upload February minutes to website</li></ul>	KD
4	<b>Items approved via email</b> Nothing to note since previous meeting	
5	<b>Action points from previous meeting</b> <ul style="list-style-type: none"><li>• Confirmed that HT membership is not required by any office staff member in order to carry out their assigned duties.</li></ul>	
6	<b>Management Team Update</b>  Lone Worker <ul style="list-style-type: none"><li>• A panic alarm button can be installed and be connected to the emergency services. MT is awaiting a quote for this.</li><li>• Lone Worker concerns have been discussed with Peninsula.</li><li>• Of the actions that are in place or being considered: CCTV acts as a deterrent, a panic alarm is an alert if an incident occurs, the lone worker WhatsApp group doesn't prevent something from happening but alerts us to a potential issue. These are all good things to have in place. Suggested that the MT take it in turn on a weekly rota to monitor the WhatsApp group. If not checked out, a list of procedures is required to check on the loneworker, eg. phone call, emergency contact call, checking cctv remotely.</li><li>• Peninsula recommended trialling the WhatsApp group to determine workability.</li><li>• There could be difficulties if, for example, Christian is in Bromley when something happens onsite. Good communication and cooperation will be required amongst the MT to ensure any issues are dealt with appropriately.</li></ul>	

#### Further budget review

- Office staff costs are projected to be higher to allow for London Living Wage increasing, pension costs and accrued holiday pay costs.
- Coaching costs overall is down due to reallocation of Director of Tennis office time being allocated to office staff
- The Board approved the budget including coach rate increases

#### Xero/Openplay update

- Transactions are now fully integrated so that Openplay feeds directly into correct account code.
- Bookkeeping training meeting with Scott (Xero specialist) is this Friday – recommended Kara & Justine attend. Christian to decide how to manage bookkeeping moving forward. Both OAs being trained across the board to allow for cover.
- Scott will be on hand to offer support from April onward.

#### H&S Report

- This report is to follow.

#### GDPR

- Partner policies are being gathered and held on file digitally and in a physical folder.
- Much can be managed through the booking system. OP is implementing its own GDPR policy. HT will piggy back on this for court and course data management.
- Moving forward we need to ensure all team players/squad/box league/ladder players have approved our use of their data. Consent forms will need to be completed.
- The Box league link has to be open in order for everyone to be able to view it. Potentially could set-up a box league/ladder OP free course with a password as a registration and consent method. Need to determine how the wording must be presented in order to get consent.
- With teams, part of the consent will be that all email addresses will be distributed to other team players.
- MT to check if an open document can be posted online even with explicit consent.
- Policies are also required for the Board in terms of data handling, eg. payroll, information presented in board meetings.

#### Competition

- Family mini red Quorn Cup ran last weekend. There were 17 entries and 9 doubles pairs came along and braved the cold. Best entry level to-date.
- MT to consider setting up LTA tournaments through OP in order to take payments in advance. CC thought it might be possible to include links from the LTA competition pages through to private sites.
- The sign up to the final LTA tournaments through to the end of the current term are very healthy.
- All Summer tournaments have now been confirmed.
- New 8U County Tour is being implemented and Clissold Park is hosting some of the events. This may expand to other age groups in the future.
- LTA performance funding application deadline is next month.
- Jnr teams all set for team tennis.
- Team Tennis Rule Books have recently arrived and will be

disseminated to all captains.

- Women's Team training aims to restart from 9<sup>th</sup> April, potentially with a coach supporting. This is tbc.
- Men's Team Training is set to run alongside the Summer programme. CC to confirm with men if they wish team training to run continuously or have a break. The goal is to run it from w/c 23<sup>rd</sup> April. At least one fixture will already have been played by this date. Men are to confirm start date and whether they wish this to be continuous or not. Frank confirmed that first and second teams don't wish to have a break but that Steve Dobson (Men's 3<sup>rd</sup> and 4<sup>th</sup> Team Captain) has breaks.

#### LBH audit

- Report is not yet finalised and needs to go to Ian Holland before being sent to Hackney Tennis.

#### Court Maintenance

- There are concerns over the state of London Fields courts. Advice to the MT is that courts were sprayed in January and March. Ian has recommended CC liaise with Ladi regarding London Fields, who has indicated the courts have been treated almost monthly. There are also concerns over how worn the courts are and suggestions that the lines are not visible. Ladi indicated the courts are being reviewed. CC has asked LBH if they are happy with us closing the courts for the time being. CC to follow this up with Ladi. Notices will be required on the courts and on the website should this take place.
- A light cover blew and shattered on court 5 at Clissold Park and can't be booked currently.

#### OpenPlay developments

- OP is working on the 2 hour court booking option. They are planning to include a multi-slot booking button with a maximum of 2 hours. They are hoping to have this in place by the end of next week.
- Further to OP bookings automatically assigning to appropriate accounts in Xero, OP is also exploring extending this to classes being automatically assigned.

#### Knox Cropper

- The MT is to take over management of the relationship with Knox Cropper moving forward.

#### Fundraising

- A fridge and honour board have both recently been raised by Adult members as objects they would like in the Tennis Pavilion. Research into these items has identified that they are quite expensive.
- Fundraising from the Annual Club Tournament has previously been committed to supporting the purchase of an honour board but much more will be needed.
- Frank has committed to organising social fundraising amongst the adults to help support these purchases. Frank is organising an end of season Team celebration and is including a fundraising element to this event.
- Kara raised running a Wimbledon sweepstake this year, but reiterated that it needed the support of the adults in order to sell enough tickets.

	<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Panic alarm quote to be circulated to board when available</li> <li>• New H&amp;S folder to be created on board drive</li> <li>• Christian to develop GDPR plan further for next meeting.</li> <li>• Check regulations around open documents with contact information being posted online regardless of consent</li> <li>• CC to communicate with adult captains regarding team captains and provide the rule books.</li> <li>• CC to check with Steve regarding Team Tennis running timing</li> <li>• Christian to follow-up with Ladi re not booking London Fields for the time being</li> <li>• Howard to be cc'd on emails to the council so he can reiterate/raise issues with Ian in their meetings.</li> <li>• Howard to send an introductory email to CC and Knox Cropper for future management by the MT</li> </ul>	<p>CC JH CC CC CC CC CC CC HB</p>
7	<p><b>LBH Update</b></p> <p>An update on timescales has been requested from Ian Holland. The individual who will have responsibility for running the tender has been asked to confirm this with Howard. Currently awaiting an update.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• HB to talk to LBH for an update on court maintenance and related obligations after the tender.</li> </ul>	<p>HB</p>
8	<p><b>AOB</b></p> <p>Wimbledon ballot</p> <ul style="list-style-type: none"> <li>• 27 pairs of tickets have been allocated to HT. This will be run via the LTA's automatic system.</li> </ul> <p>Action</p> <ul style="list-style-type: none"> <li>• KD to review the programme calendar and determine if there is a preferable date to run the ballot.</li> </ul>	<p>KD</p>
9	<p><b>Next meeting</b> Wednesday 18<sup>th</sup> April</p> <p><b>Future meetings</b> Tuesday 15<sup>th</sup> May Wednesday 20<sup>th</sup> June Tuesday 17<sup>th</sup> July Wednesday 22<sup>nd</sup> August Tuesday 18<sup>th</sup> September Wednesday 17<sup>th</sup> October Tuesday 20<sup>th</sup> November</p>	