

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY 20TH JUNE 18

Present:

Directors: Howard Bennett (Chair); Alison Hunter; Maurine Lewin; David Smith; Francesco Caselli; Frank Sinkovec; George Howe; David Harrison

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

Item		Action
1	Apologies for Absence N/A	
2	Conflicts of Interest The following potential conflicts of interest were declared and authorised: N/A	
3	Minutes of Meeting held on 15th May The Minutes of the meeting held on 15th May 2018 were approved as a true record subject to a final minor amendment. Action <ul style="list-style-type: none">• KD to make final amend to May minutes and send to Howard to sign• KD to upload May minutes to the website once signed	 KD KD
4	Actions since last meeting <ul style="list-style-type: none">• Legionella confirmed as being an annual cost.• The response was sent to the member querying potential to subsidise team tennis	
5	Items approved via email <ul style="list-style-type: none">• Nothing to note	
6	Finance End of Year accounts were presented to the Board. The main difference in terms of income and expenditure year on year is that we do not have a deficit for 2017/18. Costs such as Trio Plus have not been incurred this year. There has been a significant increase in programme fees, but not as high as anticipated, a primary reason for this has been three poor months at the beginning of 2018 due to weather and problems with floodlights affecting floodlight bookings. Floodlight issues have included the communication system in place at Clissold Park to turn lights on failing and causing issues, bulbs breaking and downtime waiting for them to be fixed at Clissold Park and Hackney Downs, and lights scheduled to go off too soon at Hackney Downs impacting courses and court bookings. Highlighted areas include: <ul style="list-style-type: none">• Equipment sales are down, it is difficult to run a club shop with the accessibility and cheapness of online sales.• Room hire has grown with good increases in long term bookings.• Programme income has increased 6% and payroll expense has increased 3% - profit is therefore up overall.• Court hire expenses have reduced as we've not used an indoor venue in Leyton as much this year.	

	<p>events. An entry fee of £25 will be charged. Advance bookings would be allowed for ACT matches. For doubles this would be better run as a normal tournament allowing for the social aspect.</p> <ul style="list-style-type: none"> • Tournaments have been granted for the Winter season. We are disappointed with the number of girls events and lack of adult events. Based on Christian’s referee license he can’t officially run grade 4 & 5 events but has special dispensation to run Grade 5s for the time being. When appointing a competitions coordinator, important to ensure they have sufficient qualifications to allow the higher graded tournaments to be run. • The OpenPlay coach app is being developed further by OpenPlay to overcome issues with the initially launched ap. • GDPR – course bookers need to confirm email marketing consent to ensure we can contact them regarding priority bookings. Kara to confirm there is a general reminder about this on the website. Christian to instruct coaches to remind customers on current coaches to update their email marketing preferences for priority booking • H&S – Lone Worker policy has been approved by the Board. • Kara confirmed that IT Guy has Hackney Tennis on a preferential rate. The Board approved moving to the monthly service agreement. • Hackney Tennis has put a Wimbledon Sweepstakes in place to raise funds for a new Champions Board. The support of members is required to make this a success. • Kara is undertaking a card services review as part of upgrading to contactless technology. Running over the counter payments through OpenPlay has been looked at, however is a longer term consideration as they develop their platforms further. <p>Actions</p> <ul style="list-style-type: none"> • Christian to follow up with Steve Dobson regarding men’s team training. • Kara to confirm priority booking/email consent notice is on the website • Lone Worker policy to be moved to approved folder • Kara to confirm service agreement with IT Guy • Kara to produce a report and recommendations on a new card services arrangement/provider moving forward 	<p>CC KD JH KD KD</p>
8	<p>LBH</p> <ul style="list-style-type: none"> • No further update beyond that Hackney Tennis has been requested to supply information for the tender. Precise timing has yet to be confirmed but we expect an Aug/October tender process which may be in place from the new calendar year. • Howard and Christian to compile a list of issues to discuss with LBH with regard to the tender – eg. maintenance and procedures for issues with specifics, nets, fences, pollen/cleaning, nettles courtside, etc. It was suggested these areas be costed out. This needs to be completed within the next couple of weeks. There would be a preference for Hackney Tennis to take on a good portion of the maintenance management. <p>Actions</p> <ul style="list-style-type: none"> • Howard and Christian to compile a list of issues to discuss with LBH with regard to the tender 	<p>CC/HB</p>
9	<p>Next meeting Tuesday 17th July</p> <p>Future meetings</p>	

	Wednesday 22 nd August Tuesday 18 th September Wednesday 17 th October Tuesday 20 th November	
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