

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON TUESDAY 15TH MAY 2018

Present:

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

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

Item		Action
1	Apologies for Absence David Harrison	
2	Conflicts of Interest The following potential conflicts of interest were declared and authorised: <ul style="list-style-type: none">Howard has joined the box league	
3	Minutes of Meeting held on 18th April The Minutes of the meeting held on 18 April 2018 were approved as a true record. Action <ul style="list-style-type: none">KD to upload April minutes to the website	KD
4	Items approved via email <ul style="list-style-type: none">Letter to the London Borough of Hackney regarding court maintenance approved on email.Complaint regarding Instagram use of the term 'tennis crazy' response approved on email	
5	Finance Draft accounts are in process and will be ready early June. Christian has been in touch with Knox Cropper to arrange the audit of accounts. Knox Cropper wish to start early to mid-June. Draft accounts to be sent to them next week. Target is to have audited accounts prepared for the July board meeting. Actions Provide draft accounts to Knox Cropper	CC
6	Management Team Update <ul style="list-style-type: none">The panic alarm has been installed and a procedure is in place.The procedure for What's App Lone Worker check-in is in place. H&S Legionella testing is required as part of health and safety requirements. Quotes for this work have been prepared. This cost was approved by the Board. GDPR <ul style="list-style-type: none">HT has been waiting on OpenPlay (OP) to release their information as we're tied to their systems and they hold the majority of customer data.	

	<ul style="list-style-type: none"> • OP has implemented their marketing consent form which is completed at the time of booking. • A new privacy and data policy is required alongside GDPR. • HT is preparing a MailChimp email to gain consent from members – this includes consenting to share information for the management of teams and box league and ladders. This is to include that members are happy for HT to pass on details of team players to team captains for the running of the teams. Team captains will need to receive an updated list and will be asked to delete old lists. Old captains may need to be contacted as well. • To manage online data the box league and ladder players will receive a password to access a secure page to more safely manage the data. • GDPR policy and procedures need to include the cut-off date for holding. OP have determined 3 years is an appropriate time period. With membership we will restrict this to one year to eighteen months to allow the ongoing management of the membership. • Data doesn't necessarily have to be deleted, but it needs to be anonymised so it's not identifiable to the person. • Our procedures must include justifiable reasoning for keeping data. • HT to ensure it documents all procedures and note when staff have been trained on GDPR procedures. This needn't be arduous. <p>IT Guy</p> <ul style="list-style-type: none"> • HT to request statement/confirmation of their adherence to GDPR given their potential to access HT systems as part of their work for us. • IT Guy are moving to a monthly service model. A basic monitoring and security plan costing £5/machine/month has been recommended to HT, following realisation that £35/machine/month was simply too big a commitment for HT. • The Board agreed to proceed with the £5 option subject to potential discount on other services. • The Board agreed that in 12 months a competitive review of IT services is to be carried out. <p>Actions</p> <ul style="list-style-type: none"> • Management team to proceed with Legionella testing • GDPR consent emails to be issued to members • KD to request a GDPR statement from IT Guy • KD to discuss discounted rate with IT Guy for other services 	<p>CC/JH KD/CC KD KD</p>
7	<p>LBH</p> <ul style="list-style-type: none"> • Howard spoke with Ian Holland this morning raising issues that will be sent in the previously agreed letter. • Plans are in place for London Fields to be resurfaced, this will take place during the Summer. • The council recognises that Clissold Park is due for resurfacing at some point – believed to be in 2 year's time. HT to review all the courts in advance of the tender. • For perspective it would cost 150k to resurface London Fields/Clissold Park/Hackney Downs – but the whole Parks budget is 750k. It has been suggested we look to the LTA to seek support funding. • The person managing the tender is in place and will get in touch in the next week or two for supporting information. Current timing for the tender is June/July. Current delay is due to a change in lead counsellor for parks and leisure. • Income impact for LF should be accounted for in the HT budget. • Ongoing maintenance needs to be considered in the budget as general maintenance could fall to the tenderer. 	

	<ul style="list-style-type: none"> • Need to impress upon the council that the timeframe for upkeep needs to consider the level of use of the courts. • Consider pushing that the tenderee becomes responsible for regular maintenance but resurfacing etc. falls to the council. • Ensure the tender stipulates that the courts can only be used for tennis. 	
8	<p>AOB</p> <p>In response to an email from a member regarding allocation of funding it was agreed to reiterate the answer given at the AGM. To the question: is membership cross subsidising other members of the club, the answer is no, all areas of the programme endeavour to run at a surplus and they have to do that in order to manage running cost. In addition, our surplus is going to need to increase in the future to meet the requirements of LBH.</p> <p>It was suggested that a portion of membership fees could go to team subsidies. It was pointed out that the membership is not solely made up of team players. And furthermore this funding goes toward the overall surplus – funds which might be required for resurfacing, developing shelters or other development programmes related to the provision of tennis around the borough. The highest areas of programme surplus are adult coaching courses and holiday camps – all areas are intended to run a surplus, it is essential we do not run at a loss.</p> <p>Hackney Tennis exists to provide a service under the constraints of LBH, and we cannot offer some services you might expect from a private members club.</p> <p>It was proposed that membership could be free to all and not carry a fee at all. Which might mean other costs would need to be increased to make up for the short fall.</p> <p>The Board acknowledged that the structure of adult team tennis has not yet been sorted out. An ongoing issue is the cost of team training.</p> <p>The Board approved the Safeguarding policy.</p> <p>Lone Working Policy is completed, Christian to confirm.</p> <p>Actions</p> <ul style="list-style-type: none"> • Complaints to be filed on the drive • Howard to draft a formal response to the Member query. • Safeguarding policy to be moved to the approved folder • Lone Working Policy to be checked and confirmed. 	<p>JH HB JH CC</p>
9	<p>Next meeting Wednesday 20th June</p> <p>Future meetings Tuesday 17th July Wednesday 22nd August Tuesday 18th September Wednesday 17th October Tuesday 20th November</p>	