

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY 22ND AUGUST 18

Present:

Directors: Howard Bennett (Chair); 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, Alison Hunter	
2	Conflicts of Interest The following potential conflicts of interest were declared and authorised: N/A	
3	Minutes of Meeting held on 17th July The Minutes of the meeting held on 17th July 2018 were approved in principle as a true record, with the agreed amendment. Action <ul style="list-style-type: none">• Make amendment to July minutes and arrange for HB to sign• Upload July minutes to website• Post July minutes on the notice board	KD KD KD
4	Actions since last meeting <ul style="list-style-type: none">• Actions completed other than review of LBH insurance. Actions <ul style="list-style-type: none">• Howard to check on liability insurance held by LBH.	HB
5	Items approved via email The response to a customer complaint was discussed and agreed over email. The complaint was withdrawn and the person who was the subject of the complaint is satisfied with the outcome.	
6	Finance Knox Cropper have come back with some additional queries for the accounts – these are to be addressed. Knox Cropper have suggested accrual-based accounting is not necessary for Hackney Tennis and that the adjustments are immaterial. The recommendation is to proceed with accounts on a cash basis. Board agreed cash basis is most appropriate. Q1 accounts <ul style="list-style-type: none">• Income is up on Q1 last year, expenses are up slightly. Overall Q1 accounts are up on Q1 last year.• Some significant expenses are still to be accounted for in the next quarter, eg. coach wages for holiday camps.	

	<ul style="list-style-type: none"> • Court income was slightly down due to weather, London Fields resurfacing and light issues at HD in Q1, however July bookings were strong and we're expecting a reasonable 2nd quarter. <p>Budget</p> <ul style="list-style-type: none"> • The Management Team is confident that the budget is conservative and that we are on track. • LBH bid costs have been considered in the budget. • Cleaning and decorating have also been factored in. • No changes to payroll or recruitment have been factored in at present. • A further session has been booked with our xero expert to ensure the management team is fully across accounting areas being covered by Justine. <p>Bank accounts</p> <ul style="list-style-type: none"> • A new savings account is needed as we are reaching the £85k limit with the HSBC accounts. • The Aldemore account is also maturing. The Board approved for this to roll into a new account. <p>Actions</p> <ul style="list-style-type: none"> • A new savings account option to be researched for board approval 	KD/CC
7	<p>Management Team Update</p> <p>Insurance Agreed that upon review, the liability cover we have in place is adequate. Points to note are:</p> <ul style="list-style-type: none"> • HT to notify the insurance company if there is a fracture (not fingers, thumbs or toes). • The 'Other sports' element doesn't apply to Hackney Tennis as they only apply as 'fun activities as part of tennis training' which is covered. <p>The Hackney Tennis venue hire contract refers to customers having their own liability insurance – suggested that a minimum amount be listed that mirrors our insurance provider's requirements.</p> <p>Teams There has been some difficulty finding team captains for Men's/Women's 1 teams and concerns over enough players of a suitable level for the leagues these teams are currently in. Decisions need to be made over how teams are to be entered for next leagues.</p> <p>H&S</p> <ul style="list-style-type: none"> • There was a wrist break during holiday camps. Parents were called and child was taken to hospital for treatment. • Legionella testing is confirmed and is to be implemented. • Following employee survey, Display Screen Equipment risk assessment report and procedures are to be developed. • Board confirmed contractors' documents are approved. <p>New Membership System OpenPlay have a new membership offer. This sits outside the activity and court booking systems and is based on an annual subscription. Customer experience is the same. This allows the setting of preferences, eg. performance squad registration fees, so the customer can not sign up to the squads until they have paid their squad registration fees. This also offers automatic reminder and renewal</p>	

	<p>opt-in for customers. Customers can update their details as part of their OpenPlay account.</p> <p>Financial procedures Some updates are required, including izettle, and areas where the council have highlighted they would like more detail. This is to be reviewed at the next meeting.</p> <p>Lux meter Guidance is that club players require no more than 200 lumins to play a match. David Harrison had indicated he had a light meter previously, however they are only around £20 so CC is to purchase a meter to assess the light levels and after some testing will propose what we will set as an appropriate light level for play which will guide the use of floodlights for match nights outside floodlight hours.</p> <p>Actions</p> <ul style="list-style-type: none"> • Room hire T&Cs to be reviewed to ensure insurance requirements are adequate • Christian to check with LTA over best way to manage the team configuration moving forward and report back • CC to check in with customers on the outcome of the wrist injury and advise insurance of the accident • Update Financial Procedures • Purchase Lux meter • Holiday pay management to be implemented 	<p>KD</p> <p>CC</p> <p>CC</p> <p>CC/KD</p> <p>CC</p> <p>CC/KD</p>
8	<p>LBH</p> <p>A lot of work previously done on the business plan will still be very valuable in the development of the LBH Tender document. It is difficult to plan properly until the tender document is made available.</p> <p>Background documents and support information can be worked on in the interim.</p> <p>Actions</p> <ul style="list-style-type: none"> • Plan for support information to be drafted and where possible begin collating such information. 	<p>All</p>
9	<p>AOB</p> <p>Justine has tendered her resignation. The Board agreed to accept.</p> <p>Actions</p> <ul style="list-style-type: none"> • Howard to draft a response to Justine. 	<p>HB</p>
10	<p>Next meeting Tuesday 18th September</p> <p>Future meetings Wednesday 17th October Tuesday 20th November Wednesday 19th December? Tuesday 15th January Wednesday 20th February Tuesday 19th March</p>	