

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON TUESDAY 18TH SEPTEMBER 18

Present:

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

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: N/A	
3	Minutes of Meeting held on 22nd August The Minutes of the meeting held on 22 nd August 2018 were approved as a true record pending one minor date correction. Action <ul style="list-style-type: none">• Upload August minutes to website• Post August minutes on the notice board	KD KD
4	Actions since last meeting LBH is confirming liability insurance held.	
5	Items approved via email .N/A	
6	Finance The Board approved the opening of a new savings account - Redwood Bank 95 Day Business Savings Account. Actions <ul style="list-style-type: none">• Financial procedure to be updated for next meeting.• Begin proceedings to open new bank account	KD/CC KD
7	Management Team Update Court refurbishments Hackney Tennis has been informed that there is likely to be some court refurbishments across the borough but there is no detail behind this as yet. This is likely to cause disruptions to the programme and court bookings. OpenPlay	

	<p>A new Account Manager has been appointed to Hackney Tennis. Encouraging initial meetings have been held with her relating to resolving some key issues and delivering on important efficiency promises.</p> <p>GDPR Staff training to be implemented.</p> <p>End of Summer wrap-up Holiday camps went very well over the Summer.</p> <p>Club tournament went well. The new format worked well but could have been started sooner. There were some comments about not having the social aspect of the earlier rounds, but likewise for other players worked well as they didn't need to commit to a specific pre-finals tournament day.</p> <p>Suggested that for the finals day we could get more kids and parents along by holding the full tournaments on that morning, which may also help to get more volunteers along.</p> <p>Suggested that we put a call out to Junior and Adult members to form social sub-committees to help coordinate club finals and other social activities across the year moving forward.</p> <p>Actions</p> <ul style="list-style-type: none"> • Implement GDPR training with office staff • Once 2018/19 membership has settled put a call out for social committees 	<p>KD KD</p>
8	<p>LBH update</p> <p>Approval has been obtained for budget to carry out some court refurbishment work. Details to come.</p> <p>Actions</p> <ul style="list-style-type: none"> • Howard to circulate available detail relating to court refurbishments. 	<p>HB</p>
9	<p>AOB</p> <p>The Board requested that reports be provided in advance of the meeting.</p> <p>The Board agreed a Lux meter would be a worthwhile investment.</p> <p>AGM timing to be determined. Difficult with the tender situation and questions raised around whether this can be held without a clearer sight of the tender process. Suggested this will take place January/February.</p> <p>The Board gave a big thank you to Frank for his role on the Board and active participation as a member of Hackney Tennis. We wish him all the best for the future.</p> <p>Actions</p> <ul style="list-style-type: none"> • Check timing requirements of the AGM. • Christian to purchase lux meters. • 2018/19 Membership call out to be issued. 	<p>HB CC KD</p>
10	<p>Next meeting Wednesday 17th October</p>	

	Future meetings	
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Tuesday 20th November

Wednesday 12th December?

Tuesday 15th January

Wednesday 20th February

Tuesday 19th March