

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY 17TH OCTOBER 18

Present:

Directors: Howard Bennett (Chair); David Smith; Francesco Caselli; George Howe; Alison Hunter, David Harrison

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

Item		Action
1	Apologies for Absence Maurine Lewin	
2	Conflicts of Interest Nothing further to declare.	
3	Minutes of Meeting held on 18th September The Minutes of the meeting held on 18 th September 2018 were approved. Action <ul style="list-style-type: none">• Upload September minutes to website• Post September minutes on the notice board	KD KD
4	Actions since last meeting LBH has confirmed that its liability insurance will cover issues arising from unsafe courts. Regardless, Hackney Tennis' own insurance means we are fully covered.	
5	Items approved via email .N/A	
6	Finance An application for a new bank account with Redwood Bank has been submitted. Currently awaiting a final response from Redwood. The Financial procedure has been uploaded to the Board drive. No further updates are needed. Holiday pay was paid for the last quarter. Moving forward holiday pay will be managed on a monthly basis. Knox Cropper has responded regarding the audited accounts, indicating that all is in order. They have asked if the Board have reviewed the draft accounts. These are to be circulated. Knox Cropper indicated they expect to finalise everything by next week. Q2 Accounts are sound and have us tracking along with the budget forecast. Q2 income is positive and slightly up on the previous year. Staff costs are also looking positive, slightly lower on last year. Have had a few unexpected costs this quarter	

	<p>including additional xero training, higher use of activity providers in course expenses and some extra clubhouse repairs.</p> <p>In the previous year comparison, David had made some adjustments to finance charges and income which accounts for a year-on-year variance as we are now following a cash-basis for our accounting.</p> <p>Actions</p> <ul style="list-style-type: none"> • CC to circulate draft accounts to the Board • KD to finalise new bank account 	<p>CC KD</p>
<p>7</p>	<p>Management Team Update</p> <p>Health & Safety A player fell over on court in the last month. HT followed up with them and they were ok and happy with the way the coach on court dealt with the situation.</p> <p>Court refurbishments Christian met with the council regarding court refurbishments. £90k investment has been assigned to these works over the next few months. Sports Courts, the company commissioned to do the work, said CP didn't need repainting as this had been done within 3 years. We believe they need resurfacing.</p> <p>Competition Manager A Competitions Manager is one of the big areas where we'd like to make a change, however it is difficult to recruit with so much uncertainty and potentially this close to the tender.</p> <p>Building Lease Christian contacted Elizabeth about the lease renewal, who has passed him onto another colleague. This has now been redirected to Elizabeth to finalise.</p> <p>Business of Tennis Forum Kara and Christian attended the Business of Tennis Forum last week. The new head of the LTA presented. He had a general focus on wanting to further support Parks Tennis. The other presentations focused on participation and how on the whole tennis is declining, with a shift from traditional sports and a preference for exercise classes. Interestingly park tennis stats were strong.</p> <p>LTA Funding Middlesex LTA County has agreed to provide Hackney Tennis with £7k in grants for junior performance funding through to the end of the Summer 2019 season. Middlesex LTA is being more flexible about how we spend this funding. This could be player support, tournament assistance, more specialist support for player fitness development, etc.</p> <p>Adult Teams A very positive Adult team meeting was held recently with good interest in getting new players involved in teams. However, some players have attended trials recently but fed back that they weren't made to feel very welcome and have decided not to follow this through. Christian to follow up on this. Teams need to be inclusive and encourage wider participation. Captains need to take a lead with this.</p> <p>The procedure for trying out for a team is as follows. New people contact the office or Christian, they are put in touch with the relevant captains or the wider group of men's captains to work out amongst themselves to arrange a hit with that player or invite to a team training session. Captain then relays back which team</p>	

	<p>they might be best suited to. Christian has encouraged captains to include him in all correspondence.</p> <p>Box league and ladder have worked well in terms of identifying potential new players, allowing Christian to direct or recommend players to captains.</p> <p>OpenPlay The back-end system is currently running slow. OpenPlay is working on ways to resolve this.</p> <p>Actions</p> <ul style="list-style-type: none"> • Christian to develop a plan for the Middlesex LTA funding pot • Christian to follow-up on team trial player feedback 	CC CC
8	<p>LBH update</p> <p>Ian Holland has passed on his apologies for the delay in the tender process and has offered to meet with the board if that would be useful. If HT wins the tender we'd be free to continue on with our planning as is. If HT doesn't win it, the programme would most likely need to be taken over at the end of the Summer season.</p>	
9	<p>AOB</p> <p>AGM Timing of the AGM is difficult with so much uncertainty around the tender. However, the Board agreed this should proceed as normal with a focal point of discussion likely to be the tender.</p> <p>1/3 of the Board needs to be put up for reelection, as Frank has stood down, Howard would need to step down and restand, + one other. Certain members expressed concerns if Howard did not continue to be on the board given his significant leadership role, particularly with the bid.</p> <p>Agreed to hold the AGM on Thursday 6th Dec, 6.30pm.</p> <p>The passing of Geoff Thomas Sadly, our Vets second team captain, Geoff Thomas, passed away recently from a sudden heart attack. He was a regular player and feature of Clissold Park courts. Dirceu is looking at ways to raise funds to pay for a park bench that overlooks the court in his honour. Hackney Tennis will support these efforts in any way we can.</p> <p>Actions</p> <ul style="list-style-type: none"> • KD to issue AGM notices 	KD
10	<p>Next meeting Tuesday 20th November</p> <p>Future meetings Tuesday 15th January Wednesday 20th February Tuesday 19th March</p>	