

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON TUESDAY 20TH NOVEMBER 2018

Present:

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

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

Item		Action
1	Apologies for Absence Alison Hunter, David Harrison	
2	Conflicts of Interest Nothing further to declare.	
3	Minutes of Meeting held on 17th October The Minutes of the meeting held on 17 th October 2018 were approved. Action <ul style="list-style-type: none">• Upload October minutes to website• Post October minutes on the notice board	KD KD
4	Actions since last meeting Covered in areas below	
5	Items approved via email The Board approved the end-of-year accounts by email on the 8 th November.	
6	Finance Hackney Tennis is currently running a healthy surplus, however we are entering our lightest and most unpredictable income quarter. Budgeted forecast outcome is on track. A fourth bank account has been now set-up to ensure all funds are covered and secure. Knox Cropper have delivered the final audited accounts.	
7	Management Team Update Health & Safety Health & Safety report was submitted for review. The annual fire safety equipment inspection has taken place. There were some firework incidents in October and November, there were no resulting injuries.	

	<p>Policies and Procedures A number of documents are due for review. Updates have been posted to the Board Drive ready for Board review.</p> <p>Coffee Machine Contract termination of the coffee machine has incurred cancellation costs of £507.03, this termination cost was approved by the Board.</p> <p>Box Leagues The Box Leagues have continued to be popular. Hackney Tennis is looking for a system that will improve the service for players and support the management team in administering this. Spin is a good mobile-based system that Hackney Tennis feels would appeal to customers. Overall this is less expensive than Local Tennis Leagues which is £18/season. Spin is £9.99 per season. However, it is proposed that Hackney Tennis meet half the cost of this. Spin have agreed to a trial season (around 10-12 weeks) at a half price rate and as not wishing to suddenly introduce a fee, Hackney Tennis will cover the cost of the trial season. Should the trial be successful, Hackney Tennis would review the ongoing cost to players. The trial is to be introduced to members at the AGM. After the trial, should it not be received well, we will revert to the old system and/or an alternative will be considered.</p> <p>The Board approved the trial which will be accompanied by a clear explanation of what it is and how it's going to be assessed. The trial will commence mid January with the start of the next season.</p> <p>Actions</p> <ul style="list-style-type: none"> • Maurine to check any changes to the law that would effect the policies and review them accordingly. • Finalise coffee machine cancellation • Christian to plan the box league trial 	<p>ML</p> <p>KD</p> <p>CC</p>
8	<p>LBH update</p> <p>Timing looking likely to be end of January/February when the bid window will open. Likely the new arrangement will be in place after the Summer. Maintenance arrangement is likely to stay as it currently is. Some elements like moss clearing and net posts could fall to the provider. We expect clear metrics around target groups important to LBH.</p> <p>Actions</p> <ul style="list-style-type: none"> • Howard to review the 5 year plan for all to input • Howard to upload the latest version of the plan to the drive 	<p>HB</p> <p>HB</p>
9	<p>AOB</p> <p>AGM Howard and Maurine are stepping down from the board as per the requirements of the Articles and Memorandum, they are both nominated again for re-election.</p> <p>Areas to cover at the AGM:</p> <ul style="list-style-type: none"> • Accounts • Review of the year • Update on the tender situation as far as known – cover target groups, funding to develop other venues to extend the programme, • Invite volunteers to help drive greater social engagement 	

	<p>Other likely areas for discussion include adult tournament and the balance of the social element vs the added flexibility of the system adopted in 2018. Longer lead-in and sign-up times would be helpful if continuing with the format used this year.</p> <p>Actions</p> <ul style="list-style-type: none"> • Kara to send AGM reminder with link to the end-of-year accounts 	KD
10	<p>Next meeting Tuesday 15th January</p> <p>Future meetings – adjust timing for Jan being next Wednesday 20th February Tuesday 19th March Wednesday 17th April Tuesday 21st May Wednesday 19th June Tuesday 16th July</p>	