

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY 18TH APRIL 2018

Present:

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

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

Item		Action
1	Apologies for Absence George Howe	
2	Conflicts of Interest The following potential conflicts of interest were declared and authorised: <ul style="list-style-type: none">David Harrison declared that he plays on the Hackney Tennis Ladder	
3	Minutes of Meeting held on 20th March The Minutes of the meeting held on 20 March 2018 were approved as a true record. Action <ul style="list-style-type: none">KD to upload March minutes to the website	KD
4	Items approved via email Nothing to note since previous meeting	
5	Action points from previous meeting <ul style="list-style-type: none">The Board approved proceeding with Knox Cropper. Knox Cropper to carry out the audit around May time.Howard spoke with LBH for an update regarding the tender. Tender specifications are being developed currently. LBH have agreed to put the tender manager in touch with Howard, this is yet to happen. Actions: <ul style="list-style-type: none">CC to liaise with Knox Cropper regarding audit timing	CC
6	Finance <ul style="list-style-type: none">HT is in good shape with the new accounting system to begin producing year end accounts.Book keeping training went well. Kara and Justine are both trained up. Kara is leading on book keeping. Linden is no longer involved but is available should there be any historical enquiries that she can help with.Scott raised the benefit of running payroll through Xero. This was previously done externally. Scott has set-up payroll in Xero and trained Justine up on managing this in line with Justine's JD. Actions <ul style="list-style-type: none">CC to work with David Wilson and Xero support, Scott Bradshaw to finalise in advance of the Accounts Audit by Knox Cropper.	CC

	<ul style="list-style-type: none"> JH to confirm if there are any changes in the payroll procedure that Maurine needs to be aware of, and should Maurine have access to Xero to help with this? 	JH
7	<p>Management Team Update</p> <p>Court conditions</p> <ul style="list-style-type: none"> There have been a number of public complaints about the state of the London Fields courts. LBH have been asked if the courts should be closed for safety reasons. LBH have committed to having an expert assessment of the courts. The courts were previously treated and then brushed to remove the moss. The Management Team believes the courts need attention. Many of the courts, such as at Hackney Downs, are also in need of maintenance. There is a concern that LBH is operating on assumptions of norms for the longevity of all-weather courts based on average club use and that a programme of works might be based on such usage. HT usage is far greater than normal club court use so the wear and tear is significantly greater than what average club courts might experience. Court maintenance, now and post tender, will be managed by LBH. HT had previously proposed to take over the maintenance. For budgetary reasons LBH prefers to continue to manage this. State of the courts should be taken into consideration in the tender submission. Need to identify courts that are most at risk. Tender Timing currently indicated as being in June 18. <p>LBH Audit</p> <ul style="list-style-type: none"> There has been no further progress from LBH on the delivery of the final audit document. <p>Courts Booking Rate Increase</p> <ul style="list-style-type: none"> LBH notified HT of an increase to court fees in early April. This was effective from April 1. HT implemented this at the earliest opportunity in the second week of April. Information has been placed on the website home page and is being placed around the various venues. <p>Policies & Procedures</p> <ul style="list-style-type: none"> Lone Worker – The Board approved installation of the panic alarm, this will be hooked up to fire alarm system. A procedure for use of panic alarm to be drafted for the team. The OAs will continue to use the WhatsApp group to signal their safe departure and the MT will take it in turn each week to monitor the group. Procedure for the MT to be drafted. <p>GDPR</p> <ul style="list-style-type: none"> This will be the priority for the next couple of weeks. As majority of data is held by suppliers such as OpenPlay we are reliant on their policy development to guide our own. OpenPlay is key, their policy is not yet complete. <p>Programme update</p> <ul style="list-style-type: none"> Easter camps went well despite the weather. Summer courses are a little lighter than we'd expect, but the injection of sunny days may spark some late sign-ups. Women's Team training has got off to a good start. Miki has taken this on. Miki has also been recently awarded his Level 4 Senior Club Coach certification. 	

	<p>OpenPlay</p> <ul style="list-style-type: none"> • OpenPlay online entry has worked well for recent competitions. • Tracking codes are being implemented currently in the OpenPlay system to allow us to correctly assign income and better assess the success of the different areas of the programme. • New basket feature for multiple course bookings is now in place. • 2 hour booking option is also finally in place, however there is an issue with the last two hours, OpenPlay is investigating this to make a fix. <p>Technology in Sport</p> <ul style="list-style-type: none"> • Christian attended an LBH-led seminar exploring new technologies in sport delivery and met another company independently. • Deuce is a court booking system which endeavours to sell unused court time. Christian is considering if this could help to fill court space that we are currently not selling. It is bookable through the Deuce site but they pay HT for the court time they have on offer. This would have to work in sync with our current court booking system and meet LBH requirements. As we don't fit a normal tennis club profile partnering may not be straightforward, however it could be a cost effective way of getting more court usage with minimal effort on our part. • Fit Swarm is an online 2-way video coaching system which can link a coach/class leader with more than one location. More obviously useful for exercise classes, it sounded interesting for potentially getting more people booked on courses with a coach at one venue also leading a session at a different venue. <p>LTA Reporting</p> <ul style="list-style-type: none"> • LTA court usage and participation report was compiled this month. Usage was 500 hours down Jan – Dec 2017 compared to April 2017 – March 2018. Figures were generated this way as confined to OpenPlay data which didn't start until 2017. Weather and court conditions are believed to be playing a part in the decline. <p>Court availability view on OpenPlay</p> <ul style="list-style-type: none"> • Recent complaint about being able to view all court availability on OpenPlay has been responded to. LBH support the Hackney Tennis policy that individual court view and selection will not be made available. <p>Actions:</p> <ul style="list-style-type: none"> • Christian to visit the sites and update the court assessment to ensure we can have a clear view on the current condition of the courts and a comparative assessment for the tender. • Justine to compile procedure for use of the panic alarm. • MT procedure for monitoring WhatsApp group to be drafted • Christian to explore opportunities with technology companies 	<p>CC</p> <p>JH</p> <p>JH</p> <p>CC</p>
8	<p>AOB</p> <ul style="list-style-type: none"> • Wimbledon Ballot targeted for 27th April. • Elisabeth is our new first team captain and is effectively recruiting new players. Elisabeth is also considering a first team women's training session. • HT's outsourced IT provider – IT Guy – has recommended HT move to a monthly payment plan involving improved security on our systems. • Wifi problems have been rectified upstairs in the pavilion. 	

	<ul style="list-style-type: none"> Frank has some 20 adults lined up for the Adult Teams social fundraising event on Friday. They will have on-court play followed by socialising in the club house. <p>Actions</p> <ul style="list-style-type: none"> KD to produce a report on IT services and a potential new service agreement for the next meeting. 	KD
9	<p>Next meeting Tuesday 15th May</p> <p>Future meetings Wednesday 20th June Tuesday 17th July Wednesday 22nd August Tuesday 18th September Wednesday 17th October Tuesday 20th November</p>	