

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON TUESDAY 16TH JULY 2019

Present:

Directors: Howard Bennett (Chair); Maurine Lewin; Alison Hunter; Daniela Aramu

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

Item		Action
1	Apologies for Absence Francesco Caselli	
2	Conflicts of Interest Nothing further to declare	
3	Minutes of Meeting held on 20th March 2019 The Minutes of the meeting held on 20 th March 2019 were approved with agreed change to clarify HT's position on use of non floodlit courts. Action <ul style="list-style-type: none">• Upload February minutes to the website• Upload March minutes to website when finalised• Post March minutes on the notice board	KD KD KD
4	Actions since last meeting No further actions	
5	Items approved via email The Board approved a range of policy updates since the March meeting these include: <ul style="list-style-type: none">• Health & Safety• Code of Conduct• Environment and Waste Management and Recycling• Customer Care• Equal Opportunities• Child Protection• Social Networking• Lone Worker Procedure updates approved include: <ul style="list-style-type: none">• Recording and Publishing Images• Financial• Complaints• Panic Alarm• Capability	
6	Finance Knox Cropper has finished on-site activities for the financial audit. Action <ul style="list-style-type: none">• CC to contact Knox Cropper for a status update.	CC

Management Team Update

Health & Safety

No Safeguarding issues to report.

A child hit his head with his own racket during May half term camps resulting in a bump and a New Age Games player fractured her wrist following a fall on court. Both players were assisted at the time with further treatments recommended and were followed up to ensure they received the necessary treatment.

Coaching team

Very sadly Raquel's partner has passed away. Raquel has returned to Spain and is unlikely to return to the programme. Raquel had a key role in the delivery of our programme. CC has posted ads on tennis job websites to recruit for her position. More than one coach is most likely needed to fill the gaps.

This search may help us gauge what else is out there as we consider further senior hires to the team. The current ad is scoping level 3 up to level 4 coaches. Potentially we need to make a couple of hires and if the right person could be found they could potentially be looking at a head coach role.

We need a new hire in place ready for the start of the start of the new term in September which will also put us ahead of the Brexit deadline allowing for European coaches to be considered. The current timing should be good for coaches looking to make a change.

Coaches are currently required to contribute a minimum of 9 hours on the programme in order to have HT coach benefits. In addition to guaranteed hours, other incentives for coaches include mentorships, training and upskilling, opportunities to build sessions, excellent community engagement opportunities, prospect of career development.

A key goal moving forward is to increase awareness of Hackney Tennis' excellence in delivering a broad range of tennis programmes and a great place to work, through increased publicity and positive noise about our programmes.

Operations Team

There are plans to restructure the team, an administrative assistant role is being considered to support Kara in the office. The new role is to be advertised with skill set considerations across both the manager and assistant role to include marketing, website development, sponsorship engagement, etc.

Schools

One of our schools has found itself in difficulty – perhaps heading toward special measures – and aren't going to continue next term, another has serious financial issues and is reducing its programme. Funding cuts are impacting schools significantly which will have implications for our ability to grow the schools programme. Alternative funding solutions may be needed.

Box League

The next box league season is about to start and CC has agreed to the next season on the basis that HT will continue to subsidise this as part of a trial. There are currently 85 players, who are playing more, and the feedback has been very positive. Match completion has risen from 50–76% in the most recent season. A lot of the initial bugs have been ironed out. CC would like to consider how the box league could be managed within a specific membership package which could extend to a range of membership options? A paper is required to consider how this might work while delivering a fair system for everyone.

	<p>Corporate use of Aske Gardens There are historical block bookings at Aske Gardens with local corporates dating back a number of years. Given the popularity of Aske Gardens a policy is to be developed for how corporate bookings will be managed moving forward.</p> <p>Corporate sponsorship Sponsorship is an area that we wish to build on, especially to support our community programme including schools tennis and supporting facilities development. Consider reaching out to organisations that already have a connection to Hackney Tennis, eg. Pinsent Masons, about sponsorship opportunities.</p> <p>Actions</p> <ul style="list-style-type: none"> • CC to come up with a to-do list for the recruitment plan and indicate where the board can support • CC to resend annual coach pay increase recommendations to the Board • KD to develop job specifications to meet proposed changes to the Operations Team structure • CC to make a proposal for box league and membership packages moving forward • KD to develop proposed corporate booking policy 	<p>CC</p> <p>CC</p> <p>KD</p> <p>CC</p> <p>KD</p>
8	<p>LBH update</p> <p>Issues to consider with LBH once the tender is concluded include:</p> <ul style="list-style-type: none"> • Making improvements to the fencing – particularly at Clissold Park. This needs to be prioritised. • Managing coaching on the courts - there are a number of coaches working in Hackney who aren't our coaches but who are working on our courts and diluting the opportunities. Policing the courts is difficult – the Council have said they will be supportive but it is unclear how this will work. At the very least good signage and photos on court of who the approved coaches are, are needed – though we already do this. We need to address with members the issues around rogue coaches and the need to support our own coaches. • Signage needs to be improved generally, there is a lot of out-of-date information around the various sites. <p>Actions</p> <ul style="list-style-type: none"> • Approach Openplay to help restrict more than 2 hr bookings at one venue. Cross reference payment details to restrict minimising use of different email addresses. 	<p>KD</p>
9	<p>AOB</p> <p><u>Board Director Changes</u> David Smith and George Howe (who is relocating to New Zealand) have resigned from the Board. The Board thanks David and George for their contribution.</p> <p>The Board currently has 6 members, which fits with our requirements according to our Articles. New Board members will be sought as we lead up to the next AGM. In addition to spreading the word amongst members, a goal will be to enhance our positive publicity to further attract new interest to the roles. It has been suggested that a LBH representative be involved in board meetings as an observer, the Board needs to consider whether this will be feasible and effective.</p> <p><u>AGM</u></p>	

	<p>The 2019 AGM will be planned for December time allowing time to build awareness of HT's achievements and attract interest.</p> <p><u>Name Change</u> Recommended that we change the organisations legal name to Hackney Tennis Ltd., to avoid confusion resulting from having a business name and trading name.</p> <p>Actions</p> <ul style="list-style-type: none"> • KD to make the necessary Companies House updates • HB to investigate what is involved in changing the company name to Hackney Tennis 	
10	<p>Next meeting Tuesday 20th August</p> <p>Future meetings Wednesday 18th September Tuesday 15th October Wednesday 20th November</p> <p>AGM December TBC</p>	