

# HACKNEY CITY TENNIS CLUBS LIMITED

## BOARD OF DIRECTORS

### MINUTES OF BOARD MEETING HELD ON TUESDAY 19<sup>TH</sup> September 2017

**Present:**

**Directors:** Howard Bennett (Acting Chair); Maurine Lewin, Francesco Caselli; David Smith; Alison Hunter

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

Item		Action
1	<b>Apologies for Absence</b> David Harrison	
2	<b>Conflicts of Interest</b> No further conflicts were declared.	
3	<b>Minutes of meeting held on 16 August</b> The Minutes of the Board meeting held on 16 August were approved as a true record.	
4	<b>Action points from previous meeting</b> Auditors have been confirmed and arrangements for them to carry out their work are in place, with a report expected end of September/early October. The AGM cannot be called until the audit is complete.	
5	<b>Finance</b> Confirmed that the new bank mandate is in place and that Christian is now the Primary User on the bank account.	
6	<b>Management Team Update</b>  <b>Club Finals Day</b> went well. It was a little quieter in terms of spectators than we would normally expect but was a good day regardless. Once expenses are accounted for just over £200 will have been raised from the food and raffle sales. It was great to have Paul Harrison on-site offering free sport massage sessions. We will keep in touch with Paul to identify future opportunities for him to apply his craft linked to HT events. Thank you to the coaches (Miki, Alex, James, Gino and Raquel) and a number of parents, notably Jenni, Ilona and Rooma, who helped out during the day. Congratulations to all the participants.  <b>Openplay:</b> There is a new dedicated Account Manager who will be the team's direct contact for any development and system inquiries. Early signs are that this will help speed up development work (such as the 7-day view which has yet to be activated) and will better enable the team to maximise the many tools on offer.  Testing is underway with the account coding from OpenPlay to Xero with Spring Hill courts. Some further adjustments are needed to get this right, and we are working with OpenPlay with the target of having a working system in place across the board by November latest.  Autumn courses commence this week. All courses are running and sign-ups have been good with a number of sessions fully subscribed.  Data protection legislation is changing in May 2018. While there is time to prepare for this, we need to consider the implications so we can future proof some of our processes, e.g. around membership data.	

	<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Investigate how Openplay is addressing data protection legislation changes.</li> <li>• Review wording relating to how personal and financial data is managed by Hackney Tennis and its partners (ie. OpenPlay and Stripe) on the website</li> <li>• David Smith to share some documentation relating to the education sector that would be relevant to HT's data protection requirements.</li> <li>• HT Management Team to confirm that no customer data is stored on their work laptops or any other personal devices and is never taken from the pavilion.</li> <li>• Review current personal data questions for membership and ensure we are covering future data protection requirements.</li> <li>• Follow-up OpenPlay around the 7-day view.</li> </ul>	<p>CC</p> <p>KD</p> <p>DS</p> <p>CC, JH, KD</p> <p>CC/KD</p> <p>CC</p>
7	<p><b>Update on Policies &amp; Procedures</b></p> <p>The board wishes to extend a big thank you to Maurine for all the work she has done reviewing and compiling Policies and Procedure.</p> <p>Data Protection policy – the Board has approved this document as appropriate under the legislation currently enforced and pending reformatting and with the understanding that a review will be required alongside the new 2018 legislation.</p> <p>Lone Worker Policy – formatting to be completed, and the necessity of the inclusion of coaches in this document to be confirmed as technically they are not 'lone workers'. Management Team to confirm the current procedures for lone workers being contacted while on shift and recommend the detail of the procedure for this moving forward.</p> <p>Capability Procedure – Maurine and Alison to review this further.</p> <p>Health &amp; Safety policy – the Board has approved this document pending reformatting.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• All policies – approved and still to be finalised – are to be reformatted so they are uniform, spell checked and reviewed for typos, HT logo to only appear on the first page of each document, and a suitable footer established on each so we have a consistent and professional set of policy and procedure documents.</li> <li>• CC to investigate if coaches apply as lone workers</li> <li>• Confirm current communication procedures for lone workers</li> <li>• Capability Procedure to be reviewed further</li> </ul>	<p>JH</p> <p>CC</p> <p>JH</p> <p>ML/AH</p>
8	<p><b>AOB</b></p> <p>No further update on tender process. Next meeting with LBH will be in November.</p>	
9	<p><b>Next meeting</b> Wednesday 18<sup>th</sup> October</p> <p><b>Future Meetings</b> Tuesday 21<sup>st</sup> November Wednesday 20<sup>th</sup> December</p>	