

Usk Tennis Club
Committee Meeting

7.00PM on Sunday 6th March 2011 at The Clubhouse

Present

Alex Brown (Chairman)	Tudor Morgan	Nic Hughes
John Barton (Secretary)	Nigel Webb	Rhys Jones (Coach)
Kath Badran (Membership)	Ros Hawke (JDO)	Jennie Parsons (Treasurer)

Apologies

Pete Hawke

AB welcomed Nic Hughes (NH) to the committee

Minutes

Minutes of the last meeting on 9th January 2011 were accepted.

Action Points from last meeting

Court lighting now all functioning. Timer switch to ensure automatic cut-out if lights left on still awaited.

Furniture now installed in coach's room.

Club Development Project

AB advised that Andy Burchell would be installing the new kitchen this month and that it would be ready for the Ladies Open tournament on April 2nd.

The committee discussed new flooring for the kitchen, lobby and toilet areas. NW reported that the Athletic Club exec had approved a £1000 budget for this. KB/JP to obtain detailed quote from 'Designer Flooring' in Usk. **Action: JP/KB.**

NW tabled a quote (£1000 plus VAT) for a vending machine to provide hot drinks to parents during coaching without them needing access to kitchen. This proposal has the support of the Junior Football section. After discussion the committee agreed to accept quote with aim of installation during April. Also agreed that a cost of 50p per cup was appropriate.

NH advised the committee that junior players (football and tennis) would need access to a water fountain rather than a cold water tap outside. The likely cost would be £300-400 and would need to be agreed by AC Exec. **Action: NW, PH, AB.**

AB expected phone and broadband cabling to be installed the following week. A TV had been obtained and would be installed once the alarm system was up and running. Alarm Key holders

would need to be identified. It was agreed that this would fall under the remit of the clubhouse sub-committee.

AB advised the committee that shutters to the kitchen hatch would be installed by Rhodri/Russell once kitchen installed and that the full-sized gate between courts had not yet been made. AB to chase up. **Action: AB**

RJ requested further notice boards for information on coaching programme. Agreed that RJ to source suitable boards for installation. The member's notice board will be in the lobby area of the clubhouse. **Action: RJ**

The committee discussed the problems of litter being left on the courts. Agreed that JB to email membership reminding them of their responsibility to leave courts tidy after use. RJ asked to encourage juniors and other coaches (& assistants) to tidy up after sessions. **Action: JB, RJ**

The committee noted that council will empty large bins on alternate Monday mornings. Gary Hawke has been asked to place bins at end of drive on Sundays after his coaching session.

Committee Roles

The committee unanimously agreed that Jo Vineall, Junior Development Officer should be co-opted onto the committee for the next year. Agreed that JV should chair the junior committee which should decide its membership at the committee's first meeting. The committee supported a suggestion by RJ that a junior representative should sit on the junior committee. The junior committee will be asked to take this forward. **Action: JV**

JB advised committee that he would no longer be able to attend Athletic Club exec meetings as one of Tennis section's representatives. PH understood to be willing to continue and AB agreed to attend with a deputy from remaining members when necessary. **Action AB.**

NH agreed to take over sponsorship role and will meet with KB before next committee meeting. KB reported that Usk Vets and RPS had again agreed to sponsor the club in 2011-12 (Total £1250). KB advised that there were difficulties in meeting all the stipulated criteria for grants already received and that some monies might need to be returned. Noted that we were still eligible for the 'Community Chest' grant and that this application needed to be submitted in April. **Action: KB, NH.**

Sub-Committees

Fundraising sub-committee

RH agreed to be the point of contact for the new fundraising committee. Noted that they had already agreed their first event – A Question of Sport Quiz , at the Usk Memorial Hall on March 25th.

Club House Management sub-committee

Alison Roberts and Leni Donaldson have agreed to lead this committee with responsibility for maintaining a cleaning rota and for booking the facility (to non-members). NW to request other sections to participate in cleaning rota at next AC exec meeting. **Action: NW**

JB agreed to convene a Men's working party to tidy exterior of building and environs before tournaments begin in April. **Action: JB**

The committee thanked KB for her efforts in getting the various sub-committees up and running.

Treasurer's Report

JP produced up to date income & expenditure figures which the committee discussed. It was agreed that the charge for hire of the multi-courts to adult football should be £12.00 / hour plus VAT. The cost of hiring the clubhouse for exclusive use should be £20 for members and £40 for non-members.

Membership

A draft membership form for 2011 was presented by AB and approved by the committee. AB to produce covering letter and distribute to existing members. **Action: AB**

Coaching Review

RJ highlighted the following activities:

Tournaments – Adult Open events, The Road to Wimbledon, Aegon junior competitions. Catering at Open events discussed and RJ asked to confirm what support required from club. JB to circulate information on Open events to membership. Parent 'managers' identified for teams in Aegon competition. **Action: RJ, JB**

Events -School visits beginning which culminate in Tennis Festivals at the end of March. A wheelchair event scheduled for June. Tennis Club open day on June 26th (mid-Wimbledon). Combined junior sports open day in September.

Procedures – Register in place and Health & Safety measures in place. RJ enquired about fire equipment in new club house, TM, AB to review. RJ asked to purchase club first aid kit. **Action: TM, AB, RJ.**

Coaching – Additional sessions to be offered before Easter to adults during junior coaching sessions and to juniors around Saturday AM TISWAP sessions.

External Competitions

The committee discussed court availability and entries into mid-week league tennis. Agreed to enter 4 men's, 3 ladies and a mixed team into mid-week league. Home matches to be scheduled for Monday, Wednesday, Thursday and Friday. Tuesday left free for continued use by girls football into May. RH to submit entry and attend league meeting with Simon Greenstreet from Men's USP. **Action: RH**

AOB

Court security was discussed . Agreed to purchase good quality combination padlocks for each court entrance. **Action: AB**

Date of Next Meeting Sunday 8th May2011 at the Clubhouse.