

FINAL

COOMBE WOOD LTC

NOTES FROM MANAGEMENT COMMITTEE MEETING

Wednesday 22nd May at 7.30pm in the Clubhouse

Present: Heather McAtackney (Chair), Chrissie Bestley, Ian Stewart, Jan Stewart, Paul Baxter, Nandini Narayan, Zak Hirt, Kerry Ono.

Apologies: Chris Lewis, Eniola Sanwo, Natasha Sherrard, Armand Shahverdian, Rob Gale.

1. Approval of minutes & actions arising.

The meeting approved the minutes of the meeting of the management committee 18th March.

Action: HM to send to IS to load onto website. (update: complete)

Actions arising from minutes of meeting 18th March.

From review of on court accident:

- Coaches to assess court conditions and, if necessary, advise participants to take care or cancel the session if conditions are unsuitable for play. **Action: Ollie.**
- Online accident reporting log to be developed, with each entry triggering a notification to a named member of the committee. **Action: Ian.**
- Nicki T has volunteered to review online accident log entries (and Accident Book entries until online system is set up) and considering whether any follow-up action is required. **Action: Nicki T**
- Communication to be sent to members reminding them to record all accidents arising at the club, including off-court accidents, in the Accident Book/online accident log once set up. **Action: IS/HM - include in next general update mail to members.** Also include this in the Member's Handbook. **Action: Ian/Chrissie.**
- Section to be included in Members' Handbook to reiterate the general need for players to take personal responsibility, and to remind members of court safety protocols as listed in the report. **Action: Ian.**

2. Succession Planning

Nandini will step down as Social Secretary in November. Nandini is organising the finals day catering and Eniola is organising the end of summer party/social.

Jan will hand the Match Secretary responsibilities over to Natasha after Finals Day.

Paul will hand Treasurer responsibilities over to Zak when the new company is formed.

Ian will hand over responsibility for membership to Armand when the new company is formed.

Chrissie will pick up the reigns as Hon. Sec. when the new company is formed and will shadow Rob and Heather in the meantime.

3. Food Standards Questionnaire

Nandini has spoken to Daniel Wojcik, the Environmental Protection Officer, who sent us the self-assessment questionnaire.

He is going to send us training recommendations. Until we receive that, Nandini is going to summarise the guidelines we found on the government website and print them to put up in the kitchen. She will also meet with Ollie to run through the guidelines so he can ensure that people manning the kitchen for JQD are briefed.

Action: Nandini

Nandini has drafted a note to include with the food safety questionnaire explaining that our food sales are very occasional. HM & Zak suggested including a line or two to say that alcohol is sold in cans or bottles, so there are no pipes to clean or optics to worry about.

Action: Nandini

4. Club Manager Recruitment.

Rob is in the process of condensing the job spec into an advert. The meeting discussed the process and Chrissie offered to take on this project with support from Rob et al, so that Rob can be freed up to focus on the new company. Chrissie will contact Rob to organise a handover. Both Zak and Chrissie will be involved in the recruitment process, along with Heather, Rob and Paul.

Action: Chrissie

Val knows the cub manager at Westside and has offered to set up a meeting so we can learn what works well and perhaps avoid some pitfalls.

5. Junior Qualifying Day Sunday 9th June.

Ollie has prepared a risk assessment and proposal for Junior Qualifying Day which has been sent to all attending the management meeting. Comments on the risk assessment include:

- Add hot drink spills risk – this was something Val asked to be added last year.
- Delete 'broken bench on patio' – no longer applies.
- Club should be replaced with the name of the action owner.
- Add risk for inclement weather and appropriate mitigations – especially considering the recent accident on courts 6/7 when wet and slippery.
- Under grounds add mitigation that parents are to be reminded by Head Coach that they are responsible for supervising their children under the age of 13 – as per the club's safeguarding policy.

Heather will speak to Ollie about these changes. Also to let him know that members of the committee will be there to help if needed on the day, and that he should let us know if there are specific tasks he needs help with..

Action: HM

6. Social Tennis Proposal

A group comprising Ian Stewart, Tim Husain, Armand Shahverdian, Sarah Bishoprick, Donato Calviello, Louise Davis and Gary Jordan met to discuss social tennis in light of the feedback from the club survey. The focus of the meeting was fixing Saturday social tennis.

They made a number of recommendations which in summary are:

- Ollie will grade players and players will be reminded about which sessions they can attend.
- The sessions will be defined. One proposal is to remove the Friday off-peak social from the club timetable and invite those players to the Thursday vets social.
- Saturday 12 -2 will no longer be bookable but will be a social tennis session for intermediate and advanced players only.
- From 2pm on Saturday social will be open to improvers as well as intermediate and advanced players and Ollie will organise the fours.
- Ollie will be asked to be more creative in organising the fours so that people do not play the same players each week.
- A pegboard will be introduced for social tennis sessions where there is no coach organising games.
- Monthly American tournaments to be considered for Saturdays, perhaps with a BBQ afterwards.

Ian will document the recommendations; circulate to the attendees to confirm they are happy with what is recorded and then the proposal will be circulated to the main committee.

Kerry raised the point that there are some junior matches scheduled on Saturdays 12 -2. This needs to be considered when the proposals are discussed with the main committee.

7. Other actions arising from membership survey.

- ***Court booking no shows***
 - Members failing to cancel courts is annoying but impossible to police without some sort of 'checking in' mechanism on arrival. It was decided to write again to members to remind them to be courteous to others and cancel if a court is no longer needed.
 - Coaches failing to cancel courts will be discussed at the coaching subcommittee meeting which will clarify how individual lessons are being booked. Ian will amend the system to allow all coaches to cancel courts, not just the Head Coach. **Action IS/Coaching subcommittee.**
- ***Coaching course bookings including cardio.***

- Booking times are now being announced in advance.
- Additional cardio sessions have been timetabled. The meeting discussed changing the bookings to be on a weekly basis e.g. 6 days in advance, with bookings open to club members initially and then opened to non-members later. The meeting felt that the issue was less pressing now additional classes have been added, so the situation can be monitored. **Action: coaching subcommittee to monitor.**
- ***Friday evening junior social***
On hold until adult social tennis is relaunched.
- ***Communications***
The member's handbook is long overdue an update and there is a long list of items to be added. Chrissie will work with Ian to review and update with support from the rest of the committee as needed.
Action: Chrissie/Ian
- ***Sliding gate to court 1***
This was suggested by one member in the survey. To progress we would need a proposal and to include it in next year's expenditure plans. **On hold**
We will include a reminder to members to close the gates on other courts when they finish play to stop foxes damaging nets and fouling on the courts when we next send a club update.
- ***Club ball machine***
Again, suggested by one member on the survey. The meeting discussed and concluded it would need an owner and somewhere to store it and without a volunteer from the committee to manage it should be put on hold for now. Main committee to be asked if anyone will volunteer at next meeting.
Action: HM
- ***Toxic plants***
A member has raised concerns about the presence of yew and laurel on site. Both plants are toxic if berries/leaves are ingested. The meeting discussed the issue and decided that we will ask the gardener to cut back the yew trees to minimise the drop of berries, and we will write to parent members to remind them that they are responsible for the wellbeing of their offspring while at our venue – as per our Safeguarding Policy, updated January 2024 *Children under the age of 13 are required to have parental supervision whilst at our venue and not participating in any venue sessions, such as coaching lessons or tennis camps.*
Action: HM to write to member

8. Timing and frequency of meetings

A lot of our committee meetings have overloaded agendas and take a very long time. The meeting agreed a proposal to hold monthly management meetings on the second Monday of each month and to schedule main committee meetings as and when required.

The next main committee meeting will be held either w/c 10th June or w/c 17th June prior to finals day, and the following one will be at the end of the summer prior to the NEWCO EGM.

9. Who is on the committee notice

There have been several personnel changes and these need to be reflected on the poster on the noticeboard. Ian will take photos of all attendees at the start next main committee meeting.

Action: Ian

10. Secretarial Updates

- ***Hon Treasurer***

Santander will not improve on the current savings account rate and not being a limited company limits account options. Zak will investigate alternative investment platforms.

Action: Zak

- ***Grounds***

The external clubhouse redecoration has been completed and the new terrace furniture has been delivered and is very popular. The total spend was c£17k.

- ***Match***

Jan is currently chasing people to play their tournament matches and will be organising a handover with Natasha to show her how to use the system. Kerry would also like to hand court bookings back to the Match Secretary at this point.

- ***Membership***

New member playing in session to be held Saturday 25th May. We currently have 337 adult members so there are 13 vacancies. There are 88 people on the waiting list for U26 and full membership and 45 on the beginners waiting list. The trial membership offer is no longer needed.

Ollie manages the junior waiting list because enrolment is dependent on course availability.

- ***Social***

Next planned event, 4.30pm onwards on Sunday 9th June prosecco and nibbles to celebrate the arrival of the new outdoor furniture. This is towards the end of Junior Qualifying Day, so we hope will bring junior and senior sections of the club together.

- ***Welfare***

Some policy updates still need to be found and loaded onto the website.

Action: Rob/Ian

11. AOB

Paul asked when minutes were going to be made available on the website. HM said the main committee minutes approved at the last meeting went up the next day, and the same will happen with minutes of the last management meeting which were approved at this meeting.

Paul asked about AGM minutes. Nicki T was taking those. However, the slides used, and president's address are all available on the web site now, and we have also sent members a summary of the main matters agreed at the AGM.

Action: HM to chase Nicki.

Paul has ordered and received the letters for updating the winner's boards, so we now need a volunteer to put them up. Chris Durkin did it in the past.

Action: PB to ask Chris.

The meeting closed at 21.54.

/end