

## **FINAL**

### **Coombe Wood LTC**

#### **Minutes of Committee Meeting held on Monday 12<sup>th</sup> February 2024 at 7.00pm in the clubhouse.**

**Present:** Heather McAtackney (Chair), Rob Gale, Ian Stewart, Paul Baxter, Jan Stewart, Val Jermy, Meryl Lloyd, John Lewis, Chris Lewis, Ollie Lloyd, Belinda Delic.

**Apologies:** Nandini Narayanan, Kerry Ono, Jo Haigh, Armand Shahverdian, Daniel McQue, Nicki Tattersall.

#### **1. Legal Structure and Rules review.**

The committee discussed each of the proposed modifications to the current Club Rules, as put forward by the subcommittee consisting of Rob, Heather, Ian, and Paul, and set out in the presentation slides which had been circulated to the committee members in advance.

The proposals agreed at the meeting are to be incorporated into the draft Articles of the proposed new Company Limited by Guarantee. The subcommittee to re-engage with Brabners to obtain input and advice of the wording of the Articles and other legal and tax matters in connection with the proposals. **Action: RG, HM, PB, IS.**

#### **2. Change of club membership year.**

The Committee agreed with the proposal to change the membership year to run from 1 April to 31 March. This better reflects the start of the season and allows new joiners to have time to enter the club tournament and be considered for teams.

The change is to take place in 2024 as it is not tied to the change in legal structure. Subscriptions in 2024 will therefore cover 11 months. **Action: IS.**

#### **3. Club Manager Recruitment**

The subcommittee working on the recruitment process and employment methods will consist of Rob, John, Paul, Val, and Heather. They will investigate options for the club manager, including the possibilities of working as a contractor/sole trader and/or entering into a service agreement, as opposed to being employed directly.

Additional effort is required to refine the criteria for inviting individuals to interview and to develop specific interview questions and test tasks. Rob, Paul and Heather will conduct the interview process.

The detailed job spec also needs to be summarised and condensed into a format suitable for a job advertisement.

#### **4. Committee succession.**

Mail to be sent to members to communicate the urgent need to identify a replacement Hon Secretary when Rob stands down at the AGM. This should also include the need to find a

new Social Secretary. The mail should also include a wider call to action, seeking new committee members and volunteers. It was agreed that a social event should be held in the evening on Friday, February 23rd, for prospective committee members and volunteers to meet with the current committee and learn more about the available roles and what is involved. **Action: RG, IS.**

#### **5. Welfare Officer.**

Rob informed the committee that Kerry Ono had kindly agreed to take over as the club's Welfare Officer, which met with unanimous approval.

Ian to complete the development of the booking system to allow team captains to book courts themselves. Once this has been completed, Kerry will no longer need to look after team court bookings. **Action: IS**

**/end**