

## **DRAFT – Vsn 0.3**

### **Coombe Wood LTC**

#### **Minutes of Main Committee Meeting**

**Wednesday 27<sup>th</sup> November 2024 at 7.30pm in the clubhouse.**

**Present:** Heather McAttackney (Chair), Rob Gale, Richard Senger, Ian Stewart, Natasha Sherrard, Belinda Delic, Nicki Tattersall. Nandini Narayanan, Chris Lewis, Eniola Sanwo, Donato Calviello, Zak Hirt, Tim Husain, Jo Haigh, Ollie Lloyd

**Apologies:** Paul Baxter, Armand Shahverdian, Jan Stewart, Daniel McQue.

#### **1. Member request**

A club member approached Rob Gale as he was arriving for the meeting and asked to join the meeting.

The start of the meeting was delayed while the committee considered and discussed this request. This member has had many previous meetings and communications with members of the committee which have been incredibly time consuming. The member has previously been asked to put any concerns in writing rather than approach individual committee members.

A question was raised as to whether under the club bylaws, management committee members may invite club members to attend committee meetings. Rob noted that the member concerned had mentioned the same point to him. The bylaw was checked and was found to relate to management Committee meetings rather than main committee meetings. As this was not a management committee meeting and, in any event, the member had not been invited to attend by any member of the committee, the request to attend was denied.

#### **2. Introductions.**

The committee voted by a majority to co-opt Richard Senger, Greg Sorrell and Eniola Sanwo onto the committee.

Richard has now taken over most of the Honorary Secretary responsibilities and continues to work with Rob Gale on the hand over. Formal appointment to the role is subject to approval at the next general meeting of members.

Greg Sorrell will become our Welfare officer, replacing Kerry Ono who has stood down from the committee. Kerry was thanked for her work in this role and her valuable contribution to the committee. Greg has kindly agreed to act as Welfare Officer until the next AGM allowing us time to identify a permanent replacement.

Eniola has been acting Social Secretary and now she has been a member for two years, that position is now formalised.

### **3. Approval of Minutes:**

The committee approved the minutes from the meeting on 17<sup>th</sup> May.

**Action: HM to send to IS to put on the website - done.**

### **4. Actions arising from minutes not elsewhere on agenda.**

#### ***New Members Handbook.***

A review of the handbook and material contained therein is ongoing with a target completion date of January 2025. **Action RS**

#### ***Fire Risk Assessment.***

Actions arising from the new fire risk assessment have been handed over to Sam and are being overseen by Donato.

**Action: Sam/DC**

#### ***Friday Junior Social and Social Tennis.***

The team reviewing social tennis will include Junior Social tennis in their remit.

The actions agreed at the main committee meeting on 17<sup>th</sup> June, with the exception of making a pegboard, have not been implemented.

Ian, who had been leading the review, said he wished to step down from the sub-committee:

Tim said he would take it away and try to find a new leader from within the group.

**Action: TH**

#### ***Proposal for defining formal and informal club events.***

Heather and Richard to meet with Eniola to discuss. **Action HM/RS/ES**

### **5. Legal Structure review update**

Rob has sent various documents to the subcommittee to review, including an updated version of the newco articles incorporating the matters agreed at the February committee meeting, and a document mapping provisions in the current Club Rules to the NewCo Articles. The current sub-committee for this project, Rob, Ian, Heather, Paul, will be expanded to include Richard and Zak. The team will meet in the next couple of weeks to review these documents and agree next steps on the project. A set of member terms and conditions will need to be developed and club policies updated as part of this project.

### **6. New ways of working.**

The management committee now have Coombe Wood LTC email addresses and will no longer use personal email addresses for club and committee communications. This will make it easier to handover roles to successors.

In addition, club documents are now being stored on central drives to improve working practices.

A drive has been set up for the management committee to share documents for review and Tim asked if he, and other non-secretarial members of the committee, could have access to this. It was explained that the drive was primarily for the management committee to save and review documents they were working on, before sharing the output with the main committee, and replaced the previous practice whereby documents were saved on committee members' personal devices. Wider access is not necessary and relevant documents will be available to the full committee when necessary for agenda discussion.

## **7. Club Manager Onboarding.**

Sam has now been with us for 6 weeks and is picking up a wide range of responsibilities.

Committee members are reminded to coordinate all significant tasks via Richard so that priorities are managed.

## **8. Financials.**

Zak presented the financial forecast and cash position that had been prepared and circulated in advance by Paul. The club is forecast to generate a surplus from normal operations of c£100k in 2024 and has a healthy cash balance so is in a position to consider project work on both the car park and clubhouse next year.

## **9. Five-year plan.**

### ***Clubhouse***

Richard proposed a wide review of the clubhouse layout, utilisation, furnishing and décor. A sub-committee will be established with the task of developing a vision for the clubhouse consistent with the next stage of the club's development. Belinda and Richard will be on this sub-committee together with others to be agreed.

**Action: Belinda and Richard to agree sub-committee members organise a meeting of the team.**

### ***Other items for the plan***

The car park drainage/resurfacing work is still under review. An initial assessment indicating a potential cost of c.£150k for a comprehensive permanent solution was not considered feasible.

Replacement and moving the car park barrier will be considered by the team looking at overall club security.

Court replacement: Courts 4&5 are now over 12 years old but remain in good condition. Court 1 will be 10 years old in 2026 so may need resurfacing that year.

## **10. Club Dates for 2025.**

The AGM date will be discussed and agreed by the NewCo project sub-committee. Under the current club rules the AGM has to be held between 1 March and 30 April each year. Ideally, we would have the NewCo EGM in advance of the AGM.

Final's Day will be Saturday 12<sup>th</sup> July.

Junior Qualifying Day will be Sunday 8<sup>th</sup> June.

Matthew Cruikshank Cup will be on Sunday 14<sup>th</sup> September.

## **11. Lane Project Update.**

The lights have been getting broken so will be moved to the outside of the sleepers to minimise the chance of them being accidentally knocked.

Sadly, there have been a lot of negative comments about the lane, with people complaining about the gravel on the surface, about the width of the path etc. etc. We need to remind the membership that there were a lot of constraints imposed on us by the planners and that the club has done the best job possible within those constraints.

The next communication to the membership will include an explanation of the lane constraints. **Action RS**

The members owe Donato a huge vote of thanks for his tireless attention to detail and constant monitoring of this project.

Donato has suggested painting the sleepers with a non-slip paint and will ask Craig to do this.

There is also a post for a camera to be installed near the bin storage.

Investigating the parking companies who will fine people parking in our passing bays has been handed over to Sam.

Craig has quoted for reducing the hedge height.

## **12. Disability Tennis Updates**

Will be via email after the Coaching Subcommittee meeting.

## **13. Secretarial Updates**

### ***Membership***

Sam will help to update the membership list by end Dec 2024 and an analysis of court utilisation will be undertaken.

### ***Match***

There will be fixed dates for captain's meetings in February and August.

***Social***

There will be a tidy up of the shed and contents.

26 tickets have been sold for the Christmas event on 7th December.

Bar purchasing has been handed over to Sam.

***Treasurer***

Zak has set up an online store to provide an online POS backup.

NN to resend bar book spreadsheet pre-AGM to Ian.

Bar book is still in use. Zak to review how children pay for items.

***Coaching***

Update to be provided later.

The meeting closed at 22.15.

/end