

Coombe Wood LTC

Minutes of Management Committee Meeting

Monday 22nd July, 7.30pm on zoom.

Present: Heather McAttackney (Chair), Rob Gale, Ian Stewart, Paul Baxter, Natasha Sherrard, Armand Shahverdian, Chris Lewis, Eniola Sanwo, Donato Calviello, Zak Hirt

Apologies: Kerry Ono

1. Honorary Secretary Recruitment.

Two members have expressed interest in the role and were sent the roles and responsibilities document. One has said they do not have sufficient time and Heather and Rob will meet the other person this week to discuss next steps.

2. Upcoming Social Events

Coombefest, a BBQ and beer event, is scheduled for 14th September and tickets will be in the range £15-£20.

The social committee have yet to decide whether catering will be in house or if they will use an external caterer and whether to use the marquee or not. A save the date email to be sent to members shortly with an expression of interest sign up.

Christmas party is scheduled for 7th December and may include an American, a children's choir and an evening party. Committee will be updated when plans finalised and a save the date sent to members.

Action: Eniola

3. Bar Stock/Pricing.

A policy on margins, pricing and the process for changing prices is needed. Tim has been in correspondence with Paul.

Action: Eniola/Social Subcommittee to document policy and circulate to management committee for review.

4. Final's Day Review.

Pizzas were a great success.

Thanks go to Nandini, Jan, Ian and the coaching team for a fabulous day.

Tash to update the Final's Day checklist to include car park supervision and finishing coaching classes at 12 noon.

Tournament rules to be updated to say on Final's Day competitors must be ready to play on any court surface. Also to make all plate matches a championship tie break in the third set.

Action: RG to send Final's Day checklist to Tash
Action: Tash to update checklist and tournament rules.
Action: Ian to put photos and results on club website.

5. Member Issue.

Armand has reported a concerning interaction with the member previously discussed, and that they have approached a female member in a supermarket and that the encounter was very uncomfortable.

It was agreed that another letter would be drafted to be sent to the member concerned but only if the main committee agree.

Action: RG to send draft to main committee for approval and if committee in agreement to send to member.

6. Club Manager Recruitment.

An agency has been engaged to do the initial sift and applications close at the end of July. Four or five candidates will be put forward, interview dates tbc.

Action: Paul to contact subcommittee for availability at the beginning of August and offer interview dates to Agent.

7. Secretary Updates

Grounds

- Yew trees have been cut back.
- Spare net cords are in the shed far end of terrace. CODE for shed [REDACTED]
- Nigel will put some appropriate/safe weed killer along outside netting of courts 6, 7, 3, 4 & 5.
- Nigel has been asked to cut back overgrowth this side of courts 6 & 7.

Membership

- IS will brain dump membership processes and T's and C's to be reviewed by Management Committee prior to handover to Armand.
- IS will build pegboard and launch its use at an American tournament one Saturday afternoon.
- IS has with input from Armand resolved some of the gate/lock issues. Will advise management committee when we are in a position to change the entry code from [REDACTED]
- IS has developed an online accident report which needs testing.

Treasurer

- Paul/Zak still working on moving surplus funds into other banks.

Lane

- Craig from Flourish has had a surgery so paperwork will not be finalised before Donato's holiday.
- A start date in September will be discussed at a meeting on Thursday 25th July.

Other

- Paul is still organising an alternative fire risk assessment.
 - Update 29/7 – Paul has arranged fire risk assessment for the beginning of September when John Lewis is back from holiday.

The meeting closed at 21:52.

/end