



Minutes: 2019-2020 Annual General Meeting

Date:	Thursday 12 November 2020
Time:	7.30pm
Place:	Zoom Videoconference https://us02web.zoom.us/j/89867611821?pwd=MXpnTFR2dW9RaTdUVFBFSDdGaTdIZz09
Attendees:	Michelle Kapsalis, Pilar Simon, James Wong, Mitchell Birthisel, Stephen Carr, Homayoun Samadi, Lorraine Tancredi, Diana Mayne, Jayden Neilson, John Hampson
Apologies:	Jason Harris
Proxies:	None

Item	Description
0	Welcome and introductions
1	Attendees & Apologies
2	<p>Confirmation and acceptance of minutes of previous Annual General Meeting</p> <p><i>Proposed resolution: That the minutes of the 2018-2019 period Annual General Meeting be accepted.</i></p> <p>Moved: Pilar Simon</p> <p>Seconded: Stephen Carr</p> <p>Passed unopposed</p> <p>Points to note / actions</p>
3	<p>Receive and consider the Financial Statements in respect of the year ended 30 April 2020 together with the report of the Treasurer and the Auditor thereon.</p> <p><i>Proposed resolution: That the financial statements, Treasurer's annual report and auditor's report tabled at the annual general meeting be accepted.</i></p> <p><i>That the auditor be re-appointed for the next reporting period.</i></p> <p><i>Stephen Carr (Treasurer) verbally presented the President's report to the meeting, with display via Zoom screen share.</i></p> <p>Moved: Treasurer</p> <p>Seconded: James Wong</p> <p>Passed unopposed / opposed</p> <p>Points to note / actions:</p> <ul style="list-style-type: none"> - DM noted decrease in midweek ladies revenue would most likely be attributed to night tennis not midweek ladies. - Treasurer's report attached as Appendix 2
4	<p>President/Chair's report</p> <p><i>Proposed resolution: That the President's report be accepted.</i></p> <p><i>Michelle Kapsalis (President) verbally presented the President's report to the meeting, with display via Zoom screen share</i></p>

	Moved: Mitchell Birthisel																								
	Seconded: Stephen Carr																								
	Passed unopposed																								
	Points to note / actions: None President's report attached as Appendix 3																								
5	Midweek Ladies/ Seniors Social Tennis report Submitted by Pamela Molloy & Diana Mayne. Presented by James Wong For update / noting																								
6	Head Coach / coaching report Presented by Jayden Neilson. Attached as Appendix 4.																								
7	Election of Office Bearers. In accordance with the Club Rules, the positions of President, Vice-President, Secretary, Treasurer, positions on the General Committee and the Junior Convenor fall vacant and an election, if necessary, will be held at the meeting to determine these Office Bearers for the ensuing year:																								
	Results of the general election:																								
	<table border="1"> <thead> <tr> <th>Role</th> <th>Appointed to role:</th> <th>Removed from role:</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Nominees: Michelle Kapsalis Appointed: Michelle Kapsalis</td> <td>Current: Michelle Kapsalis (elected to role by committee Feb 2020 as role was still vacant)</td> </tr> <tr> <td>Vice President</td> <td>Nominees: James Wong Appointed: James Wong</td> <td>Current: James Wong (elected to role by committee in Feb 2020 as role was still vacant)</td> </tr> <tr> <td>Secretary</td> <td>Nominees: Appointed: Michelle Kapsalis</td> <td>Current: Michelle Kapsalis</td> </tr> <tr> <td>Treasurer</td> <td>Nominees: Stephen Carr Appointed: Stephen Carr</td> <td>Current: Stephen Carr (elected to role by committee in June 2020 as Michael Thompson had to stand down due to work related conflict of interest).</td> </tr> <tr> <td>Junior & senior ERT Convenor & general committee</td> <td>Nominees: Jayden Neilson Appointed: Jayden Neilson</td> <td>Current: Jayden Neilson supported by Pilar Simon. Jayden took over from Pilar as agreed with committee in Feb 2020.</td> </tr> <tr> <td>Maintenance co-ordinator & general committee</td> <td>Nominees: Jason Harris Appointed: Jason Harris</td> <td>Current: Jason Harris</td> </tr> <tr> <td>General committee</td> <td>Nominees: Pilar Simon (continue) Appointed: Pilar Simon</td> <td>Emma Bannan & John Thompson stood down from committee in Feb 2020 due to work & personal commitments</td> </tr> </tbody> </table>	Role	Appointed to role:	Removed from role:	President	Nominees: Michelle Kapsalis Appointed: Michelle Kapsalis	Current: Michelle Kapsalis (elected to role by committee Feb 2020 as role was still vacant)	Vice President	Nominees: James Wong Appointed: James Wong	Current: James Wong (elected to role by committee in Feb 2020 as role was still vacant)	Secretary	Nominees: Appointed: Michelle Kapsalis	Current: Michelle Kapsalis	Treasurer	Nominees: Stephen Carr Appointed: Stephen Carr	Current: Stephen Carr (elected to role by committee in June 2020 as Michael Thompson had to stand down due to work related conflict of interest).	Junior & senior ERT Convenor & general committee	Nominees: Jayden Neilson Appointed: Jayden Neilson	Current: Jayden Neilson supported by Pilar Simon. Jayden took over from Pilar as agreed with committee in Feb 2020.	Maintenance co-ordinator & general committee	Nominees: Jason Harris Appointed: Jason Harris	Current: Jason Harris	General committee	Nominees: Pilar Simon (continue) Appointed: Pilar Simon	Emma Bannan & John Thompson stood down from committee in Feb 2020 due to work & personal commitments
Role	Appointed to role:	Removed from role:																							
President	Nominees: Michelle Kapsalis Appointed: Michelle Kapsalis	Current: Michelle Kapsalis (elected to role by committee Feb 2020 as role was still vacant)																							
Vice President	Nominees: James Wong Appointed: James Wong	Current: James Wong (elected to role by committee in Feb 2020 as role was still vacant)																							
Secretary	Nominees: Appointed: Michelle Kapsalis	Current: Michelle Kapsalis																							
Treasurer	Nominees: Stephen Carr Appointed: Stephen Carr	Current: Stephen Carr (elected to role by committee in June 2020 as Michael Thompson had to stand down due to work related conflict of interest).																							
Junior & senior ERT Convenor & general committee	Nominees: Jayden Neilson Appointed: Jayden Neilson	Current: Jayden Neilson supported by Pilar Simon. Jayden took over from Pilar as agreed with committee in Feb 2020.																							
Maintenance co-ordinator & general committee	Nominees: Jason Harris Appointed: Jason Harris	Current: Jason Harris																							
General committee	Nominees: Pilar Simon (continue) Appointed: Pilar Simon	Emma Bannan & John Thompson stood down from committee in Feb 2020 due to work & personal commitments																							
8	Election of members to various committees																								
	Not applicable																								
9	Questions to committee / general business																								
	None																								
10	Proposed resolutions																								

	Proposed resolution	Moved by	Passed
	None		
10	Meeting closed 8.45pm		

Minute taker:	Michelle Kapsalis/ Zoom recording (available upon request)
----------------------	--

Signed:	<i>Michelle Kapsalis</i>
Date:	12 November 2021

Appendices:

Appendix 1: Financial Statements for year ended 30 April 2020



3. 2020 TPTC AUDITORS REPORTS

Appendix 2: President/Chair's report

President's Report 2019 -2020

Thank you to everyone who has taken the time to attend tonight, we're really pleased to be able to share updates about Templestowe Park Tennis club with you. Tonight's AGM will report on the club year covering April 2019- April 2020 year. For those new to the club, the AGM is usually held by the end of June, however, has been deferred due to the extraordinary circumstances of Covid lockdowns. Considering Covid, we've decided to also include some commentary/updates for 2020 so far.

What a year. It's not an understatement to say we've come such a long, long way over the past year. Looking back 1 ½ years to April 2019, we started the club's financial year with our clubhouse renovation settling in well, the new coaching team also settling in, and we were still waiting for book a court to be installed, and excited it was coming. We had a long list of things we wanted to do, and big ambitions.

From April and through the rest of 2019 Tempy park members participated in a range of tennis competitions (including Eastern Region seniors, Sat & Sunday juniors, ladies mid-week, NENTG Men's night tennis, NENTG Women's night tennis, and Tennis Victoria's flagship Pennant competition). Tempy Park teams consistently brought in exceptional results including winning a prestigious Tennis Vic Pennant in grade 4 women's, runner up grade 5 women's pennant, winning Open Sets 1 senior comp, and winner or always competing at their best in numerous junior grades etc etc. Importantly it's not just about winning. Competitions continued to build the strong team camaraderie and competitive spirit that Templestowe Park is often known for and they continue to provide playing opportunities and pathways for our juniors and seniors alike.

A number of Templestowe Park juniors were yet again selected as the best players in their age groups in Eastern Region and represented the region in all inter regional rep events and competitions, while our tradition of Tempy Park kids being seen on major courts at the Australian Open as ballkids for the biggest players in the world carried on in AO2019. Our club and the team at Gripping potential are as passionate as ever about junior development and seeing the new crop of juniors who will come through over the next few years is fantastic.

Membership continued as the main source of revenue in 2019, with membership numbers trending up from the previous year. In April 2020, Templestowe Park were selected by Tennis Australia as one of only 17 clubs across Australia to use and pilot their new ClubSpark club management tool. Our book a court online system was installed at the end of January 2019, immediately bringing a new vibrant revenue stream and new participants to our club.

With lots of good things happening, the committee always maintain a strong passion to rebuild the club to the thriving hub of the tennis and Templestowe community that many our life members will have known. However, we also faced some challenges. Work and personal circumstances meant a few long-termers had step down from the committee. Notably, Emma and John had both served the club committee for a number of years, and we cannot thank them enough for everything they have done. Mic also had to excuse himself due to a work conflict. Then covid hit. We were soon locked down and closed. Competition and coaching were both stopped abruptly. Revenue streams (such as court hire/bookings, competition, social events, club champs) dried up immediately and we closed

out our financial year with a closed down club. On the upside, this also meant less maintenance costs, but more importantly many opportunities to overhaul outdated systems, processes and ways of working, rebuild the committee and build closer engagement with our members, Manningham Council and Tennis Victoria.

I'm so incredibly proud of the work the committee have done, and the way they've done it. In spite of the turbulent Melbourne Covid environment, the committee stepped up, taking clear decisions and actions that I believe will prove fundamental to set the club up significantly for a healthy future.

This includes:

1. **Re-organisation.** Key roles were appointed including President & Vice President, Junior Convenor (with Pilar assisting), and a new Treasurer
2. **Restructured around priorities** (safety, equitable access, getting the basics right, no blame culture)
3. **Covid Response:** Led a Covid response that has been labelled as (the gold star of Manningham sport clubs), in which the committee quickly and unanimously agreed to extend all memberships for time equivalent to lockdowns. We delivered and enacted our Covid safe plan & became efficient and effective in managing each changing COVID rule (as they often emerged on the fly), ensuring minimum downtime for members, but most importantly ensuring a safe environment for our players and coaches alike. We also assisted other clubs in the area to get back on court and establish their Covid plans. We've been one of the only clubs to safely bring public court bookings back to the venue and have been praised by both Manningham Council and Tennis Victoria for our approach.
4. Undertook a **systems audit and clean up.** Tennis systems are messy, complicated and disconnected. Access and security wane over time. We've cleaned this all up.
5. **Online bookings** Book a Court went live bringing online 24/7 bookings, access via an integrated PIN and with automated lights. We've have seen fantastic results from this. There are only 2 clubs in Manningham that use this system.
6. Comms refresh: We overhauled and streamlined our communications to members and our responsiveness to member / public enquiries.
7. **Website & Membership system** We've put in a new website, and a new streamlined online membership system. This is all linked with Book a Court, and also with our membership communication module. The system can also be used to set up and run social programs and much more, which we'll use more when Covid restrictions allow.
8. We've **simplified membership** periods and renewals so your membership is now valid from the date you purchase (no messy pro-rata calculations or waiting for memberships to be approved). All this is available online 24/7. All membership renewals are now automated and sent via email – no more tree killing, stamps and delays. This involved a fair amount of work to set this up, but now much less work to manage.
9. We've **waived guest fees** as a trial until end of 2020. This has been extremely popular for bringing family members and friends to the club – and has even led to some new members. We are looking to potentially extend this further as a family and friends offering in the new year.
10. **Grants** We've been successful in a \$1500 State government grant to support during Covid, and have recently enlisted a long-term member to help assist with increasing our Grant applications through 2020-21
11. **Tax deductible donations:** We've set up the facility so we can take Tax Deductible donations and have launched a fundraising campaign to upgrade our court lights to LED's. We've received kind donations from 5 club members so far and would love to provide more information to anyone interested in assisting.
12. **Sponsors:** Have brought in two sponsors. 1. Tennis Warehouse Australia 2. Templestowe Garden Maintenance & Beekeeping).

13. We've invested in **facilities and maintenance** including relaying the bathroom floors to fix the floor cracks that formed in all bathrooms, court grooming post Covid, and with our friends from Gripping Potential, have installed a new vending machine – which is live as of today!

So much for a quieter year! Most of all I'm proud of the team that the committee has become, the new connections with members, and the warm and welcoming community culture that abounds around the courts. I think a quote from one of our new members sums it up "I want to thank you sincerely, this is the best tennis club I have ever joined",

Templestowe Park Tennis Club Coaching Report 2020

Over the last year the Gripping Potential Coaching Team have continued to work with the amazing support from our committee to develop tennis at Templestowe Park Tennis Club.

The Year Thus Far -

2020 has been a challenging year for everyone. The continued support of the committee and our coaches at TPTC has been amazing. We have wanted to ensure job security for our coaches and try to increase their hours by offering discounts to clients. Everyone knows this year has been hard and we want to ensure that tennis is accessible to as many people as possible. Our aim is to encourage participation to help support people's mental health and showcase the benefits of physical activity on mental health. We ran several fun competitions on social media during our periods of lockdown and the engagement from clients was great and helped to attract several new follows and clients to GP Tennis. We envisage further hurdles to be presented in terms of coaching enrolments due to Covid's aftermath, however, we are confident that we can overcome these also.

Term 1:

We hit the ground running term 1 thanks to our awesome coaching team, Jayden, Nish, Emma, Emily and Jarryd. A high majority of clients from 2019 continued into 2020. We increased our participation rates in cardio tennis, Hotshots Match Play, adult group lessons as well as adult squads and our High-Performance Junior Squads saw new enrolments throughout Term 1.

Term 2:

Commenced strongly until we were hit with our first covid lockdown which really interrupted coaching and Tennis in general.

Term 3:

Briefly back on court for a 3 weeks period, before the stage 4 lockdown began. We had a drop in numbers as we were restricted with 1 on 1 coaching meaning we lost all group lessons and multiple player programs. We introduced a 20% private coaching fee special for Term 3 to try and make lessons more affordable to more people. We saw this promotion help entice several new clients. During this time we have been able to work on a few ideas for TPTC, including our Hitting sessions that we offer to Members only (as an added benefit). Also we started investigation on a vending machine and are delighted to see it recently delivered to the club. We trust that the machine will allow easy access to new cans of balls, grips, snacks, and many other tennis essentials for both the general public and TPTC membership base.

Term 4:

GP Tennis has had a great start to term 4. All clients from term 3 have been retained which is pleasing and this along with the addition of several new enrolments has further added to the positive vibes at the club.

To start Term 4 we were only able to do 1 on 1 lessons, however, now with restrictions easing we are able to start back with our group lessons, Junior High Performance Squads, Cardio tennis and more to come. This has given us the opportunity to welcome a new coach in Sam Kapsalis to the GP team at TPTC. We are extremely grateful to have so many positive female role models at the club and we can't wait to see Sam's coaching skills develop.

Working with the TPTC club and Pilar we have been able to add 3 more junior teams this season even with the interruptions.

GP Tennis - 2021

We would love to see more of the GP clientele transition into competition in 2021 which we believe will happen with an uninterrupted (Covid free) season. Our young vibrant coaching staff with a great male - female balance will certainly facilitate this.

We aim to increase internal coaching workshops at TPTC. GP Tennis will encourage coaches to attend coaching courses. Jayden will lead by example aiming to attain his level 2 Club Professional Coaching Certificate as this was interrupted in 2020 with covid. He also aims to be working closely with Tennis Australia in delivering workshops and Coaching Courses to up and coming coaches.

In 2020, GP Tennis facilitated a sponsorship link between TPTC and Tennis Warehouse. We look forward to further nurturing and helping this to evolve for all in 2021.

2021 will see us launch our new levels program which we have been working hard on developing behind the scenes. This will help to further strengthen our relationships with local schools and give our clients purpose and goals to work towards within our program.

We will launch our new branding, website and uniforms which will ensure a high level of professionalism within Gripping Potential.

Our staff at Gripping Potential are continuing to extend their qualifications. Regular professional development days are being attended by Coaches ensuring their knowledge and skills are up to date. Our coaching team continues to display exceeding standards, providing an exceptional service to our clients and Templestowe Park Tennis Club

Appendix 4: Midweek ladies & Social Seniors Report

Midweek ladies and Social Seniors Report

The Midweek Ladies were going well until Covid struck in mid-March. Two teams – Tuesday Section 5 and Thursday Section 1 – had reached the semi-finals of the Summer Season when all competition ceased. Social tennis took over until that also was banned, except for a few weeks in winter before the Stage 4 lockdown. It is hoped that the Monday and Tuesday Ladies Social Tennis Groups will resume now that doubles are permitted.

MEMRLTA competition will resume on 2nd February with one round, then finals, with an 8-team section draw. The Winter Season starting in April will revert to a 10-team draw. It is expected that the HDTA Thursday competition will resume for the Winter Season.

During the Stage 4 lockdown, a few men and ladies, all Seniors, carried on hitting singles in the car park three times a week, taking care not to be seen in groups of more than two. This continues now on Monday, Wednesday and Friday mornings with doubles on the Club courts, which feel wonderful after the hard bitumen of the car park. When competition resumes next year, this arrangement will change, but some social tennis will continue.

Pamela Molloy – President and Treasurer

Diana Mayne - Secretary