

Minutes of Weston Creek Tennis Club Committee Meeting held on Tuesday 8th June 2021, 7:30pm, Club

1. Present

Peter Ward, Brian Chauncy, Clair Dupont, Lorraine Ovington, Dan Green, Tony Laudенbach, Johnny Swientek, Geoff Kotz & Mark Walton.

2. Apologies

Graeme Rossiter & Maggie King.

3. Acceptance of Previous April Minutes 2021

3.1 The WCTC April Minutes 2021 were accepted.

4. Business Arising from Previous Minutes

4.1 Refer to [Action List](#) as of 11 April 2021

4.2 Tennis ACT Work at Club: In Progress

4.3 **Donation:** The Committee decided the \$200 donation from Colleen Smith would be used to purchase some garden landscape materials and irrigation supplies for its gardens. Some of the Club's volunteers from the committee have built a retaining wall and upgraded the irrigation system with the supplies. **ACTION: Peter to send another letter to Colleen Smith advising her that her donation had been used on the gardens.**

4.4 **Defibrillator:** The Club was successful in receiving a Commonwealth Government Stronger Communities Programme Grant for the purchase of a defibrillator.

4.5 **CCTV Cameras:** In Progress. A letter was sent to Minister Steel. **ACTION: Executive to investigate installing a motion sensor light at the Club's entrance.**

4.6 **Competition Flags & Plaques:** In progress. The flags are still being digitalised.

4.7 **Club Photos:** In Progress.

4.8 **Coaching Contract, Court Usage & Membership Brochure:** In Progress.

5. Correspondence

5.1 Refer to [Correspondence](#).

5.2 **Tennis ball tubes:** Sophie Rainbow from University of Canberra requested some more plastic tennis ball tubes for her root research. Mark Walton advised he would not have some until the next term. Lorraine advised she had some tubes we could give to Sophie.
ACTION: Clair to organise some more tennis ball tubes for Sophie for root research.

5.3 **Constitution:** Weston Creek Tennis Club's updated Constitution has been accepted and placed on the Club's register with the ACT Government Treasury and Economic Development Directorate. Please refer to letter [HERE](#) for more information.

5.4 **Facebook Group:** Executive agreed to setup a WCTC Facebook Group where players could organise / find people to play if needed. **ACTION: Dan Green to setup Facebook groups so players could find others to play with.**

6. Reports

President

6.1 Refer to [President's Report](#).

6.2 **Tennis ACT's strategic planning meeting** was held at Weston Creek Tennis Club (WCTC) on Monday 7th June 2021. Tennis ACT's strategy is until 2024. Key words are imagine, excellence, humility, sustainability and participation. Their objective is to increase membership with a shift from membership to casual bookings using Book A Court. They see schools as a big opportunity for increase in participation and diversity. They would like to see more clubs become commercial but the ACT has lost 30 courts with no growth, so unable to see this realised. Their objective is for 1 court per 1000 people which is 450 courts in Canberra. They also want to see all Committee membership with working with vulnerable people certification, not just coaches. They are also investigating an app called Swing Vision which would help with line calls and could be used for competitions and the League.

6.3 **Hitting Wall:** Tennis ACT has offered to paint the Club's tennis hitting wall at no cost to the Club. They would send images soon. The Committee supported this proposal.

Treasurer

6.4 Refer to [Treasurer Report](#) & [Project Report](#).

6.5 The Club could pay off its court resurfacing loan with ANZ and save \$8000 of interest repayments. However, courts 1 & 2 will need resurfacing soon so better to payoff \$30,000 and keep another \$29,000 for new courts and external fences. Another loan may be required in 2024 to replace Courts 1 & 2 and external fences. Further investigation required. It was noted that these items were provided in the Club's list of asset replacement priorities.

6.6 Those with access to the Club's gate are Steve Nolan, John Corkman, Brian Chauncy, Geoff Kotz and others. **ACTION: Committee to check who has access to the Club's gate.**

Membership

6.7 Refer to [Membership Report](#).

6.8 As of 8 June 2021, there was a total of 317 members at the Club.

6.9 It was noted that Tennis ACT is encouraging clubs to look at special memberships for weekend or seasonal use only etc...The Committee decided not to pursue these different membership at the moment due to increase in administration required.

Coaching

6.10 Refer to [Coaching Report](#).

6.11 The next Open Day would be held in September. **ACTION: Mark to confirm date of next Open Day held in September 2021 and include the Committee in planning arrangements.**

6.12 Mark thanked those who assisted with the Club Championship.

Canberra Tennis League

6.13 Refer to [Club Captain Report](#).

6.14 The Committee discussed league numbers, income and costs. Club to also keep an eye on league payments from players/teams. **ACTION: Dan Green to audit/investigate league numbers, income and costs over the past couple of years.**

7. General / Other

7.1 **AGM:** The WCTC AGM will be held on Tuesday 31st August 2021.

7.2 **Junior Comp:** Blast Sports ran a tournament at the Club in May 2021. Head Coach Mark Walton raised concerns about another coach running events at the Club. **ACTION: Executive to discuss with Mark Walton exclusive rights to run tournaments at the Club.**

8. Next Meeting

8.1 The next meeting will be the AGM which will be held on Tuesday 31st August 2021.

9. Meeting Close

9.1 The meeting closed at 9:10pm.

Prepared by WCTC Secretary, Clair Dupont

Action List as of 28 June 2021

Reference #	Item	Actioned By	Comments	Progress
08/06/2021-5.2	Clair to organise some more tennis ball tubes for Sophie for root research	Clair	Clair provided tubes from Lorraine to Sophie. Sophie still interested in more for root research.	Open
08/06/2021-6.6	Committee to check who has access to the Club's gate	Committee		Open
08/06/2021-6.11	Mark to confirm date of next Open Day held in September 2021 and include the Committee in planning arrangements.	Mark		Open
08/06/2021-6.14	Dan Green to audit/investigate league numbers, income and costs over the past couple of years	Dan		Open
08/06/2021-7.2	Executive to discuss with Mark Walton exclusive rights to run tournaments at the Club.	Executive		Open
13/04/2021-5.2	Committee to develop an agenda and decide on date for Tennis ACT work from club day.	Committee		Open
13/04/2021-6.2	Brian to investigate getting a ramp into the Club house.	Brian	Brian will build one	Open
13/04/2021-6.3	Committee to talk about improving security of gate.	Committee	16/6: WCTC was unsuccessful with Sport and Recreation 2021 Capital Assistance Program	Open

13/04/2021-6.4	Lorraine to investigate Rebel Sport credit including income and expenses.	Lorraine		Open
13/04/2021-7.1	Clair and Brian to develop an information pack / email for new members.	Clair / Brian	In progress Brian work with Jake Club Spark about automating emails	Open
02/02/2021-4.13	Defibrillator	Brian	WCTC was successful in receiving a Commonwealth Government Stronger Communities Programme Grant.	Open
08/12/2021-6.9	Graeme to try and arrange CCTV cameras in the carpark and surrounding area with the ACT government / police.	Graeme	Letter sent to Minister Steel. Executive to investigate installing a motion sensor light at the Club's entrance.	Open
13/10/2020-6.9	Geoff will investigate about getting a EFTPOS machine for the Club.	Peter, Geoff	It would cost the club roughly \$30 per month plus a fee per transaction fee	Open
13/10/2020-6.18 13/10/2020-6.19	Graeme digitise competition winning flags.Graeme to collect competition plaques.	Graeme	2/2: Displays have been created in the club house in preparation to show the plaques.	Open
16/06/2020-5.4	Club Photos	Graeme / Clair	2/2: Clair has uploaded aerial photo to clubs home page on website. Graeme still sorting through photos from photographer.	Open

13/10/20	<p>Executive to talk to Mark Walton regarding contract, payments and the update membership flyer/brochure.</p> <p>This has been merged with 21/04/2020-6.13.2 and brainstorming item.</p>	Executive	In Progress. Peter/Graeme to talk with Mark.	Open
08/06/2021-5.4	Dan Green to setup Facebook groups so players could find others to play with.	Dan		Closed
13/04/2021-5.7	Committee to discuss what the \$200 donation could be used for.	Committee	Peter send letter to Colleen Smith advising her that her donation had been used on the gardens.	Closed

Correspondence

1. **Tennis ACT's strategic planning meeting** will be held at Weston Creek Tennis Club (WCTC) on Monday 7th June 2021.
2. The Club held a **junior teams tournament** for 32 kids in teams of 4 for ages 12-16, mostly from Canberra and nearby towns over the long weekend of 29-31 May. The tournament was organised and managed by Kerry Dock at Blast Sports.
3. Nominations for the **Tennis ACT Awards 2021** will open on Thursday 10 June.
4. Tony Laudenbach will fill the role of **Member Protection Officer (MPO)**. The Member Protection Information Officer (MPIO) is the first point of contact for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour. They can potentially help to resolve minor issues, but they are there to provide guidance on steps that can be taken and further information about the available complaints procedures. They do not undertake investigations or mediate in complaints.
5. The Club received a **Certificate of Incorporation**. Association Number A00851. The Club has been incorporated from 13 October 1981
6. The Club was successful in its grant application for the **Commonwealth Government Stronger Communities Programme Round 6** of \$3,300 for the supply and installation of an automated defibrillator.
7. The Club has joined the **Book a court 200k booking competition**. ACT and Region is reaching an exciting milestone on Book a Court. In the next few weeks we will see the 200,000th booking made through the system at ACT and region venues. To celebrate this Tennis ACT is looking at a social promotion to engage casual users over the next few weeks with the 200,000th booking winning a Tennis prize pack as well as a 12 month club membership (Covered by Tennis ACT) and a term of Cardio Tennis or group coaching (Covered by Tennis ACT).
8. The Clubs letter MLA Mick Gentleman MLA regarding **CCTV cameras to assist fighting criminal activity in carparks in Dillon Close** has been referred to Minister Steel's office as the matters raised fall under the responsibility for City Services.
9. On Wednesday 28 April 2021, it was advised that **somebody cut through the wire** at the end of Crt 2 next to the gate at the Scout Hall end. There was one large cut around 400cms long and a smaller one of 20 cms long. The coaches pointed it out last Thursday (22 April), but it is not known when the wire was actually cut.
10. The Committee decided to **waive Geoff's membership 2021-22 fee** after the unfortunate incident that occurred at the club.

Clair Dupont
WCTC Secretary

President's Report

Since our last meeting the Club Tennis Championships have been held and they were a great success. A big thank you to Carl Jackson, Mark Walton and Tony Laudenbach for their very successful planning, publicity and overall organization of the event. With over 50 entries and following positive feedback from both participants and supporters, I am confident the club championships will be on again next year with even more entries, and with this year's proud winners making themselves available to defend their titles.

The club was recently informed that we were successful with our application for a grant from the Commonwealth Government Stronger Communities Programme. Our application sought funds for the supply and installation of an automated external defibrillator. This was discussed at the last Committee Meeting following a request from a number of our senior members who felt the existence of a defibrillator in the clubhouse was necessary given the large number of seniors who play regularly at the club. Since being notified of the successful application, initial discussions have commenced with a number of suppliers to determine what type of defibrillator would be most suitable for the club.

The club has also submitted applications for grant funding from the Commonwealth Government 2021 Volunteers Grant and the ACT Government Capital Grant No 2. The Club submission to the Volunteers Grant was for the supply of six tennis court mats. As a result, we were informed that our application has been shortlisted and a further application has now been submitted. The Club submission to the Capital Grant No 2 was for funding for the supply and installation of a security gate at the main entrance. No feedback from this submission has been received.

With Winter now upon us, there has been no shortage of leaves around the club's grounds and courts as our beautiful trees lose their leaves. However, through persistent efforts from Graeme Rossiter and Tim Harris the fight to keep the paths and courts clear has finally been won. A big thank you to them both as it took a number of attempts to finally get on top of this once a year job.

Another important and time consuming job that has finally been completed through sheer persistence has been the renewing of a large number of our members during April. Brian Chauncy has done a wonderful job ensuring the membership system worked as it should, as well as following up "stragglers" and resolving problems where members had "finger problems" in using the system. Thanks Brian for your patience and hopefully next year will be a lot easier for everyone.

Finally, I recently sent out to the Committee information about a Member Protection Information Officer (MPIO) role which Tennis ACT was encouraging clubs to establish. The purpose of the roll is to be the first point of contact for any enquiries, concerns or complaints around harassment, abuse or other inappropriate behaviours. It is important to note that this role is not to undertake investigations or mediation, but is to provide guidance and information to complainants.

We are very fortunate that Tony Laudenbach has offered to undertake this very important role for the club and I would like to thank him for offering his services. Tony is extremely well suited for this role and by having a MPIO position, the club is clearly demonstrating to its members the importance we are placing on supporting members who may have been harassed or witnessed inappropriate behaviour at the club.

Peter Ward
WCTC President

Treasurer's Report

Income/Expense Comparison by Category - YTD			
Category description	1/04/2020 - 31/5/2020	1/04/2021 - 31/5/2021	Amount Difference
INCOME			
Court Hire - Casual	196.00	463.00	267.00
- Coaching	700.00	2,000.00	1,300.00
- External	480.00	1,840.00	1,360.00
- Social	0.00	654.60	654.60
- Court usage fees - BookaCourt	605.03	4,702.07	4,097.04
	0.00	0.00	0.00
TOTAL Court usage fees	1,981.03	9,659.67	7,678.64
Membership - Subscriptions	9,683.00	9,610.00	-73.00
- Subscriptions - Stripe	15,437.78	12,039.81	-3,397.97
TOTAL Membership	25,120.78	21,649.81	-3,470.97
Insurance Claim	0.00	0.00	0.00
Pennant player fees	0.00	0.00	700.00
Sponsorship	0.00	598.86	598.86
Sundry income	0.00	163.20	163.20
Tennis Ball Sales	0.00	128.00	128.00
TOTAL INCOME	27,101.81	32,199.54	5,797.73
EXPENSES			
Administrative expenses- Administration	0.00	117.00	-117.00
- Key cutting	0.00	0.00	0.00
- Printing, Postage	0.00	0.00	0.00
- Other	0.00	0.00	0.00
TOTAL Administrative expenses	0.00	117.00	-117.00
Affiliation	0.00	0.00	0.00
Asset purchases	77,494.67	0.00	77,494.67
Audit	0.00	0.00	0.00
Clubhouse cleaning & maint	0.00	45.00	-45.00
Consumables - Tennis Balls	0.00	378.00	-378.00
Govt. Charges - Land rent	0.00	0.00	0.00
- Rates	0.00	1,650.00	-1,650.00
TOTAL Govt charges	0.00	1,650.00	-1,650.00
Grounds Maintenance - Ad-hoc	0.00	0.00	0.00
- Scheduled	0.00	0.00	0.00
TOTAL Grounds maintenance	1,190.48	441.49	748.99
Pennant team fees	700.00	2650.00	-2650.00
Insurance	0.00	0.00	0.00
Utilities - Electricity	348.67	222.80	125.87
- Waste removal	115.50	225.43	-109.93
- Water & sewerage	493.60	490.57	3.03
TOTAL EXPENSES	79,642.92	6,220.29	-73,422.63
TOTAL INCOME - EXPENSES	- 53,241.11	25,979.25	

Income/Expense Comparison by Category - ANZ Account

Income	-
Bank Loan (ANZ)	70,000.00
TOTAL INCOME	70,000.00
Expenses	
Loan Application (from ANZ Account)	600.00
Loan Repayments (from ANZ Account)	2863.76
Asset purchases ANZ account	77,494.67
TOTAL EXPENSES	78,094.67
	2,863.76

Financial Report as at 31 May 2021

	DR	CR	Balance
CBA Cheque Book			
Opening Balance 1/4/2021			60,710.41
Income	32,199.54		
Expenses	6,220.29		
			86,689.66
Deduct Transfers to Online Saver		-50,000.00	
Deduct Transfers to ANZ account		-17,182.56	
	0.00	0.00	
Closing Balance as at 31 March 2021			19,507.10

CBA Cheque Account major expenditure in the near future	Solar panels	11,940.00
	Fence bases	300.00
Debts Outstanding:		
ANZ Bank Loan as at 14 May 2021	57,749.93	
Solar Panels	11,940.00	
Fencing	300.00	
Total	69,989.93	
Available funds		
CBA Cheque Account	19,507.10	
CBA Online Saver	50,044.68	
ANZ account	16,255.33	
Total	85,807.11	
Should we decide to pay off the ANZ loan in the near future we would have approx. \$15,000 surplus funds to cover operating expenses and kick start an Asset Replacement Fund.		

CBA Online Saver			
Opening Balance 1/4/2021			44.60
Interest	0.08		
Deduct Transfers to Term Dep.	0.00		
Deduct Transfers to Cheque Acc.	0.00		
Add Transfers from Cheque Acc	50,000.00		
Closing Balance as at 31 March 2021			50,044.68

ANZ Bank Account			
Opening Balance 1/4/2021			1,936.53
Expenses		-2,863.76	
Add Transfer from CBA Cheque Acc	14,350.00		
Add Transfer from CBA Cheque Acc	17,182.56		
Closing Balance as at 17 May 2021			16,255.33

The ANZ Bank Account has sufficient funds to cover loan repayments up to May 2022

ANZ Loan Account			
Opening Balance 1/4/2021			-59,783.39
Service Charges		-187.50	
Interest Charges		-642.80	
Monthly Loan repayments	2,863.76		
Closing Balance as at 14 May 2021			-57,749.93

Project Report



Weston Creek Tennis Club

PO Box 3157, Weston Creek, ACT 2611
ABN 68 568 792 579

Projects Report – 31 May 2021

Court Fencing

The work is not progressing at present due to logistics problems brought about by the robbery on 31 March. Inclement weather has not helped. Committee discussion required.

Landscaping

Tim and Graeme are continuing to make improvements to the grounds. Path patching is still on the list but waiting for better weather. Garden bed walls are a great improvement.

The cotoneaster growth from the south and east fence lines may need revisiting soon.

“Community Efficiency and Solar Grant

We had an appointment for the installation of an “Smart Meter” (lets them read the meter without getting out of the car) we were advised that site access was not required, but it was and we now have another appointment (9.00 am Wed, 16th June) to complete the installation. We will receive an invoice once the meter is up-and-running.

Membership Report

Name	Paid	Not paid	Lapsed	Cancelled
Adult; yearly from date of joining	36	1	0	1
Family: yearly from date of joining	12	1	0	0
Junior being coached by CSOT	2	0	0	0
Junior: yearly from date of joining	14	2	0	0
Pensioner: yearly from date of joining	1	0	0	0
Tertiary Student: yearly from date of joining	3	0	0	1

2021-22 Family Membership	41	0	4	9
2021-22 Junior Membership	14	0	5	1
2021-22 Life Membership (Non-Playing)	4	4	0	0
2021-22 Life Membership (Playing)	8	8	0	0
2021-22 Pensioner Membership	48	0	3	4
2021-22 Student Membership	5	0	7	0
2021/2022 Adult Membership	141	1	18	5

Brian Chauncy
Membership Secretary

Coach Report



Weston Creek Tennis Club **Junior/Coach Report**

Date : 4th June 2021

Hi all, here is our coach report for end of term 2 & upcoming term 3

So term 2 term numbers for this time of the year have been quite solid, even if they have dropped as always by about 15 to 20% from term 1. We have about 300 to 350 students actively doing tennis lessons or playing some social or competitive tennis with us. Still keen to see how we can capture more of these students, both adults & juniors as club members for the future, so perhaps a think tank or discussion at some time, to come up with ideas, on encouraging a higher number of students taking up membership to the club.

The Club Champs in April was a great success, from the event to gaining new members & hopefully we can discuss at some point, what we can & will do better for the future. Thanks to all who helped, especially Carl & Tony & the loyal BBQ committee – Peter, Brian, Lorraine, Geoff & Maggie. Results have been posted & I have the Trophies & perpetual trophies with me to look at before we hand them to the worthy recipients.

Junior Pennant is nearing its end or with the Green Ball comp finished. Our Green ball Div 1 players of Yajat Bhatt, Aden Whiles & Mahilan Jegaan were winners at Queanbeyan.

We have 3 yellow ball teams playing in the last part of the pennant. Div 3 is going to be middle of the ladder, but our div 4 & div 5 teams are doing very well & will be playing in finals shortly.

Blind Tennis, we are hoping to have a Come & Try Day advertised with the Blind Tennis ACT/NSW & Vision Australia. Date still to be determined, but most likely in early Spring.

We would also like to do an Open Day for the Club, in Sept. Even though we still won't be doing the Tennis Carnivale, because of the current covid situation. We hope to restart this again in Spring 2022. In the meantime CSOT will be cooking for families at RMHC hospital later in the year & will do a food basket shortly for them, so look out for details & the basket in the club.

We also have a couple of up-coming events for the club in term 3 or at the end of term 3. These include the Weston Creek Junior Open (JDS – with Tennis ACT) – Our event is 14th & 15th August, We also have an afternoon of Hotshots – hopefully on Sat 11th Sept 12:30pm till 6pm, but this is still TBA & also our Interstate TEAMS event 17th, 18th & 19th Sept, but again this is TBA

Anyway things/Dates to note:

- Holiday camps for winter – Mon 28th June to Fri 2nd July & Mon 5th – Fri 9th July 2021
- Term 3 starts for us Mon 12th July
- WCTC Junior Open 2021 JDS – Tennis ACT 14th & 15th August
- Open Days for Blind Tennis TBA
- Weston Creek Open Day TBA – hopefully decide at meeting
- Hot Shots ColourBall Challenge Sat 11th Sept – details TBA
- Interstate Teams Challenge 17th to 19th Sept – details TBA
- Term 3 concludes Fri 17th Sept

Many Thanks see you all at the club & on the court.

Regards Mark Walton Club Coach

Visit csot.com.au csot@grapevine.com.au

MOBILE 0408 486 191

Club Captain Report

As you have hopefully noticed, the new tennis league plaques are now proudly displayed in the clubhouse. Congratulations to our Division 1 Thursday night league 2020 Winter and Spring champions and Monday and Tuesday night 2021 Summer division 4 champions.

The 2021 Autumn season has come to an end with grand finals for Monday/Tuesday and Thursday night leagues this week. Best of luck to our division 1 and 3 Monday/Tuesday night league teams and division 1 Thursday night league team who have made it through to the grand final. Well done to our Saturday league division 1 teams who played out an all Weston Creek grand final two weeks ago. Congratulations to all 14 teams who represented Weston Creek this Autumn.

Entries for the Canberra Tennis League 2021 Winter Season have closed with grading to occur next week. Weston Creek has 11 teams including some new faces which is great to see. The season kicks off the week starting 21 June.

Check out the [Tennis ACT website](#) for more information on any league. The popular Monday/Tuesday night league offers players with a mixture of singles and doubles in a quick format. The Thursday league is a great option for players wanting to play just doubles, and the recently introduced singles focused Saturday league is perfect for players looking to play a longer format.

Daniel Green
WCTC Club Captain

6 June 2021



WCTC Constitution Amendment



ACT
Government

Chief Minister, Treasury and
Economic Development

The Public Officer
WESTON CREEK TENNIS CLUB Inc
PO BOX 3157
WESTON CREEK ACT 2611

Dear Public Officer

Amendment to the Constitution of WESTON CREEK TENNIS CLUB Inc (A00851)

Thank you for your application to amend your constitution/rules.

I am writing to inform you that the constitution of WESTON CREEK TENNIS CLUB Inc has been accepted and placed on the public register. Please be advised that the amended constitution now applies to the governance of the association.

The *Associations Incorporation Act 1991* (the Act) lays out all matters that must be included in the constitution of an association. These are itemised in the check list attached to the application. If any of these items are not included, or they are inconsistent with the Act, the equivalent clause of the model rules will apply.

The model rules can be found on the incorporated associations page of the Access Canberra website at www.accesscanberra.act.gov.au.

If you have any questions please phone Access Canberra 13 22 81 and ask for the Community, Industry and Trader Licensing Team.

Yours sincerely

Nicole Flint
Community, Industry and Trader Licensing
Access Canberra
8 June 2021

Chief Minister, Treasury and Economic Development
GPO Box 158 Canberra ACT 2601 | phone: 132281 | www.act.gov.au