

**Draft Minutes of the Weston Creek Tennis Club
2019 AGM held on Wednesday 7 August 2019, 7:30pm**

1	PRESENT
Stewart Back, Brian Chauncy, Clair Dupont, Hugh Bush, Lorraine Ovington, Dan Green, Mark Walton, Johnny Swientek, Graeme Rossiter, Matt Barker, Luana King and Tony Laudenbach.	
2	APOLOGIES
Maggie King, Geoff Kotz, Tim Harris and Alan Thomas.	
3	ACCEPTANCE OF PREVIOUS AGM MINUTES
The Executive Committee accepted the previous 2018 AGM Minutes with no alterations. Accepted.	
4	BUSINESS ARISING FROM PREVIOUS AGM MINUTES
Nil.	
5	EXECUTIVE ANNUAL REPORTS
<p>PRESIDENT</p> <ul style="list-style-type: none"> Refer to President's Report. <p>TREASURER & FINANCIAL STATEMENTS</p> <ul style="list-style-type: none"> Refer to 2018-19 Audited Financial Statements and Finance Report. <p>MEMBERSHIP</p> <ul style="list-style-type: none"> Refer to the Membership Report. <p>COACH</p> <ul style="list-style-type: none"> Refer to the Coach's Report. A new junior pennant competition will be starting soon and Mark will work with juniors and Tennis ACT to get participants in the competition. 	

ADULT PENNANT

- Refer to the [Pennant Report](#).
- A new adult pennant competition will be introduced in 2020.
- The majority of pennant players have changed to paying fees upfront.

ALL REPORTS ACCEPTED

- Moved by Graeme Rossiter, Seconded by Lorraine Ovington. Carried.

6 ELECTION OF NEW EXECUTIVE 2019-20

NOMINATIONS & DECLARATION

- The President noted that each year the Committee retired in accordance with the constitution, and a new Committee is elected.
- All current Committee members, except Hugh Bush, were willing to continue to serve in their roles for 2019-20 and were renominated to stand. Tony Laudenback filled the position that was left vacant with Hugh Bush's departure.
- Refer to the [Weston Creek Tennis Club Committee for 2019-20](#).
- All 2019-20 Committee members are current WCTC financial members.
- Moved by Lorraine Ovington, Seconded by Brian Chauncy. Carried.

7 AUDITORS & MEMBERSHIP

- **Motion:** That GLR Accountants be reappointed as auditor for the financial year 2019-20. Accepted.

8 GENERAL BUSINESS

- The WCTC Strategic Plan was endorsed by Members and Signed by the WCTC President on 7 August 2019.
- The WCTC Committee thanked Matthew Barker for his assistance in developing the Strategic Plan, Stewart Back for his work as the President and Hugh Bush for all his work for the club (social tennis, gazebo, BBQ).

9	NEXT AGM
<ul style="list-style-type: none"> The next Weston Creek Tennis Club 2020 AGM will be held on Wednesday 5 August 2020 from 7:30pm at the Club. 	
10	MEETING CLOSE
<ul style="list-style-type: none"> The Weston Creek Tennis Club 2019 AGM closed at 8:47 pm. 	

Prepared by Clair Dupont

President's Report

As indicated on our website and emailed to you, the Annual General Meeting for 2019 will be held on Wednesday 7th August at 7.30 pm at the Clubhouse. Please come and contribute to the running of your Club. The Club urgently needs new Committee Members and is under-represented with competition players and over represented with 'oldies'. If you can participate as a Committee Member, please nominate to our Secretary, Clair du Pont, or myself before the AGM.

We are now in a more fortunate position , administratively, to keep members up to date on activities through the industry of your Club's secretary, Clair du Pont, who adds items of news/interest to the website as they occur.

Hence , the Annual Report will be mainly a precis of activities of the last year.

Membership continues to decline, although fees have not changed; and, financially, this trend is somewhat offset by an increase in casual player fees via the book-a-court system. The frustration with the new system continues and the result has resulted in a continuing and significant fall in membership from the 300s to the high 200s – not a desirable result. Should you have difficulties with the online booking system, or the membership system, please contact a Committee member.

The Committee has and continues to liaise closely with ACT Tennis on the future of tennis, and participates in their forums etc.

Despite the foregoing, your Committee has not lost focus on tennis itself.

Tennis-wise, the Club continues to be open and welcoming to all the community, and the level of activity indicates this is so. Junior, pennants, social and casual play is well supported; however, like all Clubs , there continues to be a paucity of players in the 20-40 year age group, and, while many children receive coaching, mainly in school holidays, this does not translate to those children continuing to play , or to joining the Club. This is a nationwide issue for many sports, but one in which we hope the coach may be able to improve.

We continue to have two sponsorships for which we are most thankful. The Canberra Southern Cross Club continues the present 7.5% of 'card swipes' at the CSCC venues. We ask all members and their friends , who are members of the CSCC to "sign up" when they visit any of the CSCC Clubs, and then swipe their CSCC card when they buy food or drinks. (One does not need to be a member of our Tennis Club; this is relevant to parents of children and any friends)..The Rebel Sports support is also of great benefit in that 5% of "Rebel" purchases are returned to the Club through purchases at any Rebel store. For this system to benefit, any person with a Rebel card and who directly identifies our Club , or whose card is annotated "Weston Creek Tennis Club" , makes a purchase and swipes the card adds 5% to our credit without any penalty to their purchase . The Club uses funds to purchase Club needs – balls, nets, etc- to help reduce the cost of playing. (The Club does not contribute to private groups whose play is not open to the community at large).

These cards are available from Mark Walton, Brian Chauncy and myself. The Club continues to look for better sweepers that last longer and are much less costly(present sweepers are about \$300!)

Please support our Tennis Club by participating when you, your family and friends go to either the CSCC or a Rebel Sports store.

While our financial position is sound on a yearly basis, planning and implementing a sinking fund which provides for new courts, fencing, and a new lighting system and other items, is far from precise. Financial assistance will be needed for the major capital items - Courts, lighting, fences, Clubhouse, electrical system and grounds, and which could all do with a major “makeover”. How your Club can progress this without substantial government assistance, is a major ongoing issue.

You will have seen, and hopefully used, our 2 new gazebos, which were helpfully subsidised by ANZ bank (\$10K) and Club insurance (\$7K).

We have also received permission to have the dying Nicholli gum tree removed and this should happen over the next 3 months. The Club now has a CCTV system installed, needed due to the number of unauthorised entries ;(details of one such entry have been given to police, who believe they know the perpetrators). We are also in negotiation with ACTEW to change the lighting to LED lamps – for which we anticipate some government assistance/discount; this change should be complete for the summer, but has been a slow process so far. The Club’s Strategic Plan for the next 4-5 years has been updated and will shortly be available for perusal/feedback on our website. Numerous other management issues are addressed as appropriate.

Your Committee believes that most members want the Club to continue to operate as a Club rather than as a commercial centre, we will try to keep the need for survivability, commercial, viable/Club-like and open, in balance.

Affiliation with ACT Tennis brings several benefits, such as competition organisation, player insurance, support expertise in running the Club, and news on various Tennis trends/activities.

Each year I conclude the Report with this reminder - most importantly, Tennis at our Club is a game for all to participate in and enjoy. Your Committee will try to keep it that way. **There is little doubt that playing tennis at all ages contributes to our physical, mental and social well-being, which in turn enhances our quality of life**

Remember to keep up to date on activities through the Tennis Australia Weston Creek Tennis Club web site /– www.tennis.com.au/westoncreektc/ where you can book a court, become/pay as a casual or member, coaching, see the latest news, etc

Stewart Back
President

July 2019

Annual Financial Report and Audited Financial Statements

WESTON CREEK TENNIS CLUB INC.

ABN. 68 568 792 579

ANNUAL FINANCIAL REPORT

1 APRIL 2018 - 31 MARCH 2019

Weston Creek Tennis Club Inc.

Committee's Report

The committee members of Weston Creek Tennis Club Incorporated submit the financial report for the year ended 31 March 2019

Committee Members

The names of the committee members throughout the year and at the date of this report are:

Stewart Back (President)
Graeme Rossiter (Vice President)
Geoff Kotz (Treasurer)
Clair Dupont (Secretary)
Brian Chauncy (Membership)
Hugh Bush
Maggie King
Lorraine Overton
Daniel Green
Johnny Swientek
Mark Walton

Principal Activities

The principal activities of the club during the financial year were to provide tennis instruction and friendly competition opportunities to all members

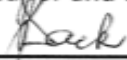
Significant change.

No significant change in the nature of these activities occurred during the year.


Operating Result

The operating result amounted to a surplus of \$24,314.25

This statement is made in accordance with the resolution of the committee and is signed for and on behalf of the committee by:



(President)



(Treasurer)

Dated: 10 June 2019

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
WESTON CREEK TENNIS CLUB INCORPORATED**

Scope

We have audited the financial statements of Weston Creek Tennis Club Incorporated, being the Statement of Operating Income and Expenditure, Balance Sheet and Notes for the year ended **31 March 2019**, showing an **Operating Surplus of \$24,314.25 and Accumulated Funds of \$287,431.76**. The Committee is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

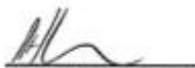
Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with applicable policies described in the notes to the accounts and relevant statutory requirements as outlined in the *Associations Incorporation Act 1991 (ACT)* as to present a view of the entity which is consistent with our understanding of its financial position and the results of its operations and cash flows.

Qualifications

As is common for organizations of this type, it is not practicable for Weston Creek Tennis Club Incorporated to maintain an effective system of internal control over receipts until their initial entry in the accounting records. Accordingly, our audit in relation to receipts was limited to amounts recorded.

Qualified Audit Opinion

In our opinion, except for the effects on the financial statements of the matter referred to in the qualification paragraph, the financial statements are in accordance with s 72 of the *Associations Incorporation Act 1991 (ACT)* and present a true and fair view of the financial position of Weston Creek Tennis Club Incorporated as at **31 March 2019** and the results of its operations for the year then ended.



Brett Hanlon
Chartered Accountant
11 June 2019

Weston Creek Tennis Club Inc.

Statement of Operating Income and Expenditure

1 April 2018- 31 March 2019

Income	2017 - 18	2018 - 19	% Change	Notes
Court Usage Fees	22,843.13	30,188.19	32	
Interest Received	1,083.88	2,008.48	85	
Membership fees	35,806.20	37,015.66	3	
Pennant Player fees	7,577.00	8,220.00	8	
Sponsorships	13,529.02	1,865.92	86	
Key Deposits Liability written off		10,955.00		4
Insurance Claim	0.00	7,100.97		
Total Income	80,839.23	97,354.22	20	3
Expenditure				
Administrative expenses	2,560.73	1,233.20	52	
Advertising	82.10	457.15	457	
Affiliation ACT Tennis Association	5,300.00	5,300.00	0	
Audit fees	550.00	330.00	40	
Clubhouse cleaning and maintenance	7,708.25	6,464.89	16	
Consumables	1,062.69	243.35	77	
Donations, Gifts, Prizes	0.00	0.00		
External court hire	0.00	0.00		
Gov't charges:				
Land rent	5,577.00	5,688.30	2	
Lodgement fees	78.00	84.00		
Rates	6,327.15	6,602.30	4	
Grounds Maintenance	2,442.00	2,408.81	1	
Insurance	1,587.93	1,626.08	2	
Pennant team competition fees	3,340.00	8,080.00	142	
Sundry Expenses	127.00	1,232.00	870	
Utilities:				
Electricity	5,915.38	6,712.53	13	
Waste removal	1,693.14	1,179.75	30	
Water supply and sewerage	2,000.12	1,892.85	5	
Total Expenditure	46,351.49	49,535.21		
Net Cash Surplus	34,487.74	47,819.01		
Adjustments				
Outstanding payments due				
Pennant Player fees	940.00	0.00	3990	
Court Hire	1,403.00	0.00		
Less Membership Prepayments	819.30	0.00	3033.25	
Less Depreciation				
Buildings and structures	21,644.72	21,644.72		2
Equipment	1,860.04	1,860.04		2
Total Adjustments	21,981.06	23,504.76		
Net Operating Surplus	12,506.68	24,314.25		3

Weston Creek Tennis Club Inc.
Balance Sheet as at 31 March 2019

	31/03/2018	31/03/2019	Notes
Assets			
Current Assets			
Cheque account	2,891.61	5,299.92	3
Cash received but not banked			
Savings Account	61,126.54	21,304.36	
Term Deposits	50,779.62	102,610.28	
Total Current Assets	114,797.77	129,214.56	3
Non-Current Assets			
Buildings and structures at cost	490,891.59	512,858.71	2
Less: Accumulated Depreciation	-351,991.16	-373,807.58	2
Equipment at cost	37,368.80	38,759.20	2
Less Accumulated Depreciation	-18,518.19	-20,087.34	2
 Add Outstanding Pennant Player fees	 940.00	 0.00	
Add outstanding Court Hire	1,403.00	0.00	
Total Non-Current Assets	160,094.04	157,722.99	
Total Assets	274,891.81	286,937.55	
 Liabilities			
Pre-Payments - Membership	819.30	0.00	
Key deposits	10,955.00	0.00	
Total Liabilities	11,774.30	0.00	
Net Accumulated Funds	263,117.51	286,937.55	4
 Accumulated Funds at Start of Year	 250,610.83	 263,117.51	
Net Operating Surplus	12,506.68	24,314.25	
 Accumulated Funds at End of Year	 263,117.51	 287,431.76	

WESTON CREEK TENNIS CLUB INC.

Notes on the Reports year ended 31 March 2019

- ¹ The club operates on a cash accounting basis, which means all receipts and payments are recorded in the club's accounts on the day the transaction took place irrespective of any portion of the receipt or payment which might refer to a prior or subsequent financial year.
- ² Assets are recorded at their historical cost and are depreciated, using the straight line method, over the number of years of expected useful life. As assets become fully depreciated and have either been replaced or become redundant they are written off and deleted from the asset register. The residual value of the vandalised and subsequently demolished gazebos was written off this year.
- ³ All income categories show improvement over the past year.

The \$10,000 grant from ANZ together with the proceeds from the insurance claim considerably offset the cost of constructing the new gazebos. A total of \$23,970.92 was spent on asset purchases.

Saving on the purchase of tennis balls have been made through our "reward system " at REBEL Sports.
- ⁴ The decision not to refund key deposits has resulted in the relevant liability being written off.

Membership Report

Weston Creek Tennis Club Membership Report for Financial Year - 2017/2018

Total Number of members in 2017/2018:	339
Total Number of members in 2016/2017:	345
Number of members 2018/2019 (to 26/7/19):	236

The totals include 4 non-playing and 7 playing life members, who do not pay annual subscriptions to the club.

In order to avoid making new members who join in the last month of the membership year (March) renew on 1 April, the club has allowed them to join for 13 months for the price of 12, taking their membership through to the end of the next membership year. This category is usually less than 5 members.

Once the my.tennis data base is brought up to standard, it will be possible to separate club members by member name, membership type, age range and sex. This will be done by the committee over the coming months to enable us to target potential members and to analyse the possible reasons for the negative trends in numbers.

Many members now join and renew using their credit cards by means of the Stripe system rather than eft, cheque or cash. While very convenient for members, this costs the club about 3% of their membership fee, which the club may take into consideration when setting membership fees in the future.

The Club faces increasing difficulty in attracting new members and retaining juniors who have been coached at the courts by our club coach, Mark Walton. A letterbox drop in the new suburbs of Wright, Coombs and Denman Prospect last year did not produce the increase in members hoped for. A recent Club Forum, hosted by Tennis ACT, allowed us to compare the way other ACT clubs attract players through social tennis sessions and their facebook pages. We intend to pursue the face book page idea later on this year because of its success with other clubs. The committee always welcomes suggestions for increasing our membership and members are encouraged to raise ideas at any time.

Book a Court

In general the system is working well, with calls for help generally only from players who don't leave a sufficient amount of time between booking and playing (at least 15 minutes is required) and players who have two or three entries in the booking data base

(through reasons that are not clear to me or them) and are charged for a court because they have used an incorrect entry to book the court. This problem usually requires resolution by Melbourne.

However, the club is losing revenue by club members booking a court for free, as is their right as a member, but failing to collect court fees for any non-members who play with them. Once the my.tennis and book a court data bases are fully linked and the system recognises that, in general, no-one plays tennis by themselves, it will be possible to collect this missing revenue by requiring that the member booking the court adds at least one other player to the booking.

Brian Chauncy
Membership Secretary

28 July 2019

Mobile: 0450 961 705

Email: chaunb44@gmail.com

Coach Report



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

Date : 26th July 2019

Another solid year of tennis for coaching & tennis activities at the Weston Creek Tennis Club for 2018/19. We continue to have strong coaching numbers throughout the entire year although we do obviously drop with the seasons changing from summer time to winter. We estimate our numbers for coaching to be around the 300 to 400 students thru summer & 200 to 300 in the winter time. We have a great coaching staff with strong feedback from our local communities being a key feature to our continued success. As well, our very organised & diverse structures of programs allows us to connect with a range of people from the very young to the active adult.

Our main diverse & organised programs include:

- A range of TA endorsed tennis coaching programs which attracts a diverse range of people. From our Hotshots playing & lesson programs for the kids thru to our Cardio tennis programs, Holiday camps & local in house tennis competitions & junior ACT competitions & tournaments.
- We also have a strong connection with our local schools which we feel is vital for our grassroots tennis programs at Weston. We currently have Chapman, Arawang, St. Judes & St John Vianneys already attending our schools tennis coaching activities. We also support local fete's & fundraisers with sponsoring of local fete's at Lyon's early learning school, St.Judes & Duffy Primary in 2019.
- Open Day Tennis Events – Again something we feel is very important in connecting with the local community is our Tennis Open Days. We run 2 annually, 1 straight after the Aussie Open to connect with the buzz & interest of tennis in the summer time & the other a charity Day event. (Details of this are below). These events allow us a great way to get the local community to come to the Weston Creek Tennis Club, where we can show case all the great things that we offer. From the connection of club activities, comps & social play thru to all the tennis coaching activities & events that we offer.

- **RMH Charity Tennis Day Tennis Carnivale plus our 24hr Cardio TENNIS CHALLENGE** 20th & 21st Sept, This is a great opportunity to show case our tennis club & potentially gain new members. Last year we had around 400 estimated come to this event so I am sure with further planning & time available we can make this event even more successful.
- **INTERSTATE TEAMS CHALLENGE** to be held in Canberra at Weston dates 27th – 29th Sept. Teams from southern NSW as well as the local area will be playing in this event
- Weston Creek Junior Open Sat 12th & Sun 13th Oct.
- End of year NZ Junior tennis tour 6th to 20th Dec, we have already 2 kids going so far.

As you can see we work very hard professionally to organise a range of diverse & interesting activities here at Weston Creek Tennis Club. These, diverse grass roots programs allow us to connect with a wide range of people to play tennis here at Weston Creek Tennis Club & we feel this is another great reason why this is the premier club for tennis in Canberra. We look forward to continuing our hard work in all these areas, as well as looking at expanding any opportunities to making this great tennis club of Canberra even better.

Many thanks

Mark Walton
Club Coach

Website: csot.com.au

Email: csot@grapevine.com.au

Mobile: 0408 486 191

Adult Pennant Report

Weston Creek Tennis Club had 38 teams compete in the various 2018-19 Walking Clinic Adult Pennant competitions. There are competitions run in every season (Summer, Autumn, Winter and Spring) on Monday/Tuesday nights and Thursday nights. The Saturday afternoon competition has not had enough numbers to run recently. Weston Creek had 10 teams in the 2018 Spring competitions, 5 teams in the 2019 Summer competitions, 14 teams in the 2019 Autumn competitions and 9 teams in the current 2019 Winter competitions. More information regarding each competition can be found at <https://www.tennis.com.au/act/competitions/pennant/adult>.

All pennant registrations are done online with upfront payment required. Registrations for the 2019 Spring competitions are now open. More information can be found on the Weston Creek Tennis Club website <https://www.tennis.com.au/westoncreektc/adult-pennant>.

Weston Creek had some great results throughout the year. Teams representing the club won the Monday/Tuesday Spring and Autumn division 1 competitions as well as the Spring Thursday night mixed division 1 competition. The club also achieved runner-up finishes in the Spring Saturday unisex singles division 1, Spring Monday/Tuesday night division 7, Summer Monday/Tuesday night division 1, Autumn Monday/Tuesday night division 6 and the Autumn Thursday night mixed division 1 competitions. We also had several teams from division 1 through to 8 appear in semi-finals.

Congratulations to all captains and teams who participated throughout the year! A special thanks to all club captains who organise their teams from week to week and maintain our reputation as a competitive but friendly club.

Registrations for Spring Pennant are open until 14 August 2019 and details to register are available on the WCTC website. <https://www.tennis.com.au/westoncreektc/adult-pennant/pennant-online-registration>

The spring competitions start the week beginning 9 September and run through till the end of November.

Dan Green is also on the Tennis ACT Pennant Review Committee with a pennant coordinator meeting scheduled for Wednesday 31 July. Stay tuned for upcoming changes.

Dan Green
Pennant Captain

28 July 2019

WESTON CREEK TENNIS CLUB INC
ABN 68 568 792 579 - Association No. A00851
PO Box 3157, Weston Creek ACT 2611
website: www.tennis.com.au/westoncreektc
email: westoncreektennisclub@gmail.com

COMMITTEE MEMBERS 2019-2020

Committee Members 2019-2020

Position	Name	Telephone	Mobile	Email
President	Stewart Back	(02) 6288 5633	0438 563 303	jsba58578@bigpond.com
Vice President	Graeme Rossiter	(02) 6288 2477	0431 930 710	Saturday8@grapevine.com.au
Public Officer	Geoff Kotz	(02) 6291 9032	0411 239 500	gwkotz@hotmail.com
Secretary & Website	Clair Dupont	N/A	0421 634 308	clair.dupont@gmail.com
Treasurer	Geoff Kotz	(02) 6291 9032	0411 239 500	gwkotz@hotmail.com

Committee Appointment Members

Position	Name	Telephone	Mobile	Email
Membership Online Court Bookings & Controller	Brian Chauncy	(02) 6281 5587	0450 961 705	chaunb44@gmail.com
Club Captain	Dan Green	N/A	0415 938 772	dangreen@grapevine.com.au
Coach	Mark Walton	(02) 6241 3705	0408 486 191	csot@grapevine.com.au mark@csot.com.au

General Members

Position	Name	Telephone	Mobile	Email
General Member	Johnny Swientek	N/A	0400 406 687	ukko.akka@bigpond.com
General Member	Tony Laudenbach	N/A	0423 725 017	atl@westnet.com.au
General Member	Maggie King	(02) 6281 3600	0432 865 910	maggiek@hotmail.com
General Member	Lorraine Ovington	(02) 6287 3279	0439 391 010	kio@grapevine.net.au

Court Hire @ www.tennis.com.au/westoncreektc/

Auditor

Bryce Gorrell
 Gorrell Long & Robertson (02) 6287 2655