

Minutes of Weston Creek Tennis Club Committee Meeting held on Tuesday 13th April 2021, 7:30pm, Club

1. Present

Peter Ward, Brian Chauncy, Clair Dupont, Lorraine Ovington, Maggie King, Dan Green and Mark Walton.

2. Apologies

Tony Laudenbach, Graeme Rossiter, Johnny Swientek and Geoff Kotz.

3. Acceptance of Previous February Minutes 2021

3.1 The WCTC February Minutes 2021 were accepted.

4. Business Arising from Previous Minutes

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

4.2 Defibrillator: Applied for a defibrillator through the Commonwealth Government Stronger Communities Programme Grant. The Club was advised that it was shortlisted.

4.3 **CCTV Cameras:** In Progress

4.4 **Competition Flags & Plaques:** In progress

4.5 **Club Photos:** In Progress.

4.6 **Insurance Claim:** Closed. Resolved.

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

5. Correspondence

5.1 Refer to [Correspondence](#).

5.2 **Tennis ACT Work from Club:** The Tennis ACT Club Development Officer Colin Thompson has offered to work from Clubs for one day. The Committee agreed that to make use of this opportunity it was necessary to put an agenda together. **ACTION: Committee to develop an agenda and decide on date for Tennis ACT work from club day.**

5.3 **Molonglo Valley Pop Up:** Mark Walton to follow up.

5.4 **ABC:** The ABC is coming to Weston Creek on 21st April to get to know the locals and better understand issues affecting the community. They will be sending their best-known TV and radio presenters including Dan Bouchier, Lish Fejer, Anna Vidot, Adam Shirley and Georgia Stynes, as well as the rest of their team, and they would love to involve the Club and community if we are interested. They have requested the Club share information about this event and book a time to talk to a journalist. **ACTION: Clair to contact ABC and book a time with journalist, promote ABC visit on social media and championship this weekend.**

5.5 **Southern Cross Club:** The Southern Cross Club is offering Double Rewards for its Community Rewards Program until the end of June 2021 - that's 15c for every dollar spent by supporting Members, up to the program caps, donated to their Community Rewards Partners which includes WCTC. **ACTION: Clair to promote Southern Cross Club Double Rewards for Community Rewards Program in newsletter, website and social media.**

5.6 **Tennis Ball Tube Enquiry:** Jack Livingstone requested some more tennis ball tubes for his student, Sophie, to do some follow up experiments. Mark provided Clair with bag of tubes. **ACTION: Clair to provide tennis balls tubes to Jack/Sophie for experiments.**

5.7 WCTC club member Colleen Smith donated \$200 to the Club. A letter acknowledging the donation was sent on 13th April 2021. **Action: Committee to discuss what the \$200 donation could be used for.**

6. Reports

President

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

6.2 **Action: Brian to investigate getting a ramp into the Club house.**

6.3 **Action: Committee to talk about improving security of gate.**

6.4 **Rebel Sport:** It appears the Club is either not getting as much credit as it used to or it is not using the credit most effectively. **ACTION: Lorraine to investigate Rebel Sport credit including income and expenses.**

Treasurer

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

6.6 Refer to [Membership Report](#).

6.7 109 members have renewed as of 13th April 2021. No new pensioner members have joined in the last quarter..

Coaching

6.8 Refer to [Coaching Report](#)

6.9 The meeting to discuss the possibility of having visually impaired tennis at the club has been rescheduled to Wednesday 14th April 2021.

Canberra Tennis League

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

Club Championship

6.11 Refer to the [Club Championship Report](#).

6.12 A reminder the Club Championship will be held this weekend 17-18th April 2021. Around 9-10 events will be held. As of 13 April 2021, 48 players have entered with 55 entries. Saturday will be round robin. Sunday will be round robin and knockout for Open.

6.13 Carl will handover to Mark as he will be the tournament director on the weekend, with mostly everything else organised. Mark Walton will provide coaching vouchers to all winners. All winners will receive a trophy. Trophies cost \$20 each for total of \$200.

6.14 36 carton of Slazenger balls were purchased by Clair Dupont for \$378. Clair to be reimbursed by Club. **ACTION: Clair to provide receipt and be reimbursed \$378 for tennis ball for championship.**

6.15 Brian has volunteered to run the BBQ lunch on Saturday and Sunday. **ACTION: Brian to purchases food for BBQ and check if working and has gas for Championship.**

6.16 The Club will make around \$680 in entry fees. It has also attracted a number of new members (\$1400 in additional memberships). Estimated revenue as of 13 April 2021 is \$2010.00. However this may increase with additional entries.

6.17 The Club Championship will still be open for entries until Friday 16 April 2021.

7. General / Other

7.1 **Information Pack for New Members:** A new member advised that it would be good to have a welcome pack for new members. Apparently new members are receiving two emails when they join. One from ClubSpark and one from the Secretary regarding free coaching lesson. **ACTION: Clair and Brian to develop an information pack / email for new members.**

7.2 **Other:** Nil

8. Next Meeting

8.1 The next meeting will be held on **Tuesday 1st June 2021.**

9. Meeting Close

9.1 The meeting closed at 8:52 pm.

Prepared by WCTC Secretary, Clair Dupont

Action List as of 21 April 2021

Reference #	Item	Actioned By	Comments	Progress
13/04/2021-5.2	Committee to develop an agenda and decide on date for Tennis ACT work from club day.	Committee		Open
13/04/2021-5.7	Committee to discuss what the \$200 donation could be used for.	Committee		Open
13/04/2021-6.2	Brian to investigate getting a ramp into the Club house.	Brian		Open
13/04/2021-6.3	Committee to talk about improving security of gate.	Committee		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		Open
02/02/2021-4.13	Defibrillator	Brian	Applied for a defibrillator through the 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	In Progress	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	Executive to talk to Mark Walton regarding contract, payments and the update membership flyer/brochure.	Executive	In Progress. Peter/Graeme to talk with Mark.	Open
13/04/2021-5.4	Clair to contact ABC and book a time with journalist, promote ABC visit on social media and championship this weekend.	Clair		Closed
13/04/2021-5.5	Clair to promote Southern Cross Club Double Rewards for Community Rewards Program in newsletter, website and social media.	Clair	Promoted on Facebook and Twitter on 14/4. Will be included in April Newsletter	Closed
13/04/2021-5.6	Clair to provide tennis balls tubes to Jack/Sophie for experiments.	Clair	Ball tubes were picked up on Friday on 16/4	Closed
13/04/2021-6.14	Clair to provide receipt and be reimbursed \$378 for tennis ball for championship.	Clair		Closed
13/04/2021-6.5	Brian to purchases food for BBQ and check if working and has gas for Championship.	Brian		Closed

08/12/2021-7.1	Carl, Tony and Mark to set up the WCTC Improving Social Involvement Working Group to further discuss/progress items from the Consideration of Improving Social Involvement Paper.	Carl, Tony and Mark	Information in March Newsletter. WCTC Championship was held 17-18 April 2021. Will add Working Group as regular agenda item for further discussion/action.	Closed
16/06/2020-6.3	Graeme to follow up with Tim Harris regarding insurance claims for tools that were stolen at the Club.	Graeme	8/12: Graeme has invoices for tools and needs to counter sign. Graeme to follow up in regards to water system and gardening invoices from Tim.	Closed

Correspondence

1. The Tennis **ACT Autumn Club Forum** will be held on Tuesday 13th April 2021. Unfortunately it coincides with the WCTC committee meeting so will not be attended by WCTC.
2. The Club received an email from the **Member for Murrumbidgee Dr Marisa Paterson MLA** introducing herself and reaching out to find more about the Club and see if there are ways we can work together.
3. A **Back Bone BMX** event was held at the Weston Skate Park on Good Friday. This event impacted the car park area on the afternoon and Club members were advised that they may need to use other areas to park. The Club on received notice about this event the day before after noticing work being undertaking at the site.
4. Expressions of Interest close for the **2021 Volunteer Grant** on Sunday 18 April 2021.
5. Mark Walton was going to investigate using the **PlaySport School Holiday PlayList** over the Easter holidays.
6. The **Check In CBR** QR codes are displayed at multiple locations around the club. All members, guests and the general public should be checking in when they enter the Club as mandated by the ACT government. More information [HERE](#).
7. A **FREE TDS Webinar series on Succession Planning** will be held on 19 April 2021 at 7pm. These free webinars are for all community clubs, leagues and associations. More information [HERE](#).
8. The Tennis ACT Club Development Officer Colin Thompson has offered to work form Clubs for one day. The concept is for Colin to work from the club for a particular day and if members, players, coaches and or committee need to discuss anything with him and or just want to come have a chat he will be available at the club for that day. **Decision Required**. Other resources regarding increasing club membership, marking the club locally and tennis club social ideas were provided to the Club.
9. The Club contacted the **Woden Community Service** who are interested in partnering with sports clubs or groups to provide pop up “tasters” of sports for Molonglo Valley young people within Molonglo Valley. They have requested a time to catch up in person to discuss what the Club may like to do.
10. WCTC club member Colleen Smith donated \$200 to the Club. The club would like to acknowledge the **donation** and thank her for considering the club. A email/letter will be sent her acknowledging the donation.

Clair Dupont
WCTC Secretary

President's Report

It has been a particularly busy few months for the Committee with work around the club continuing to progress, while there has also been plenty to do on the administration side. A big thank you to Geoff Kotz for clearing the bushes outside the perimeter fencing, and continuing with the boarding of the court fencing. Also, thanks to Graeme Rossiter and Tim Harris who have worked hard improving the garden landscaping and concreting the pathway outside courts 1 to 4. These tasks have required some heavy lifting but I am assured it has contributed to their recent success on the court. During all this activity Lorraine Ovington has also been busy tending to the gardens and with her regular weeding and watering, the gardens continue to bloom. Thank you Lorraine.

As was reported in a recent newsletter, Maggie King has established a "library" in the clubhouse and it is certainly proving popular. This is a great step towards the club being more inclusive and providing services for all our members to enjoy.

The club was able to get through to the end of March with a credit balance of \$7.45 with Rebel Sport. The 3 monthly Rebel credit of \$281.72 was received by the club on 31 March = \$289.17. There is currently a shortage of Dunlop AO tennis balls - the Tennis ACT preferred balls for pennant and Wednesday night social - but we hope to have them in the storeroom by next week.

Brian Chauncy has just completed the very time consuming task of updating the club's membership system with the revised club membership and casual rates for 2021 – 2022. The membership system that the club uses is not particularly "intuitive", but with some expert assistance from our Secretary, Clair Dupont, the membership reminder letters were prepared and issued, and the Club's website was updated in time for the 1 April change over. Great job Brian and Clair!

There have been some grant opportunities recently offered to community clubs and we have applied for two grants:

1. Commonwealth Government Stronger Communities Programme Grant - funds have been sought to supply and install an automated external defibrillator to be located in the clubhouse.
2. ANZ Hot Shots Community Grant (10 grants available throughout Australia) –funds have been sought to upgrade the flooring area outside the clubhouse to overcome regular "water pooling", as well as replace the existing barbecue with a new gas barbecue.

These grant applications are always highly sought after by community groups so we can only hope that we may have some success.

Tennis ACT has also requested all ACT tennis clubs prepare a priority list of future projects. We are currently finalising the list for our club. The list includes replacing courts 1 and 2 (most urgent project), replacing the wire fencing throughout the complex, and upgrading the clubhouse. Unfortunately, there is no suggestion of funds being available from external sources to fund these projects but it will give Tennis ACT a clearer picture of the significant funding that is required to rejuvenate tennis clubs' facilities throughout the ACT.

It was particularly disturbing to hear of Geoff having his keys, wallet and car stolen while volunteering his time at the club. It clearly shows the need for all members and guests to be vigilant of unauthorized people at the club, as well as being particularly careful with belongings brought to the club. Unfortunately, the existence of CCTV cameras that were recently installed at the club do not seem to deter these disreputable individuals from carrying out such vile acts. I would like to particularly thank Clair who responded so quickly by issuing a timely notice to our members about this incident, as well as other issues that have occurred in recent times and needed to be communicated to members. Clair is not only quick to prepare and issue these notices, but she also keeps our website and Facebook page up to date with the latest club news.

Finally, a very big thank you to Carl Jackson and his team who have been planning our first Club Tennis Championship for many years. The planning has taken considerable time and the publicity materials that have been installed at the clubhouse and on our website and Facebook page are outstanding. I have no doubt the championships will be a success and I encourage everyone to come and support Carl, his team, and the players during the weekend championships.

Peter Ward
WCTC President

Treasurer's Report

Income/Expense Comparison by Category - YTD			
Category description	1/04/2019- 31/3/2020	1/04/2020 - 31/3/2021	Amount Difference
INCOME			
Court Hire - Casual	2,634.10	3,433.10	799.00
- Coaching	9,600.00	9,700.00	100.00
- External	2,572.00	0.00	-2,572.00
- Social	3,010.96	6,283.90	3,272.94
- Court usage fees - BookaCourt	11,083.95	17,713.65	6,629.70
- Other Court usage fees	0.00	480.00	480.00
TOTAL Court usage fees	28,901.01	37,610.65	8,709.64
Membership - Subscriptions	14,738.50	19,716.31	4,977.81
- Subscriptions - Stripe	20,302.68	34,471.87	14,169.19
TOTAL Membership	35,041.18	54,188.18	19,147.00
Insurance Claim	0.00	753.98	753.98
Pennant player fees	6,880.00	6,190.00	-690.00
Sponsorship	12,543.89	15,237.07	2,693.18
Sundry income	0.00	0.00	0.00
Tennis Ball Sales	0.00	326.00	326.00
TOTAL INCOME	83,366.08	114,305.88	30,939.80
EXPENSES			
Administrative expenses- Administration	1,421.55	1,507.37	-85.82
- Key cutting	57.00	0.00	57.00
- Printing, Postage	10.15	0.00	10.15
- Other	0.00	603.17	-603.17
TOTAL Administrative expenses	1,488.70	2,110.54	-621.84
Affiliation	5,406.00	5,406.01	-0.01
Asset purchases	746.55	84,969.92	-84,223.37
Audit	550.00	550.00	0.00
Clubhouse cleaning & maint	7,448.50	8,577.79	-1,129.29
Consumables - Tennis Balls	440.75	0.00	440.75
Govt. Charges - Land rent	5,665.16	2,854.50	2,810.66
- Rates	8,278.12	6,068.38	2,209.74
Total Govt Charges	13,943.28	8,922.88	5,020.40
Grounds Maintenance - Ad-hoc	2,057.00	800.00	1,257.00
- Scheduled	70.17	0.00	70.17
TOTAL Grounds maintenance	4,800.61	7,158.80	-2,358.19
Pennant team fees	3060.00	4770.00	-1710.00
Insurance	1,713.92	1,801.08	-87.16
Utilities - Electricity	6,994.67	2,851.62	4,143.05
- Waste removal	1,213.85	1,139.30	74.55
- Water & sewerage	2,058.31	1,997.26	61.05
TOTAL EXPENSES	49,865.14	130,255.20	80,390.06
TOTAL INCOME - EXPENSES	33,500.94	-15,949.32	

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)	12,886.92
Asset purchases ANZ account	141,567.29
TOTAL EXPENSES	155,054.21

Financial Report as at #1 March 2021

	DR	CR	Balance
CBA Cheque Book			
Opening Balance 1/4/2020			77,100.86
Income	114,305.88		
Expenses	130,255.20		
			<hr/> 61,151.54
Deduct Transfers to ANZ account		-74,072.62	
Deduct Transfers to ANZ account		-14,350.00	
Add Transfer to Cheque Account	87,981.49		
Closing Balance as at 31 March 2021			<hr/> 60,710.41
 CBA Cheque Account major expenditure in the near future			
Solar panels			12,000.00
Fence bases			2,500.00

CBA Online Saver			
Opening Balance 1/4/2020			44.60
Interest	0.00		
Deduct Transfers to Term Dep.	0.00		
Deduct Transfers to Cheque Acc.	0.00		
Add Transfers from Cheque Acc	0.00		
Closing Balance as at 31 March 2021			<hr/> 44.60

ANZ Bank Account			
Opening Balance 14/5/2020			70,000.00
Expenses		-155,054.21	
Add Transfer from CBA Cheque Acc	14,350.00		
Add Transfer from CBA Cheque Acc	74,072.62		
Closing Balance as at 4 March 2021			<hr/> 3,368.41

The ANZ Bank Account has sufficient funds to cover loan repayments up to May 2021 and will be topped up to cover 21/22 payments. Up to date Transactions in the 'Loan Account' are not accessible.

ANZ Loan Account			
Opening Balance 14/5/2020			-70,000.00
Service Charges		-187.50	
Interest Charges		-1,849.38	
Loan repayments	7,159.40		
Closing Balance as at 15 October 2020			<hr/> -64,877.48

Project Report



Weston Creek Tennis Club

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

Projects Report – 3 April 2021

Court Fencing

The work is progressing, albeit slowly. Helpers are making the work easier, events of 31 March did not help.

Landscaping

Tim and Graeme are continuing to make improvements to the grounds. Path patching and garden bed walls are a great improvement.

The cotoneaster growth from the south and east fence lines has been carried out and the pruning's disposed of, with help from members.

"Community Efficiency and Solar Grant

The Solar Panel contractor has completed the installation of panels and electronic equipment. We received certification for the work and a "premature" final report was sent to Dept Industry...following their request. We have been advised that at some time we will be given a talk on operating the system. No invoice has been received to date

Membership Report

Renewal of memberships for 2021-2022 is progressing well. As of Sunday afternoon, the figures are:

	Paid	Not Paid
Adult	104	56
Family	28	24
Pensioner	20	32
Junior	8	12
Student	3	8

The great majority have renewed by credit card, with only about 20 using electronic funds transfer (eft). All life members, including Stewart Back (playing (8), and non-playing (4)) have been updated.

Reminder emails to those members who have not renewed will be dispatched automatically by Club Spark on April 21.

In general Club Spark is performing well, with most members navigating the renewal process easily. Some members have difficulty but I don't know why at the moment but will investigate.

Club Spark has an email log which shows whether emails have been sent, opened, bounced or blocked. I investigate why any have been blocked (commonly that the email address has problems, which I attempt to fix by contacting the member by phone.

Yearly memberships from the date of joining were introduced at the end of January to take advantage of the interest in tennis have proven to be popular. 30 adults, 4 families, 13 juniors, 3 students, 0 pensioners (why?). Club Spark says they will be automatically asked to rejoin when their year is out. We'll see.

Brian Chauncy
Membership Secretary

11 April 2021

Coach Report



Weston Creek Tennis Club Junior/Coach Report

Date : 9th April 2021

Hi all, here is our coach report for end of term 1 & upcoming term 2.

As always term 1 has been a rather hectic start to the year & was made more interesting with health issues firstly to my wife & then myself. Anyway we are all back on track, working hard to keep tennis activities going. Coaching was busy as always this time of the year, with about 350 students taking, some sort of lessons for term 1. These numbers will no doubt decline going into term 2 with there always being a seasonal factor here in Canberra due to the weather & start-up of winter sports.

Currently we have camps going at the moment & we have just come back from our Easter Grass Court Tournament in Albury.

Speaking of tournaments we have our inaugural Club Championships on next Sat 17th & Sun 18th of April. The closing date is today 9th April, however I suspect as per normal with tournaments that there will be an influx of late entries probably up till Mon night. I look forward to having a great junior & adult representation for this 1st time event & hopefully we have great weather. I do note quite a few students have been unable to get the joining fee waived when signing up. So I note some juniors have joined the comp & will sort out signing up through the week with Brian or I will sort it on the weekend.

Junior Pennant has also kicked off we have 4 teams playing & unfortunately they have only played 1 match so far due inclement weather on the Sunday.

Also please note I do have an interested parent Max Rafferty, as a potential for the future on the committee. He has been a member for a while playing Wed social & has recently just joined his 8yr old son who is doing tennis lessons with us. He runs his own building business & deals with governments regularly & seems generally interested in our how to make Weston Creek TC better. Maybe we could invite him to a meeting in the future???

Finally I hope to have some sort of news about potential blind tennis at our club, in the near future. I am speaking via a zoom meeting this Tues afternoon with Kendra Hall from vision Aust & also Sonja Balic from blind sports NSW. Stay tuned for more.

Anyway things/Dates to note :

- Term 2 starts for us Mon 19th April
- WCTC Junior club championships proposed 17th & 18th April
- Term 2 concludes Fri 25th June
- Holiday camps TBA for winter – 28th June – 9th July 2021

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

We are halfway through the Autumn leagues. Weston Creek has 14 teams participating across the Monday/Tuesday, Thursday, and Saturday leagues. An impressive 60 players are registered in these teams of which 56 have played at least one match so far this season.

Weston Creek teams are scheduled to participate in 113 matches with 64 of these played at home. We are currently sitting just above a 50% win rate!

I'm out injured at the moment but I hope to see many of you on court in the later part of the season or battling it out in the [Club Championships](#). Keep up the great work!

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.

Dan Green
WCTC Club Captain

9 April 2021

Club Championship

Entries

As of 5PM Friday April 9 Entries to the Club Championships were as follows

Number of Players : 26
Number of Entries: 32
Number of Events with 1+ entry: 12
Number of Events with 0 entries: 4

Estimated Final Numbers of Players 40-50
Estimated Final Numbers of Entries 50-65

Entries Closed Friday 9th but we plan to accept late entries

Money Matters

Entry Fees Received: \$310

Estimated Final Entry Fees \$500

New Memberships Generated:

		Membership revenue
Adult :	3	x \$165 = \$495
Student:	1	x \$110 = \$110
Junior:	5	x \$60 = \$180
Total	9	\$785

Total Revenue to date	\$1095
Estimated Final revenue	\$1500

Court Bookings

Saturday 17th

All 12 courts booked from 8am to 1pm

Courts 1-4 booked from 1pm to 4pm

Sunday 18th

8 courts booked from 8am to 2pm

To do List

Organize BBQ and drinks

Volunteer Helpers needed the day - Currently just Mark and I

Buy Balls - Clair

Buy Trophies- Mark Walton

Prizes?

Carl Jackson, 9 April 2021