

Minutes of Weston Creek Tennis Club Committee Meeting held on Wednesday 19th August 2020 at 7pm, Club

1. Present

Stewart Back, Graeme Rossiter, Geoff Kotz, Brian Chauncy, Clair Dupont, Mark Walton, Daniel Green, Johnny Swientek, Lorraine Ovington, Maggie King, Tony Laudenbach, Peter Ward, Carl Jackson, Tim Harris, Rick Lord and Michael Bruen.

2. Apologies

Nil

3. Acceptance of Previous June Minutes 2020

3.1 The WCTC June Minutes 2020 were accepted

4. Business Arising from Previous Minutes

4.1 Refer to [Action List](#) as of 19 August 2020.

5. Correspondence

5.1 Refer to [Correspondence](#).

6. Reports

President

6.1 Nil to report.

Treasurer

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

6.3 The \$64,072.62 payment for court lights remains pending. Refer to Projects Report.

6.4 The "Volunteers" Govt. Grant of \$2,100 has been received. Refer to Projects Report.

- 6.5 Our application for the for \$12,000 to supply and install 30 solar panels through "Community Energy Efficiency and Solar Grant " has been successful.
- 6.6 Book a Court usage fees have increased by around \$1700 during the COVID-19 period which is good for the Club.
- 6.7 There was no land rate for 2020 as the ACT government has waived these rates due to COVID-19. The Club is in credit for rates of around \$1100 as it already paid the rates before the waiver was introduced due to COVID-19.
- 6.8 The ANZ bank account is the loan for the courts resurfacing. The Club will need to repay off around \$1430 per month over the next 5 years in order repay the loan. Payments currently made will cover the Club until the end of this financial year (in case of hardship).
- 6.9 The Club was successful in its solar panel grant of \$11,945. Tim found the hole in the roof and Geoff believes the roof is good enough to hold the solar panels and that it does not need replacement. However, Geoff has made an appointment with a roof plumber to have a look at the roof and give his opinion on its suitability to take solar panels, to quote on replacement if it is not and to quote on removal of superfluous vent pipes and patch the roof if it is. He has spoken to the contractor and again asked if there are likely to be any additional expenses, namely replacing the existing meter box and anything which may affect the existing distribution board. The contractor, same as lighting people, will be delivering a scissor lift, or similar, to site on Friday so that they can start work at around 6.00 am Monday to check the light angles. Geoff will organise to let them in on Friday and may have to unlock gates on Sunday to let them get started on Monday morning. The solar panels would provide electricity for the whole club and be fed into the power grid with the Club getting its bills subsidised. The solar panels and inverter would be totally subsidised by the government. The only possibly location for the inverter would be on the north wall of the club house.
- 6.10 There is still around \$2100 in the bank to pay for the fencing. The Club will wait until spring to tidy up the bottom of the fencing.
- 6.11 The Committee agreed to hire landscaping company Diggin It for around \$3700 to do some work on the Club's gardens outside the fences. This would include cutting the roots outside courts 9-10, mulching, dig out near court 5 where the water pools and dig up the corner and remove brier and make galley on the northern courts. Brian undertook similar root cutting to the courts last year (southern side of court 9 & 10, eastern side of court 9 and western side of court 12) but the roots have grown back. Graeme and Tim to consult with Brian beforehand on roots.

Membership

- 6.12 Refer to [Membership Report](#). Brian provided an additional membership report to members at the AGM.
- 6.13 Overall membership numbers are quite strong. Generally, members were very good at renewing their membership at the start of the COVID-19 crisis when memberships were due. This has greatly assisted the Club's finances and Brian thanked its members for renewing so promptly.
- 6.14 There is still a major issue with the Book A Court system for when members bring a guest as they don't always collect money from non-members/guests. It would help if players were linked to the membership database. Apart from that, the Committee is not sure how this could be resolved in the system, without policing users like during the COVID-19 period in April-June 2020.

Coaching

- 6.15 Nil to report.

Canberra Tennis League

- 6.16 Refer to [Canberra Tennis League Report](#).
- 6.17 Around 10-12 teams registered for the Spring competition.

7. General / Other

- 7.1 The fence wire that was cut by vandals on court 1 has been fixed with netting. There has been no response from police regarding the various break-ins and vandalism that has occurred at the Club. Graeme will keep on following up with the Police and continuing the relationship.
- 7.2 The Committee thanked Graeme and Tim for all their grounds maintenance and repairs, including the painting of the fences. Johnny Swientek was also thanked for his help in welding the gates when thieves broke in recently.
- 7.3 Johnny Swientek advised that for two weeks in row, the gate at back near the sheds has been left unlocked. Johnny will auto check on Wednesday nights when he is at the Club for social tennis, but the Committee should also investigate.

8. Next Meeting

8.1 The next meeting will be held on Tuesday 13 October 2020.

9. Meeting Close

9.1 The meeting closed at 7:36pm.

Prepared by WCTC Secretary, Clair Dupont

Action List as of 19 August 2020

Reference #	Item	Actioned By	Comments	Progress
16/06/2020-5.4	Graeme and Clair to organise photos for the Club.	Graeme / Clair		In Progress
16/06/2020-6.3	Graeme to follow up with Tim Harris regarding insurance claims for tools that were stolen at the Club.	Graeme	<p>19/8: Tim has ordered new equipment.</p> <p>12/8: Tim has sent the details to Geoff for the insurance claim. Tim looking at replacement compressor and pain gun this week.</p>	In Progress
21/04/2020-6.13.2	Mark and Graeme to get the membership flyer/brochure updated with assistance from Stewart and Geoff.	Mark / Graeme	16/6: The new flyer / brochure should be ready to go by the end of winter / early spring as content has been finalised. Mark is using the old ones first.	In Progress
08/10/2020-8.2	Brian to investigate chemistry treatment for blackberries as alternative to poisoning or cutting back.	Brian	<p>19/8: Refer to 6.11 of WCTC August Committee Minutes 2020.</p> <p>16/6: Brian found a good spray at bunnings. Will spray the blackberries in Spring.</p> <p>4/2: Graeme bobcat quote</p>	In Progress
2018	Executive/Graeme to set up coaching brainstorming session. Junior > Adults	Graeme	4/2: Graeme and Mark have had initial discussions. Graeme has put together a draft for Mark's review.	In Progress

06/02/2018-	Constitution	Graeme & Geoff	10/8: Draft Constitution almost complete. Graeme and Geoff will send to Committee for review. Discussed at AGM. Will need to organise a SCM to make changes to constitution.	In Progress
16/06/2020-5.2	Investigate and apply for ACT Government's 2020-21 Sport and Recreation Grants Program if warranted.	Geoff	Unsuccessful	Closed
16/06/2020-5.3	Clair to give the 20 tennis ball tubes to the UC honours student who is researching methods for rehabilitating contaminated land.	Clair	20/6: UC Researcher picked up the ball tubes/tins on 20 June 2020	Closed
16/06/2020-6.4	Stewart to send Southern Cross Club correspondence to Clair and Clair to promote to membership.	Stewart / Clair	30/6: Stewart provided application to Clair on 27 June 2020	Closed
16/06/2020-6.7	Geoff to investigate offset account for ANZ loan.	Geoff	This would be a unsecured business loan. The Club could pay extra but withdrawing would be very expensive so not worthwhile at the moment.	Closed
16/06/2020-6.8	Geoff to transfer remaining \$45 in Commonwealth account and close.	Geoff	Cancelled. Account will not be closed.	Closed

16/06/2020-6.15	Stewart and Graeme to write a coaching reference letter for the Gold Creek High School tender process for Mark Walton.	Stewart / Graeme	Completed	Closed
16/06/2020-7.1	Executive and Committee to advise WCTC Secretary Clair Dupont if they will be renominating or not for the Executive Committee for 2020-21 at the WCTC 2020 AGM.	All	28/06: WCTC President Stewart Back has indicated he will not be renominating for the Executive/Committee Majority of Executive/Committee have indicated they intend to renominate. A few still to indicate.	Closed

Correspondence

1. Tennis ACT has updated the **Community Tennis Guidelines** to Level C. The updated guidelines can be found [HERE](#). More Tennis ACT news:
 - a. [Gungahlin Tennis Facility](#)
 - b. [Canberra Tennis League Profile](#)
 - c. [Tennis ACT welcomes Milo Bradley](#)
2. WCTC President Stewart Back attended **Tennis ACT President Meeting** on 10 August 2020. Kim from Tennis ACT attended and discussed the Sustainability & Investment in the ACT Community Tennis Clubs; Kim has incorporated the “Briefing paper to the TACT Board” into this document which will be re-circulated for further review and comment by the community. The second agenda item relating to COVID-19 requirements for club covered discussion on club liability and cleaning routines. The next meeting was agreed to be held at the Ainslie Tennis Club within the next three months. An action from the meeting, agreed to by Kim, is for Mike Rethman to visit the clubs to brief on grant opportunities, maintenance POC and facility maintenance issues common across the ACT clubs. It was also requested that the list of maintainers held by TACT is distributed amongst clubs.
3. First edition of the **Bean Business and Community Grants Bulletin** received by David Smith MP. This bulletin provides an overview of Australian Government, ACT Government, and philanthropic grants that are currently available to individuals, businesses, community groups and organisations. This includes a number of grants that are specifically aimed at assisting people get through the current COVID-19 pandemic. This bulletin will be distributed every 6 weeks. You can sign up to the bulletin at www.davidsmith.org.au/grants-update.
4. Tennis ACT released the final draft paper **“Sustainability & Investment In ACT Community Tennis Clubs”**. The aim of this document is to outline the intended approach to the ACT Government with regard to the infrastructure situation facing tennis club facilities in the ACT. It is the outcome of the proactive approach taken by the Club Presidents to propose solutions to the financial challenges facing clubs with ageing and deteriorating assets.
5. Blake Dean was interested in installing some **cricket retractable nets** on the WCTC courts and renting long term for his cricket business. This was rejected by the WCTC committee due to concern of damaging the courts, using courts for other purposes and taking a court out of being used.
6. LJ Hooker is interested in booking the WCTC courts again in Feb 2021 for their **Tennis Charity Day**. No objection from Committee.
7. The Club has signed up to free membership with **Sports Community**.
8. All Canberra players are invited to play in the upcoming **Tennis ACT UTR event!** This event is open to all standards and offers level based play. Once players enter the event, they will be divided into unisex draws based on UTR. More information [HERE](#).

Clair Dupont
WCTC Secretary

Treasurer's Report

Income/Expense Comparison by Category - YTD			
Category description	1/04/2019- 7/8/2019	1/04/2020 - 7/8/2020	Amount Difference
INCOME			
Court Hire - Casual	1,214.00	415.00	-799.00
- Coaching	3,200.00	2,300.00	-900.00
- External	1,700.00	0.00	-1,700.00
- Social	622.00	240.00	-382.00
- Court usage fees - BookaCourt	3,737.68	5,488.10	1,750.42
- Other Court usage fees	0.00	480.00	480.00
TOTAL Court usage fees	10,473.68	8,923.10	-1,550.58
Insurance Claim			
Membership - Joining Fees			
- Subscriptions	11,880.00	11,161.25	-718.75
- Subscriptions - Stripe	14,264.33	17,716.81	3,452.48
TOTAL Membership	26,144.33	28,878.06	2,733.73
Pennant player fees	3,730.00	-40.00	-3,770.00
Sponsorship	979.14	2,420.56	1,441.42
Sundry income			
TOTAL INCOME	41,327.15	40,181.72	-1,145.43
EXPENSES			
Administrative expenses			
Loan Application (from ANZ Account)	0.00	600.00	600.00
- Administration	0.00	139.90	-139.90
- Key cutting	48.00	0.00	48.00
- Printing, Postage	10.15	0.00	10.15
TOTAL Administrative expenses	58.15	139.90	518.25
Asset purchases CBA account	0.00	83,629.67	83,629.67
Asset purchases ANZ account	0.00	77,494.67	77,494.67
Affiliation	5,406.00	0.00	5,406.00
Grounds Maintenance - Ad-hoc	149.44	1,307.87	-1,158.43
- Scheduled	825.00	0.00	825.00
TOTAL Grounds maintenance	974.44	1,307.87	-333.43
Audit	550.00	0.00	550.00
Clubhouse cleaning & maint	623.70	0.00	623.70
Consumables - Cleaning materials			
- Club house			
- Tennis balls	301.50	0.00	301.50
TOTAL Consumables	301.50	0.00	301.50
Govt. Charges - Land rent	1,427.25	0.00	1,427.25
- Rates	0.00	1,118.69	-1,118.69
- Miscellaneous fees			
TOTAL Govt charges	1427.25	1118.69	308.56
Pennant team fees	1,530.00	0.00	1,530.00
Sundry expenses			
Utilities - Electricity	2,630.33	862.96	1,767.37
- Waste removal	415.80	254.10	161.70
- Water & sewerage	1,017.58	969.92	47.66
TOTAL EXPENSES	14,934.75	166,377.78	172,005.65
Expenses CBA account		88,283.11	
Expenses ANZ account		78,094.67	
		166,377.78	
OVERALL TOTAL	26,392.40	-126,196.06	

Financial Report as at 7 August 2020

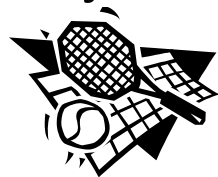
CBA Cheque Book	Opening Balance 1/4/2020		77,100.86
	Income	40,181.72	
	Expenses	88,283.11	
			28,999.47
	Deduct Transfers to ANZ account	-74,072.62	
	Deduct Transfers to ANZ account	-14,350.00	
	Add Transfer to Cheque Account	87,981.49	
	Closing Balance as at 7 August 2020		28,558.34
CBA Online Saver	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 7 August 2020		44.60
ANZ Bank Account	Opening Balance 14/5/2020		70,000.00
	Deduct Application Expense	-600.00	
	Deduct Asset Purchases	-77,494.67	
	Add Transfer from CBA Cheque Acc	14,350.00	
	Add Transfer from CBA Cheque Acc	74,072.62	
	Closing Balance as at 7 August 2020		77,464.19

The \$64,072.62 payment for court lights remains pending . *See - Projects Report*

The "Volunteers" Govt. Grant of \$2,100 has been received. *See - Projects Report*

Our application for the for \$12,000 to supply and install 30 solar panels through "Community Energy Efficiency and Solar Grant " has been successful

Project Report



Weston Creek Tennis Club Inc.

PO Box 3157, Weston Creek, ACT 2611

ABN 68 568 792 579

Projects Report – Aug. 2020

Court Lighting

ACTEW had made an appointment to check the angles at which the court lights had been set. This was to see whether, or not, adjustments could be made whereby the light intensity could be improved to specified levels. The appointment, for Friday 7 August, was abandoned due to weather and a new time will be made.

Court Fencing

The funds from the “Volunteers Grant” are to be used on :

- “First aid and Safety” - meaning materials to control the base of the chain wire fence. and
- “Outdoor furniture and equipment” - meaning paint and painting equipment used on the chain wire fencing.

Graeme has done a fantastic job in painting the fence poles. We may need to organise work parties to do the work involved with the base of the fencing.

Landscaping

Tim and Graeme are continuing to make improvements to the grounds, the old swing frame will be demolished soon, the timber will be used for retaining earth around the main water control area near the back gate.

“Community Efficiency and Solar Grant

The grant was successful, although we have until 5 September to Accept it. This depends on “THE ROOF”. Graeme feels he has found the main cause of the roof leakage and we will look at that firstly rather than contemplate new roofs etc. The following may be irrelevant, (not Lorraine’s Locker)

Club house Roof

For discussion – the roof needs either a waterproof coating of some description or replacement. If we are successful in our “Solar Panel” Grant we will have to quickly debate the roof situation. Budget-wise there may also be difficulties.

Lorraine’s Locker

I.U.

Membership Report

- There were 267 members as of 10 August 2020.
- There are some discrepancies between the numbers in ClubSpark due to the migration of last year's members into this year and system not listing members who had not paid by the cut off period being counted as pending and not 'expired'. Tennis ACT is in the process of fixing this discrepancy.

Type	Members	Memberships
Family	40	17
Adult	144	144
Pensioner	52	52
Student	8	8
Junior	12	12
Life	11	11
TOTAL	267	244

Brian Chauncy
WCTC Membership Secretary

Canberra Tennis League Report

The Canberra Tennis League eventually got underway with a shortened Winter competition currently approaching finals. Weston Creek has 5 teams in the Monday/Tuesday league, 3 teams in the Thursday league and 2 teams in the Saturday league. There are 46 players registered across these teams.

Entries are open now for The Walking Clinic 2020 Spring Adult Canberra Tennis league season. 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. [Register as a team or as an individual through Match Centre today.](#)

Entries Close 19 August via Match Centre. All player must be members of a Tennis ACT affiliated club to play in Canberra Tennis League. All entries are subject to approval from your club and Tennis ACT.

Dan Green
Club Captain