

Bungendore Park Tennis Club (BPTC)
Bungendore NSW 2621
CLUB ORDINARY MEETING #3/2021
Monday 26 July 2021, 10:08am
Clubhouse

1. WELCOME & INTRODUCTIONS

The meeting was chaired and opened by President, Keith Bender. Present were Keith Bender, Robert Breust (from 10:25am), Rosie Windsor, Lynne Butson. Apologies: Kate Bender, Kerrie Crane and David Pajaczkowski

2. CONFIRMATION OF MINUTES OF 3 MAY 2021/ACTIONS ARISING

The committee endorsed the minutes. The committee noted the closed action items and progress against outstanding action items. Lynne undertook to arrange a meeting in the next day or two to progress the member survey to gain feedback on the changed comp arrangements. The committee agreed to form a sub-committee to work on organising the Bungendore Tennis Open Day noting that David had earlier indicated his interest in supporting the event. *(Action: Lynne/Rosie/Keith/David)*

Lynne noted she would be away in September while Robert indicated that he would be away for an extended period from next week.

Robert undertook to investigate what has worked well for Queanbeyan whenever they have staged open day events. *(Action: Robert)*

Minutes: (Moved: Lynne, Seconded: Rosie, Supported: All present)

Actions arising: (Moved: Rosie, Seconded: Lynne, Supported: All)

Meeting day/start time: The committee noted that changed employment arrangements meant that the coach is unable to attend club committee meetings on Monday. The committee agreed to find a new suitable day/time for the coach to attend meetings.
(Action: Keith)

3. CORRESPONDENCE

The committee accepted the report noting that key correspondence to be sent later today includes:

1. An email with relevant documents to meet the acquittal and reporting requirements for the Bungendore Park Tennis Facility Upgrade project; and

2. An application for ORG Infrastructure Grant funding for a replacement clubhouse. (*Action: Keith*)

The committee accepted the correspondence report. (*Moved: Rosie, Seconded: Lynne, Supported: All*)

4. COVID UPDATE

Keith noted the NSW Government COVID Safety Plan that accompanied the Safe Check In QRC application process. The committee approved the plan. (*Moved: Rosie, Seconded: Lynne, Supported: All*)

5. CLUB OPERATIONS/COACH REPORT

Club operations:

The committee noted how rain had affected the term 2 comp and the opening week of the Term 3 comp. The committee also noted that ten teams are competing in the Term 3 comp despite it being run through winter.

The committee was briefed on plans underway to run a Sunday Singles session for players wanting to have a hit of singles and noted how this could feed into the Coach run Fast4 sessions. The committee also noted the engagement that has occurred with the club coach about staging a couple of Fast4 introductory sessions on a Tuesday night targeting women to give people the opportunity to try out the format. Subject to their being sufficient interest an entry level Fast4 fixture could be implemented.

The committee noted that the clubspark platform now offers monthly membership renewal and the club is to undergo training before offering this new product to members upon expiry of the current membership cycle i.e. 31 March 2022.

The committee accepted the club operations report.

(*Moved: Lynne, Seconded: Rob, Supported: All*)

Coach report:

The committee noted from the RSTA June 2021 quarterly report that the number of participants had increased substantially in the June quarter over the previous quarter. Two questions were raised:

1. The long-term trend regarding participation in coaching activities;
and

2. The reported 4 females who participated in Fast4 in the June quarter.

Keith undertook to prepare a graph showing the long-term trends.

(Action: Keith)

The committee was interested to know who the other three participants were in Fast4 as this could do much to dispel the commonly held view that this competition is almost totally dominated by males. The committee noted that the three additional females could be reserves and may be good people for other women, thinking about Fast4, to talk to. Keith undertook to check with David. *(Action: Keith)*

The committee accepted the quarterly coach report.

(Moved: Keith, Seconded: Rosie, Supported: All)

6. FINANCIAL REPORT

Keith noted that all grant monies had now been used and the bank balance now sat at approximately \$5.6k and the club had an outstanding loan balance of just over \$10k. The proceeds from the IGA sausage sizzle of almost \$400 would lift the balance to around \$6k.

Given the club's current bank balance, receipt of outstanding grant monies from the NSW Government of approximately \$24k is critical in enabling the club to pay \$7,310 currently owed to the court lighting contractor.

The committee noted that payment of outstanding grant monies remains subject to the club satisfying grant reporting and acquittal requirements.

Keith undertook to draw this to the attention of the relevant staff when the necessary documents are forwarded to the Office of Responsible Gambling grants unit - See Item 3. above. *(Action: Keith)*

The committee noted that after the remaining grant monies are received and the outstanding payment is made to the court lighting contractor, the club will have around \$22k-\$23k. This being the case, the committee agreed that the club should write to the Martin Family seeking their agreement to the club making a payment of around \$10k in order to finalise the loan - (some two years ahead of the original repayment schedule). *(Moved: Keith, Seconded: Rob, Supported: All)*

The committee accepted the financial report. *(Moved: Keith, Seconded: Rosie, Supported: All)*

7. RISK & ISSUES UPDATE

Lynne noted that the revised risk register reflects:

- Our new COVID plan (discussed earlier);
- Resolution of the risks posed by the unusable cricket nets;
- Lower financial risks with the club on track to paying off the loan this year;
- A new risk around Diversity & Inclusion.

Keith undertook to include a sub-risk against the participation risk relating to the need to increase participation by women and girls and the action being taken to improve the safety of the car park. Keith undertook to publish the new risk register once this has been done. (*Action: Keith*)

The committee approved the revised risk register subject to the amendments discussed above and accepted the risks and issues update.
(*Moved: Keith, Seconded: Rosie, Supported: All*)

8. CLUB IMPROVEMENT PROJECTS – UPDATE

a. Club Upgrade - Formal Launch - Launch to occur later in the year subject to COVID and availability of local member.

b. Court lighting upgrade - Outstanding payment to lighting contractor - discussed under Financial Report item.

c. New clubhouse/multi-purpose meeting facility - NSW Office of Responsible Infrastructure Grant application will be submitted by the club on 26 July 2021 - see Item 3. above.

d. Car park changes - Changes, to make the car park safer for children and more functional by shifting it to the west of the club house entry; and to extend the current footpath to the tennis facility entrance, will occur as part of the Bungendore Park Playground upgrade to be completed by the end of the year. This will have the added benefit of reducing the incidence of mud entering the clubhouse.

The committee accepted the club upgrade report. (*Moved: Lynne, Seconded: Rosie, Supported: All*)

9. CLUB COMMUNICATION

The committee agreed to an all member winter update email to members:

1. seeking expressions of interest in:

- Tuesday, FAST4 Trial sessions;
- Sunday singles sessions
- helping out with the Bungendore Tennis Open Day; and

2. advising of the second application for grant funding for replacement clubhouse
3. foreshadowing the upcoming member survey (*Action: Keith*)

The committee noted the intention to publish the testimonials provided by club members in the local newspaper after seeking approval from each person who provided a testimonial. (*Action: Keith*)

The committee accepted the club communication update. (*Moved: Lynne, Seconded: Rosie, Supported: All*)

10. TENNIS ACT EVENTS & INFORMATION

The committee noted the correspondence from Tennis ACT about Round 2 of the Tennis ACT VSR process - getting under way soon. Linked to this the club has invited Tennis ACT to watch coaching activity at BPTC and facilitate a BPTC/RSTA discussion about the shared vision for tennis at BPTC. (*Action: Keith/David*)

The committee accepted the Tennis ACT Events & Information update.

(*Moved: Rosie, Seconded: Lynne, Supported: All*)

11. OTHER BUSINESS

The committee approved:

- a. the BPTC Emergency Plan (*Moved: Rosie, Seconded: Lynne, Supported: All*)
- b. the BPTC Maintenance and Capital Replacement Plan (*Moved: Lynne, Seconded: Rob, Supported: All*); and
- c. the Bungendore Park Tennis Facility Upgrade project acquittal report (*Moved: Rosie, Seconded: Rob, Supported: All*)

Keith undertook to place the emergency evacuation route in a prominent position near the clubhouse entry and pin the full emergency plan on the noticeboard. (*Action: Keith*)

12. CLOSE OF MEETING

The Chair thanked everyone for attending, noted the next meeting is currently scheduled for 6 September 2021 (N.B. this is likely to change given Item 2. above re meeting/day & time) and declared the meeting closed at 11:12am.