

Bungendore Park Tennis Club**COMMITTEE MEETING (# 4)**

Friday 2 December 2022

Venue: Clubhouse **Time:** 8:30am**MINUTES/ACTION ITEMS**

Item #	Item	Sponsor/To be actioned by:
1.	Attendance/apologies - Acknowledgement of Country - Acknowledgement of Country delivered. - Phillip Cantwell, Keith Bender, Dave P, Rob Breust, Rosie Windsor, Kate Bender (Apologies – Kerrie Crane, Lynne Butson)	Keith
2.	Confirmation of minutes of 29 July meeting, actions arising - Actions Outstanding: BPTC Action Plan in response to HIT Tool results remains outstanding/ Risk assessment/ Signs 'Be careful of uneven surface', 'No food', 'Please close gate'. Committee reviewed and accepted the minutes and action items Moved: Rosie Seconded: Phillip Accepted by: All	Keith All
3.	Correspondence <i>In</i> - It was noted that: <ul style="list-style-type: none">• Club affiliation fees went up by 10%; and• Tennis ACT is doing work on participation rates which has slowed with team sports having an impact and post COVID travel etc. <i>Out</i> - Club has sent out four Requests for Quotations for the construction of a new clubhouse.	Keith
4.	a. Club Operations Report - Comp going well - not rained out much this comp/not graded this time/ teams evenly matched - good matches being had by all. - Palerang Cup (8 a side) - Braidwood took the cup home. Discussion about having the Cup fixture twice a year (April - November) / Country v Coast. - Difficult for our club to field a side of 8. - Murrumbateman - 2 men/2 women - interclub fixture planning template to be sent out again (Action: Keith) - Monday night social tennis - two courts booked most weeks (regulars and young players) Moved: Rosie Seconded: Kate Accepted by: All (including BPTC to approach Braidwood Club re biannual fixture (Bungendore in Spring/ Braidwood in Autumn) (Action: Kate)	Kate
	b. Club Coach Report - Just under 50 kids attending kids tennis programs - one more session next week to finish program for the year. - Two Sunday Singles events held (the first with 24 participants and the second with 16 participants - including quite a few juniors) - Fast4 Friday - rain had a big impact/made it difficult to wrap up comp/focus for now is on a casual Fast4 Friday hit for remainder of year. - Potential Todd Woodbridge Cup event to be held in early 2023 - David is liaising with school and Tennis ACT - Sam has completed her Community Coaching Certificate - David on track to finish his course by end January 2023 Moved: Keith Seconded: Rob Accepted by: All	David

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5.	<p>Financial report (emailed prior to meeting)</p> <ul style="list-style-type: none"> - \$20,000 in income for the year to date approx \$12,000 in club organised tennis and memberships <ul style="list-style-type: none"> - Comps slightly more than \$1,000 per comp - Monday night tennis almost \$1,000 - Membership revenue approx \$7,000 - Court hire \$6,000 - Total club membership sitting on 150 <p>Noted the higher than expected hydraulics solution including Council approval.</p> <p>Committee accepted the financial report. Moved: Robert Seconded: Kate Accepted by: All</p> <p>Committee agreed to reimburse EMAA for the account paid for the hydraulics report. Moved: Keith Seconded: Philip Accepted by: All</p>	Keith (in Kerrie's absence)
6.	<p>Risks and issues update</p> <ul style="list-style-type: none"> - No update - noting that uneven court surface was discussed in Item 2. above. 	Lynne
7.	<p>Club Communication/Tennis ACT Updates</p> <ul style="list-style-type: none"> - Big Summer of Tennis coming with a pre AO event at Tennis ACT including some big names. 	N/A
8.	<p>RSTA Fees for 2023 Committee agreed unanimously (those members present) to:</p> <ol style="list-style-type: none"> 1. Extend RSTA for a further 5 years with fees to be revisited in the lead up to the end of 2024 - and adjust if usage has changed significantly (either up or down); and 2. The new quarterly change to apply from 1 January 2023 <p>Moved: Keith Seconded: Rosie Accepted: All</p> <p>See separate decision record - including Kerrie's agreement advised prior to the meeting.</p> <p>David joined the meeting at after this item had been considered and the Committee took the opportunity to advise David of the outcome and said the decision was a reflection of what David (RSTA) had brought to the club and tennis community in Bungendore. David said he was happy with the outcome/appreciates what the club committee is doing.</p>	All
9a.	<p>All member invitation to nominate to be on the Club Committee to be sent with process to be the same as last year. Moved: Kate Seconded: Rosie Accepted by: All</p>	Keith
9b.	<p>Life member nomination unanimously supported. Moved: Rosie Seconded: Rosie Accepted by: All</p>	Keith

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9c.	<p>Other business</p> <p>- A local business is hiring two courts (and mini-court) for three hours for their Christmas function. The organiser also wants to hire racquets and balls - Committee agreed to provide mini-court at no charge and charge \$100 for court and equipment hire.</p> <p>Moved: Rosie Seconded: Kate Accepted by: All</p> <p>Committee agreed to get together for a casual drink before Christmas - arrangements to be made out-of-session.</p>	Keith
N/A	Meeting Closed 9:44 am	
	<p>Actions from previous meetings (<i>Meeting date in brackets</i>)</p> <ol style="list-style-type: none"> 1. Organise post Winter 4x4 fixture with Yass and Murrumbateman in 2023 2. Risk assessment to be updated (<i>16 March 2022</i>) 3. Run club member survey after Term 1 Comp (<i>16 March 2012</i>) 4. Develop inclusion and diversity self-audit tool (<i>16 March 2022</i>) 5. Discussion (re possibility of coach acting as the conduit for information about adult CTL events) to be taken offline with recommendation to be made to committee (<i>16 March 2022</i>) 6. Interclub fixture planning template to be sent out (<i>2 December 2022</i>) 7. BPTC to approach Braidwood Club re biannual fixture (Bungendore in Spring/ Braidwood in Autumn) (<i>2 December 2022</i>) 	<p>Rob Lynne Kate, Lynne Phillip/Keith All</p> <p>Keith Kate</p>