

Bungendore Park Tennis Club
PO Box 126, Bungendore NSW 2621
CLUB GENERAL MEETING #2/2020
Monday 30 March 2020, 6pm
Face time Video Conference

1. WELCOME & INTRODUCTIONS

- 1.1. The meeting was chaired and opened by President, Keith Bender
- 1.2. Present were Kate Bender, Keith Bender, Robert Breust, Kerrie Crane, Rosie Windsor, Dave Pajaczkowski.
- 1.3. **APOLOGIES** Lynne Butson

2. CONFIRMATION OF MINUTES OF 2 MARCH 2020, AND ACTIONS ARISING

The minutes were confirmed without amendment:

Moved by Rosie, seconded by Rob, supported by all.

3. CORRESPONDENCE

Keith noted that the correspondence since the last meeting broadly fell into four broad areas:

- Correspondence between Tennis ACT and the club concerning the changing Coronavirus situation, the related guidelines for continued play and the club's response
- Correspondence to the Office of Fair Trading for the club to discharge its requirements under the NSW Associations Incorporations Act 2009; and
- Correspondence about the club's application for funding from the NSW Govt Club Grants Round Three program, Rosie noted the extensive communication by the club to members.
- Communication to all members circulating the club autumn newsletter and calendar and providing updates on the club's operations in response to the changing Coronavirus situation and associated Tennis Act guidelines.

Rosie noted the extensive and positive communication to members. The committee accepted the correspondence report.

Moved: Rob, Seconded: Rosie. Supported by all.

4. COVID-19 (Coronavirus) – CLUB OPERATIONS UPDATE/COACHING UPDATE

Keith noted that club was officially closed at 11pm on Saturday, 28 March 2020. One member responded to the all member email thanking the committee for the information. One member had asked that a court be left open for families given the home schooling situation and lack of opportunities for sport. The committee agreed it was too early to discuss the club policy in relation to refund and noted the autumn comp was postponed. The committee agreed to monitor the situation closely, review the advice and guidelines published by tennis ACT and the NSW Govt week-by-week and update members if there were any change.

Dave reported that all RSTA group lesson activity at Woden and Bungendore had been put on hold for now. All club's had complied with Tennis ACT direction to close facilities. Prior to the closure coaching at Bungendore had been going very well with around 60 people per week, good momentum had been building and positive feedback about the first round of Fast4 which had to be cut short. Dave said he had been in close conversation with Frank the head of RSTA but there had been no further information since Saturday's closure. As soon as RSTA gets the go ahead RSTA activities will be switched back on.

Rob suggested that Dave consider removing his equipment from the clubhouse given that there would be no activity at the club and that this may pose a security risk. Keith suggested the club Open Session equipment could also be removed.

Rob advised that the main switchboard would be replaced in the near future. Provision for this would need to be included in the club cash flow forecast. (Action: Kerrie).

The question of maintenance in particular lawn mowing was discussed. Cross courtiers were on the roster to do mowing etc. in March before closedown. Kate said she would chase up the team captain. Keith offered to mow if they weren't able to. Rosie also offered. It was suggested that visits to the clubhouse be documented during the shutdown. (Action: All)

Dave asked what would happen with the next quarterly advance payment from RSTA to BPTC which is due on 1 April 2020. Keith asked Dave to hold off paying given the club closure that had just occurred and advised that the committee would consider this aspect and write to him before 1 April 2020. (Action: Keith)

The committee accepted the club operations report and coaching report.
Moved: Kate, Seconded: Rosie. Supported by all.

5. FINANCIAL UPDATE

Keith in handing over to Kerrie to provide the financial update, noted that a series of spread sheets has been developed:

- The first spread sheet comprises two worksheets; one worksheet showing a direct line of sight from the Club Bank Account entries to the lists of expenditure and revenue grouped into categories; and the other a Statement of Income and Expenditure with links between the two worksheets. The new spread sheet system means total transparency between the Statement of Income and Expenditure and expenditure and revenue down to the expenditure item level.
- The second spread sheet is a cash flow forecast with various loan repayment scenarios which the committee would refer to in discussing and deciding how to approach upcoming quarterly repayments to the Martin family.

- Keith also referred to a third spread sheet which has been developed by the Martin family to showing repayments since they made their contribution to the court surface upgrade project in 2015.

Statement of Income and Expenditure: Kerry in discussing the Statement of Income and Expenditure up to and including 30 March 2020 noted:

- **Income and Expenditure:** Total Income over the period 1 January to 30 March 2020 was \$15,821.38 while expenditure over the same period was \$18,069.95 leaving the club with a net deficit over the period of -\$2,248.57 and a club bank account balance of \$18,042.49 as at 30 March 2020. Rob queried the refund amount of \$75. This was the repayment of the Autumn Comp fee to a member who withdrew from the Autumn Comp before it began. As it turned out, one team involved was oversubscribed with players.
- **Martin Family Loan Repayment:** The quarterly repayment of \$2,000 to the Martin family due in October 2019 did not occur and instead a double payment (\$4,000) was made in January 2020. The amount reported as outstanding as at 31 December 2019 of \$31,965.73 was slightly higher than what the actual amount would have been had the repayment schedule been strictly applied to i.e. \$31,657.86. Keith undertook to circulate the BPTC Loan Tracking spread sheet to committee members. (Action: Keith)
- Keith introduced the three Martin Family loan repayment scenarios: Option 1 - to continue making \$2000 quarterly repayments; Option 2 - make a one-off \$10,000 in April followed by \$2000 quarterly repayments and Option 3 – make \$3000 quarterly repayments. Keith noted that there is little variation in the total interest paid between Options 2 and 3 (approx. \$130) and that under Option 3 at no time from 30 March 2020 through to 30 June 2021 does the operating balance go below \$5000. Keith further explained that the loan balance as at 30 June 2021 under each option would be more than \$20,000 under Option 1, less than \$13,000 for Option 2 and just over \$16,000 for Option 3. The committee agreed that Option 3 be adopted with payment of every \$3,000 quarterly repayment to be reviewed by the committee at the relevant general committee meeting.

Moved: Rosie, Seconded: Rob. Supported by all.

6. KEY CLUB PRIORITIES/CLUB SURVEY

Keith explained how the suggested priorities that appear in the Club member survey needed to be adjusted to reflect the approach being taken to apply for grant funding to be discussed at Item 7 and addressed the recommendations contained in the Tennis NSW BPTC facilities audit report received on 25 March 2020. Replacing all Metal Halide lighting with LED lighting and upgrading the existing LED lighting would be included as a separate item in the survey because there are likely to be separate grants available for such energy saving projects. In relation to the QPRC Sports Facilities Strategy, Keith reported that he had spoken to the QPRC Manager Urban Landscapes, Tim Geyer and the recommendations contained in the facility audit were all now included in the strategy with a High priority rating.

The committee agreed to changes to the survey. The survey will be circulated to members at the next available opportunity.

Moved: Rosie, Seconded: Keith Supported by all.

7. NSW GOVT Clubgrants Category 3 Fund GRANT APPLICATION – BUNGENDORE PARK TENNIS FACILITY UPGRADE

Keith shared the feedback from the club's unsuccessful Stronger Country Community grant application. Competition for funding was very high. On the positive side, he club's application was assessed as both eligible and viable – many applications failed both these tests. However, the club's application failed to demonstrate sufficient community consultation/engagement.

Keith explained how we are in a better position this time having made a submission in response to the Bungendore Structure plan 2048, subsequently emailing the mayor, deputy mayor and councillors and then making presentations at the council meeting on 18 December 2019 followed by posts on social media.

Keith went on to explain how the club has the prerequisite permission to use land and DA approval exemption from the Council. We now need to solicit letters of support from community groups. Dave offered to pursue a letter from Bungendore Public School. (Action: Dave) Keith undertook to obtain a letter from the local Rural Fire Brigade. (Action: Keith) Keith also said that a video meeting was being planned with local member John Barilaro's office. Rosie offered to attend the meeting to provide support. (Action: Keith/Rosie)

Keith said that Eric Martin and Associates had prepared drawings (two of which were circulated before the meeting). The new plans go further than the fourth court, hitting wall and clubhouse – the plans include a combined Hot Shots court/practice hitting wall space and the new perimeter fencing to replace the chook wire fencing to Court 1. The clubhouse plan provides for a larger clubhouse with a dedicated coaching storage space and toilet area as well as a revamped kitchen area. The drawings involved significant cost but were provided by Eric Martin and Associates on a pro-bono basis. The committee wished to record its thanks to Eric Martin and Associates for its generous contribution.

Keith said that several aspects of the grant application remained to be finalised including:

- A revised bundled up quote from service provider for fourth court, Hot Shots court and practice hitting wall together with replacement perimeter fencing; and
- provision for electrical integration of court lighting into the main switchboard. Rob agreed to provide advice on this aspect.

Keith explained how the current application, because funding was limited to between \$100,000 and \$300,000, would not cover the new clubhouse and this would be pursued separately. Rosie suggested that particular attention be taken to including a contingency amount particularly where quotes had not been obtained. Keith undertook to address this in the grant budget.

8. FEE POLICY

The fee policy was discussed. The committee endorsed the policy with a small change to reflect the policy in relation to guest payers playing for free with the situation monitored where there are repeated visits by a guest – in this case the guest would be encouraged to join.

Moved: Kerrie, Seconded: Kate Supported by all.

9. TENNIS ACT EVENTS AND INFORMATION

The chair noted that this had already been covered by the earlier discussion about correspondence in and out.

10. OTHER BUSINESS

No other business was discussed.

11. NEXT MEETING – 29 June 2020

12. CLOSE OF MEETING

The Chair thanked everyone for attending and declared the meeting closed at 7:05pm.