

Bungendore Park Tennis Club  
PO Box 126, Bungendore NSW 2621  
**CLUB GENERAL MEETING #3/2020**  
Monday 18 May 2020, 5:30pm  
Messenger 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,
- 1.3. **APOLOGIES** David Pajackowski

**2. CONFIRMATION OF MINUTES OF 30 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 the following broad areas:

- *Clubgrant* application for tennis facility upgrade
- Book A Court acquittal outcome and final payment from Veolia Mulwaree Trust office
- Approval of grant from Infigen for fencing replacement project
- Correspondence between Rosie and Ashley (Dilley-Meyer) re grants applications underway.
- to strengthen relationship between club and local State Office MP's office

General discussion about making relationships we're seeking to manage in the course of running the club e.g. the relationship Keith is managing with Tim Geyer, Rob with Council plumbing maintenance area. Rosie noted the extensive and positive communication to members. The committee accepted the correspondence report.  
*Moved: Kerrie, Seconded: Rosie. Supported by all.*

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

Coaching update: Keith noted that the committee had met out-of-session to put in place new arrangements for continuing community tennis in Bungendore following the easing of social isolation restrictions on Friday 15 May 2020. Only one action item remained outstanding from the weekend of the 16/17 May 2020 namely sourcing further supplies of hand sanitiser for the club – Rob advised that this would be actioned later in the week (*Action: Rob*).

The committee agreed that club operations re COVID update and developments were addressed over the weekend including an all member email update - well done everyone.

Coaching update: Committee noted the new quarterly coaching reporting format and the further expanded coaching activities were starting this week within the 4:1 ratio contained in the Tennis NSW guidelines. Rosie asked whether the club coach booked all courts out on Saturday. Keith noted that there are limited casual/member hire times available on Saturday and Kerrie noted that on Sunday all courts are available for member/casual bookings.

The committee accepted the club operations/coaching update.

*Moved: Rob, Seconded: Kerrie. Supported by all.*

## **5. FINANCIAL UPDATE**

Kerrie provided the financial update, noting in particular:

- on the revenue side the club has received the final payment from Veolia for the Book A Court project and new funding from Infigen for the replacement-fencing project. Rob noted the effect the current fencing around Court #1 is having in causing balls to get dirty as they roll beyond the court surface. The coach had one hundred plus balls become dirty because Court #1 was the only court available. Kerrie also noted that the revenue for the spring comp would be impacted by the early end of the autumn comp and players would be credited for the period that the competition was cut short.
- Kerrie asked when the Infigen grant funding had to be spent. Keith advised that he thought it was within twelve months but had sought to manage expectations by advising Infigen that the club would need to see what might be possible with the funding provided noting that it wasn't sufficient to complete the necessary work. Rob advised that he had found a potential alternative fencing installer and Keith confirmed that he had sought a quote from the firm and was awaiting advice.
- Sponsorship signage for businesses at the club was briefly discussed but held over for a subsequent meeting.
- On the expenditure side Kerrie highlighted the two re-payments made against the Martin family loan in January because no payment had been made in October. Kerrie also noted the committee had decided to accelerate repayment of the loan by paying \$3000 in lieu of \$2000 each quarter. Kerrie noted other expenditure items including court resurfacing, forms lodgement fee for the NSW Office of Fair Trading and the electricity payment for 2020.
- Keith advised that the RFS donation did not appear to be included in club cash flow forecast and the amount should be 20% of the revenue earned from the Open Court sessions, somewhere in between \$100 and \$120. The club will need to calculate the actual figure and arrange a cheque handing over ceremony complete with photograph and article for inclusion in the Regional Independent. *(Action: Kerrie/Keith)*

The club accepted the financial update.

*Moved: Keith, Seconded: Rob. Supported by all.*

### Club financial management policy

The committee discussed the financial management policy paper. Keith agreed to include some references back to the model constitution requirements. Rosie noted that the document reflects well on the club

Keith noted that, consistent with the aim of moving entirely away from handling cash, further Clubspark platform changes to be implemented from around mid-June will mean that people will soon be able to join the club and pay online and book in to play Monday night social tennis and pay online. The policy document will be updated to reflect the changes as soon as the club implements them.

Lynne clarified the cost to the club for the online booking and payment arrangements. Keith advised that there is a surcharge of 2.93% applied to all transactions. An example of a \$10 fee applied attracting a surcharge of 30 cents was discussed. ~~The surcharge is already~~

The committee agreed to endorse the club financial management policy with an amendment to include references to the constitution. The committee also agreed to the policy document being posted on the club website. *(Action: Keith)*

*Moved: Lynne, Seconded: Kate. Supported by all.*

## **6. KEY CLUB PRIORITIES**

### Community Building Partnership (CBP) Grant Round

Keith noted the Club has applied for Clubgrant Round 3 funding for a fourth court, combined hotshots court and practice hitting wall area and fencing. Keith noted the double up between the fencing specific grant applications and the Clubgrant application and that the club is in effect endeavouring to increase its likelihood of getting funding for at least some club improvements. The club can always advise that it has been successful elsewhere for fencing and doesn't require the full amount.

Keith also noted that the amount available for each electorate from the (CBP) grant round is \$300,000 with an average of \$20,000 for each project.

Keith advised that the outcome from the further funding of \$15,000 for fencing is likely to be known within a week. The question then becomes does the club go for further fencing funding if unsuccessful or something else if the \$15,000 fencing funding comes through. Rob suggested replacement LED lighting across all courts.

Rosie suggested curtaining between the courts which Forrest tennis Club has and works really well. Rosie agreed to follow up further details about the curtaining at Forrest Club and come back to the committee. *(Action: Rosie)*

Rob advised that quotes received from lighting providers indicate that \$20,000 will deliver a full LED lighting system at BPTC. The committee discussed the reduced light spillage, electricity consumption and maintenance costs and environmental benefits likely to be delivered by a replacement LED lighting project.

The committee discussed the relative priority of the items discussed and agreed to assign the following relative priority:

1. Fencing to Court 1 and either side of clubhouse
2. LED lighting upgrade; and
3. Curtaining between courts

*Moved: Kerrie, Seconded: Lynne Supported by all.*

## **7. CLUB MEMBER COMMUNICATION**

The committee noted the draft winter newsletter and updated club calendar with frequently asked questions. Keith asked the committee to send any comments or suggested changes to him in the next two days to enable the documents to be sent to members by mid-week. The committee agreed to send any changes through by cob Tuesday so that the newsletter and updated calendar can be sent to members by the middle on the week. *(Action: All/Keith)*

*Moved: Rosie, Seconded: Lynne Supported by all.*

## **8. NSW GOVT Clubgrants CATEGORY 3 FUND GRANT APPLICATION – Bungendore Park Tennis Facility Upgrade – Update**

Keith noted that the club has received confirmation that the grant has been received and that member's will be advised of this grant application via the winter newsletter. The chair also noted that the club needed to ensure that it includes follow-up articles about the club's vision and its Clubgrants application in further editions of the Regional Independent. Keith undertook to talk to committee members individually out-of-session with this in mind. *(Action: Keith)*

The club accepted the update.

*Moved: Rob/Seconded: Rosie Supported by all.*

## **8. TENNIS ACT EVENTS AND INFORMATION**

Keith drew attention to Tennis ACT advice Canberra winter league starting up again. This is something that the club may want to think about entering a team of two into next year. The chair also noted that Kim Kachel talked about the easing of social isolation restrictions in a video clip posted on the Tennis ACT Facebook page.

## **9. OTHER BUSINESS**

Revised Club Fees policy document has been updated to include the club's court hire cancellation policy (paragraph 23 refers) following a recent request for a refund from a member.

It was agreed that because the information on the club's cancellation policy was limited the club would make a refund in this instance even though the cancellation occurred within six hours of the booking time. The refund would be less the 2.93% surcharge paid by the club.

The revised policy states that refunds will not normally be payable unless the cancellation occurs no later than six hours before the booking time. It was noted that the revised policy provides for refunds in extenuating circumstances – less the 2.93% surcharge.

Rosie noted that the approach not to give a refund is standard practice across many industries. Rosie suggested a positive statement to advise that any funds forfeited would help ensure the club keeps running and may even go towards making improvements.

The committee agreed the revised policy with the additional statement as discussed above. *(Action: Keith)*

*Moved: Keith, Seconded: Rosie Supported by all.*

The committee agreed to refund the \$15 less 2.93% to the member who requested a refund. *(Action: Keith/Kerrie)*

*Moved Keith, Seconded: Rosie Supported by all.*

There was a general discussion led by Rob about the number of members who had paid their autumn fees. The committee noted that only a handful of players had not paid their autumn comp fees.

The committee acknowledged that the general principle that will be applied is that those who have paid their Autumn comp fees will pay less than the usual fee for the Spring comp and those that haven't paid their Autumn comp fees will pay the full Spring comp fee.

Keith advised that in an effort to encourage people to pay their fees more generally, the club is trialling a new statement style invoice. Keith agreed to circulate the new statement style invoice to the committee. *(Action: Keith)*

BPTC draft risk register The committee discussed the risk register and noted the comprehensive nature of the register. Keith invited a member of the committee to nominate to be the club risk manager and take on the role of managing the club risk register. The committee discussed the need for further risks to be added and invited the committee to send their feedback to Lynne/Keith by 15 June 2020. *(Action: All)*

The committee accepted the draft risk register, Lynne's nomination as the club risk manager and agreed to provide any feedback on the register to Lynne by mid-June.

*Moved: Keith, Seconded: Kerrie Supported by all*

#### Additional item - Next payment by RSTA to BPTC

The committee agreed that Keith would draft an email for comment by the committee before sending it to the club coach seeking advice on court hour usage and hence the likely payment for the May-June 2020 period. *(Action: Keith)*

#### Additional item – Request to use courts for boot camp

Member approached the club on behalf of the local boot camp services provider seeking access to the courts on Wednesday evenings to conduct boot camp sessions.

The committee noted that paragraph 7 of the club and coach agreement terms and conditions of August 2019 provides for the coach to have exclusive use of the courts (outside club scheduled tennis activities). The committee also noted that Wednesday evenings are when night social competition activities are often held.

It was agreed that approaches such as these necessarily must come from the service provider to the club. The committee agreed to respond to the member along these lines. *(Action: Keith/Kate)*

*Moved: Lynne, Seconded: Kerrie Supported by all*

#### **10. NEXT MEETING – 29 June 2020**

The committee noted that several key items would be need to be considered at its next meeting at the end of June as follows:

1. July loan repayment to Martin family is due
2. September Qtr Advance payment – RSTA to BPTC is due
3. We should have received the outcome from our Clubgrant Round 3 application

#### **11. CLOSE OF MEETING**

The Chair thanked everyone for attending and declared the meeting closed at 6:30pm.