

Bungendore Park Tennis Club
PO Box 126, Bungendore NSW 2621
CLUB GENERAL MEETING #4/2020
Monday 29 June 2020, 5:30pm
Messenger Video Conference

1. WELCOME & INTRODUCTIONS

The meeting was chaired and opened by President, Keith Bender

Present were Robert Breust, Kerrie Crane, Rosie Windsor, Lynne Butson, Kate Bender, Keith Bender

- 1.1. APOLOGIES** David Pajaczkowski. Noting David's absence Keith undertook to email David about possible alternative days/times for BPTC committee meetings.

Action: Keith

2. CONFIRMATION OF MINUTES OF 30 MARCH 2020, AND ACTIONS ARISING

The minutes were confirmed with the following amendments:

Page 2: amend "provide" to "provided"

Page 5: amend the sentence about the committee's motion re risk register and risk manager nomination to read "The committee accepted the draft risk register, Lynne's nomination as the club risk manager and agreed to provide any feedback on the risk register by mid June."

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

Actions arising: Keith explained how the completed actions have been greyed out.

The committee discussed the remaining actions:

Item 2b. – Donation to RFS calculated and rounded to \$120. Doug Palmer (not Powell) from Bungendore local fire brigade has asked that club wait until September 2020 to present cheque.

Item 4. - Rosie will write to Haverford to seek a formal quote. *Action: Rosie*

Item 6. – While no further article had been published in the Regional Independent regarding the club upgrade plans, Rosie reported that she had met with Ashley and briefed the committee about the discussion. This item is now closed.

3. CORRESPONDENCE

Keith noted the correspondence received and sent out by the club since the last meeting.

Keith highlighted the correspondence received from Tennis ACT on 19 June 2020 regarding revised guidelines for community tennis in particular the increase in group size from 20 to 100 and advice that clubhouses can now be opened up but only with strict cleaning arrangements in place.

Keith explained how currently for Friday night Fast 4 there is limited use of the clubhouse and David cleans down the table and door handles before and after each session. Similar arrangements are in place with the winter comp with clubhouse access limited to scoring and all teams on court.

After some discussion the committee agreed to the restricted clubhouse arrangements continuing as described above.

Moved Rob, seconded by Lynne, supported by all.

The committee accepted the correspondence report.

Moved Keith, seconded Kerrie, supported by all.

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

Club operations: Keith reported that the Winter comp is well under way with 10 teams of two, including five new members, and everyone appears to be having a good time in spite of the cold. Keith also noted other things affecting club operations would be discussed under club improvement project update item.

Keith noted that following a discussion with the council on Friday, the club should have a key to the back door of the new facilities block housing showers, change rooms and toilets in the next day or two. The committee noted that at the bare minimum the key would be available for the coach. The duty team could also unlock and lock the door during night competition activities meaning members would have a much shorter walk to the toilets.

Moved Keith, seconded Kerrie, supported by all.

Coaching update: In the absence of a formal update, the committee noted that:

- Dave appears to be happy with how things are progressing at BPTC
- RSTA is implementing tennis service arrangements in nearby Braidwood including on Saturday morning;
- arrangements are under way for the upcoming school holiday tennis program split across Bungendore and Braidwood; and
- the next quarterly report against KPIs, in accordance with the club/coaching agreement, is due in the next week or so.

5. FINANCIAL UPDATE

Kerrie provided the financial update, noting in particular that the club's financial position is reasonably healthy given the grant funding that had been received from Infigen and more recently the NSW government's local sport club grant program but also noting the substantial loan balance remaining to be repaid.

Keith noted that a \$35 amount was recorded against membership when it really should be accounted for under autumn comp fees. This was an error made when Keith created the original club financial reporting spreadsheet. Kerrie undertook to make a correction. *(Action: Kerrie)*

Kerrie highlighted that the club now appears to be getting electricity bills every quarter for around \$300 as compared to last year when only one bill was presented to the club for around \$300.

The club will clarify the apparent new electricity billing arrangements with the council
(Action: Kerrie)

Rob also undertook to establish whether or not the club's electricity consumption is separately metered. *(Action: Rob)*

Keith undertook ask Eric (the former Treasurer) for club electricity billing history to establish past billing practice i.e. beyond last year. *(Action: Keith)*

Keith also mentioned the special NSW government \$1000 COVID grant for sports clubs which Kim Kachel is following up for those NSW clubs affiliated with Tennis ACT but located in NSW – Keith undertook to follow this aspect up with Tennis ACT.
(Action: Keith)

Keith mentioned the graph showing the effect of repaying 50% more off the loan each quarter – in effect bring full repayment of the loan forward from 2024 into 2022. By way of example, Keith explained how any further ad-hoc \$3000 repayment amounts would have the effect of reducing the loan period by a further three months.

In the context of the ensuing discussion about the graph, the committee agreed the next payment in July 2020 should be \$3000.

Moved Kerrie, seconded by Lynne, supported by all.

An email will be sent to Geraldine requesting an invoice for \$3000 and the invoice will actioned once received. *(Action: Kerrie)*

The club accepted the financial update.

Moved Rosie, seconded Lynne, supported by all.

6. RISKS & ISSUES

Lynne provided an update on the risk register in particular noting that further risks have been added and some re-ordering of risks. Lynne noted new risks covering safety of players and children, physical access and security and privacy and personal data.

The committee noted the new first risk covering the safety of players and children and the further work required by the club in this area to confirm with the Tennis Australia's Member Protection Policy and Child Safety policy including:

- completing any outstanding working with children checks (WWCC)
- declarations by committee members re past criminal records,
- appointing of a Member Protection Information Officer (MPIO),

- implementing an appropriate complaints handling protocol,
- publishing the policy on the club website and on the club noticeboard; and
- communication with members.

Rosie mentioned that she had not heard back about her WWCC and would follow it up. *(Action: Rosie)*

Keith undertook to send Rosie the acknowledgement email he received after he had applied. *(Action: Keith)*

Lynne advised that she has yet to apply for her WWCC. *(Action: Lynne)*

Lynne asked what we had done to ensure the coach was compliant in this area. Keith advised that he had received a copy of evidence of the coach's insurance renewal cover and was awaiting a reply to an email which sought copies of his active WWCC and police check as well as confirmation that RSTA Bungendore has processes and procedures in place to ensure full compliance with the requirements of TA's Member Protection and related policies. Keith undertook to follow this up. *(Action: Keith)*

The committee discussed the complaints handling process and club's regular WHS checking procedure/process. In respect to the complaints handling process Keith undertook to talk to Kim Kachel to find out how other clubs are managing this aspect. *(Action: Keith)*

In the context of the regular club WHS check, there was some discussion about the need to erect a warning sign near the water tank tap noting that similar signage is in place elsewhere in the local area. Rosie undertook to draft some words. *(Action: Rosie)* Keith agreed to put up the sign. *(Action: Keith)*

Sec Note: Rosie excused herself from the meeting at 6:30pm

There was discussion about the outdoor BBQ fittings that are in a poor state. Keith undertook to remove the fittings. *(Action: Keith)*

Lynne raised the matter of a financial audit as a further control for the club's financial management risk. Keith noted that this although this is not a requirement for Tier 2 bodies given BPTC current turnover, if we were to get the large grant we've applied for the funding would push us into a Tier 1 body and an audit would be required. Keith undertook to speak to club member Ken Crofts, a chartered accountant, about conducting an audit of the club's financial affairs. *(Action: Keith)*

Keith raised the risk of not being able to breakdown revenue coming to the club via re the club's Stripe account now that joining the club and paying for social tennis activity is occurring via the Clubspark platform. A former club committee member currently controls the Stripe account and hence the current treasurer is unable to log in to the system and view the detailed payments made to the club.

Keith undertook to contact the former committee member to have the details in the Stripe account changed to allow the current club treasurer access the system (Kerrie).
(Action: Keith)

Lynne undertook to make then necessary changes and Keith undertook to publish the register on the club website. *(Action: Lynne/Keith)*

The committee accepted the risk register noting the amendments discussed.
Moved Kerrie, seconded Rob, supported by all.

7. CLUB IMPROVEMENT PROJECTS

a. Replacement fencing project

Keith discussed the various quotes received for replacement fencing including a late quote arranged by Rob from a local company. The last quote has turned out to be the lowest provider. Keith advised that the fencing is booked in for 15 July 2020 and will take two to three days, subject to any delays on other jobs or bad weather. Keith undertook to check that the timing for the fence installation would not interfere with coaching activities. *(Action: Keith)*

Work on any further fencing will necessarily await the outcome of the grant application for the 4th court, Hot Shots court etc. given that the ground level will be raised to the right of the clubhouse to be the same level as the court playing surface.

b. Clubgrants Round 3 Application – Club Upgrade Project (4th court, Hot Shots court and practice hitting wall)

As discussed earlier the club is awaiting the impending announcement of the outcomes of the Clubgrants Round 3 application process.

c. Court lighting upgrade

The club's Community Building Partnerships grant application was submitted on 5 June 2020. Successful applicants will be notified in late November 2020.

The council considered the lighting upgrade project and it was included in the QPRC Operational Plan, funding for the project was not included in the 2019/20 Delivery Plan. This means the project will need to go into the queue for possible funding in the 2020/21 Delivery Plan.

The committee accepted the club improvement update.
Moved Keith, Seconded Lynne, supported by all.

8. REMAINING CLUB PRIORITIES

Keith outlined that the Australia Post community grants program is open and applications close on insert date. Applications need to address how each project will address support for vulnerable people. The club's last application for a new BBQ failed because it didn't adequately address this aspect.

The committee agreed that the club should apply again for funding for a BBQ but strengthen the case around the benefits from people being connected through tennis and over a plate of food.

Moved Kerrie, seconded Lynne, supported by all.

Keith undertook to complete the Aust Post community grant application. *(Action: Keith)*

Keith invited the committee members to provide what they see as the next priorities for the club, beyond what is already being progressed and has already been discussed (e.g. curtaining) and send by email out-of-session to the club email account. *(Action: All)*

Rob advised the committee that he planned to replace the mid court light globe on Court #3 in the next week or two, as soon as he can get access to the scissor lift. *(Action: Rob)*

9. CLUB COMMUNICATION

The committee noted the correspondence to Kim Kachel, CEO Tennis ACT about happenings at the club as well as Kim's positive response.

In discussing the new information contained in the club's email to Tennis ACT and the suggestion from Rob in an earlier email that it be shared with members it was agreed that the timing of any email update to members should be linked to notification of the outcome of the club's Clubgrants application noting that an announcement was imminent.

Moved Keith, Seconded Rob, supported by all (Action: Keith)

Lynne offered to pick up the free sanitiser from Tennis ACT – referred to in Kim's email of 19 June 2020. *(Action: Lynne)*

10. TENNIS ACT EVENTS AND INFORMATION

Keith drew attention once again to Kim Kachel's advice regarding the Canberra Tennis League. Keith undertook to invite along Tennis ACT to brief the committee about the league. *(Action: Keith)*

11. NEXT MEETING – 10 August 2020

12. CLOSE OF MEETING

The Chair thanked everyone for attending and declared the meeting closed at 6:50pm.