

Bungendore Park Tennis Club
PO Box 126, Bungendore NSW 2621
CLUB GENERAL MEETING #7/2020
Monday 26 October 2020, 8:30am
Clubhouse

1. WELCOME & INTRODUCTIONS

The meeting was chaired and opened by President, Keith Bender.

Present were Robert Breust, Kerrie Crane, Rosie Windsor, Lynne Butson, Keith Bender and invited guests from Tennis ACT, Mark La Brooy and Colin Thompson.

Apologies: David Pajaczkowski

The chairperson welcomed Mark and Colin and thanked them for attending the meeting and explained how the presentation of VSR results was for the committee without the coaches in attendance and hence David's non-attendance.

2. CONFIRMATION OF MINUTES OF 26 OCTOBER 2020, AND ACTIONS ARISING

The minutes and actions arising report were confirmed. The committee agreed to provide any updates to actions out of session after the meeting. *Action: All Moved by Rosie, seconded by Kerrie, supported by all.*

3. CORRESPONDENCE

The committee accepted the correspondence report.

Moved by Kate, seconded by Lynne, supported by all.

4. COVID-19 (Coronavirus) – Updated Club COVID plan (for endorsement)

In light of the lower risks around community transmission and noting that personal hygiene, social distancing and other requirements remain in force, the committee endorsed the updated Club COVID plan removing:

- The half hour gap between bookings; and
- The gates into the courts being permanently wired open.

Moved by Rob, seconded by Lynne, supported by all

5. CLUB OPERATIONS UPDATE/COACHING UPDATE

Club operations:

The committee:

- Agreed that the proposed two options for the timing for running the 2020 Club championships (two Sundays in the second half of November versus December in the week after conclusion of Spring comp) are to be circulated to players for feedback before the committee makes its decision (*Action: Kate*); and
- Agreed the written club operations report emailed before the meeting, as follows:

- "Options for club championships and canvassing spring comp players circulated to committee, I need a clear committee vote re canvassing spring comp players/reserves i.e. about week in December (Option A) versus two Sundays in second half of November (Option B)
- Spring comp being affected quite a bit by rainouts. Some confusion about who makes the call, when etc.
- Two proposed comp calendars (one seasonal, one school term) have been printed for discussion with comp subcommittee who are meeting at 10 am Monday.
- Monday nights going well, two sessions now running: Light and Easy from 6pm, Big Bash from 7:30 pm. Most participants like the format, though there have been some grumbles from two players who like the imbalance of skills and experience.
- Tuesday social regularly has a lower turn out than for Monday night social, both still ticking along nicely.
- Palerang Cup team full with one reserve. Great response to email, places filled within two days. However, I received one complaint that there was no sheet on clubhouse wall to sign up. Complainant received the email but chose not to respond, assuming a sheet would be on the wall, perhaps I put a sheet up before emailing players next time?
- Club shirts on their way. A few players have already requested a shirt and a cap, great for team spirit at the Palerang Cup! Thanks Rob and Denise for getting the ball rolling and the great design.
- Half hour gap between casual bookings removed and gates no longer tied into open position - pending committee endorsement of revised COVID Plan."

The committee thanked Robert and Denise for their work behind the scenes to have a club uniform in place in time for the Palerang Cup match with Braidwood. The committee noted that the uniform colour scheme is close to the Bungendore Public School colours and that any children hats ordered should be bucket hats as opposed to caps to provide greater protection from the sun. The committee also noted that the club's application for ASF funding for club shirts for children remains outstanding and should be known sometime in November.

The committee discussed the role of the duty captain in considering whether or not to call off social comp play due to bad weather, and how the committee members can help duty captains in making the call particularly the newer teams/players and ensure captains are aware of the squeegee rollers and how they may be used where there is little water lying on the courts and the rain has clearly passed. (*Action: All*)

Moved Lynne, seconded by Kerrie, supported by all.

Coaching update:

The committee noted that the club coach had not responded to a late request for some dot points reporting on coaching activity for Term 4 so far. The committee noted from the 2020 September quarterly report, the apparent downward trend across the three quarters in 2020 against a background of a resurgence of tennis advised by Mark La Brooy in the context of discussing the VSR results. The committee noted the absence of one-on-one coaching data in the hourly usage data reported by RSTA and agreed this should be followed up with David. (*Action: Keith*)

6. FINANCIAL UPDATE

Kerrie provided the financial update.

Kerrie noted the loan balance should be corrected to \$21,784.52. The committee also noted that the effective cash on hand figure (to meet operating expenses) remains healthy but is significantly lower than the amount reported noting that the reported amount includes NSW Government facility upgrade grant funding advanced to the club and the unused portion of Infigen funding for the club's perimeter fencing project.

The club accepted the financial update.

Moved Keith, seconded Lynne, supported by all.

7. RISKS & ISSUES UPDATE

The committee noted that the updated Club COVID-19 Plan would be reflected in a revised risk register. *Action: Lynne*

8. CLUB IMPROVEMENT PROJECTS

The committee accepted the club improvement projects report emailed before the meeting, as follows:

"Fencing

- Acquittal action cannot proceed yet. NSW Office of Sport Grants acquittal portal not yet set up.
- Logo to be requested next week to enable acknowledgement of NSW Govt on website/plaque?
- ~\$5,000 left from Infigen funding (for fencing for Facility upgrade - see below)

Facility upgrade (new 4th court, Hot Shots court/hitting wall)

- Awaiting 4th court slab design/other engineering specs for re quoting
- Southern boundary position confirmed by NSW Dept of Education (Infrastructure Projects Section)
- Awaiting stump grinding and irrigation removal (Contractors/Council)
- Idea around 6 poles? for shade sail over Hot Shots court area - height?? - if club budget allows.

LED court lighting upgrade

- Awaiting advice of outcome of club grant application - expected late November."

Moved Keith, seconded Kerrie, supported by all.

9. VENUE SUSTAINABILITY RATING TOOL RESULTS/BUSINESS PLAN

Colin distributed the Venue Sustainability Rating Tool results for BPTC with the headline Overall Venue Health score of 48% or 'Stable' rating. Mark/Colin then guided a discussion of the detailed data sitting under the OVH score. The committee noted that the financial rating was low and that the key reason for this being the lack of a sinking fund to cover facility maintenance costs going forward. The committee noted and queried the low participation score particularly the lack of data for in-school tennis activity. Several other items were identified as requiring correction. The committee undertook to provide additional information on these areas to enable a revised OVH score to be calculated. *Action: Keith*

The committee also asked Colin to provide what Tennis ACT would regard as a high quality Marketing Plan from one of the other tennis club's in the region that we could guide BPTC's work in developing its own marketing plan. Colin undertook to follow up this aspect and provide something to BPTC.

The committee thanked Mark and Colin for taking the time to work with the club to have the club's performance measured using Tennis NSW's VSR rating tool and attending the committee meeting to advise and explain the rating tool results and related action plan. The committee noted the usefulness of the tool and outcomes in affirming and further informing the club's draft business plan. Mark asked that when the outcomes from the VSR tool are incorporated into the club's business plan we send a copy to him so that Tennis NSW can see how the VSR tool is being integrated into club planning processes. *Action: Keith*

10. MEMBER COMMUNICATION

The committee noted the planned communication to members about club championship timing options.

In discussing Canberra Tennis League options the committee agreed that communications on CTL would be kept separate from other club emails.

The committee also noted that circulation of the draft business plan can occur once adjustments are made for the outcomes of revised VSR tool data.

11. ACCESS TO FAMILIES/INDIVIDUALS FACING FINANCIAL BARRIERS TO PARTICIPATION

The committee noted that further research work remains outstanding and that this work will address the inclusion aspects of the club's business plan and the club's overall performance in the area of participation in the VSR tool.
(Action: Keith)

12. TENNIS ACT EVENTS AND INFORMATION

a. Canberra Tennis League (CTL)

Rosie noted that Tennis ACT has provided further information that will need to be carefully considered in terms of approved timing for release and opportunities to progress depending on the level of interest from members. Rosie also noted that the 4th court is likely to expand the club's capacity to host CTL games.

b. Other

Keith noted the presented of special certificates of appreciation to past committee members had occurred and seemed to have been received positively. The committee thanked Tennis ACT for facilitating the presentation ceremony at the Canberra Tennis Centre.

The committee accepted the Tennis ACT events and information update.

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

13. OTHER BUSINESS

The committee briefly discussed:

- a complaint to the club about an incident on court which is imminent;
- the new banners located at the rear of the courts, the absence of a clear policy in relation to promotional banners at BPTC and the need to formulate options regarding the banners; and
- a rumour that the club coach is taking holidays in January 2021 and the prospect of there being no kid's summer school holiday tennis camp.

The committee agreed that a meeting should be arranged with the club coach as soon as possible when and if the complaint is received. A further separate meeting should be scheduled to discuss the banners and the school holiday camp rumour.

Action: Keith

14. NEXT MEETING – 14 December 2020

15. CLOSE OF MEETING

The Chair thanked everyone for attending and declared the meeting closed at 9:47am.