

Bungendore Park Tennis Club  
PO Box 126, Bungendore NSW 2621  
**CLUB GENERAL MEETING #8/2020**  
Monday 14 December 2020, 9am  
Clubhouse

**1. WELCOME & INTRODUCTIONS**

The meeting was chaired and opened by President, Keith Bender

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

**Apologies:** Dave Pajczkowski

**2. CONFIRMATION OF MINUTES OF 26 OCTOBER 2020/ACTIONS ARISING**

The committee endorsed the minutes. The committee noted the closed action items and progress in actioning outstanding items.

*(Moved: Lynne, Seconded: Kerrie, Supported: All)*

**3. CORRESPONDENCE**

Keith advised the committee that a report had not been prepared but noted two key areas of correspondence as follows:

1. Email to club coach re meeting to discuss the proposed usage fee arrangements to apply from 1 January 2021 and subsequent email forwarding a soft copy of proposal to the club coach; and
2. Emails inviting VMT board members, Tennis ACT reps and past BPTC committee members to the delayed formal launch of Book A Court on 21 December 2020 at 5:30pm marking the one year anniversary of BaC operation in Bungendore

Keith undertook to circulate the report out-of-session. The committee accepted the interim verbal correspondence report. *(Moved: Rosie, Seconded: Lynn, Supported: All)*

**4. COVID UPDATE**

Keith noted advice from tennis NSW re the limit of 100 people at tennis venues and a new two metre square rule inside clubhouses. Keith undertook to update and circulate the COVID safety plan noting that the changes don't materially affect the club given the venue doesn't attract tens and tens of people at any one point in time and physical distancing continues to be observed at the club.

**5. CLUB OPERATIONS/COACH REPORT**

**Club operations:** The committee noted the 2021 comp structure survey results, in particular:

- the positive response rate (approximately 66% of players in Spring comp)
- clear support for change (67%)
- the higher support for a (school) term based comp (41%) with championships at the end of the year over the seasonal based comp (26%); and

- a suggestion for a regular Sunday afternoon social tennis activity.

The committee agreed to adopt the 10 week term based comp/casual two week comp and championships at the end of year model (as a trial) and communicate the survey results and committee's decision via an all member email. The email would also invite members to volunteer to run the proposed new Sunday social tennis activity. *(Moved: Keith, Seconded: Rosie, Supported: All)*

The committee agreed to prepare low cost certificates for end of year awards and the upcoming club championships (Keith and Rosie) and investigate alternative approaches to awards for club events and end of year awards in 2021.

Kate outlined the proposed start time and structure and ungraded approach for the upcoming 2021 club championship matches. The committee accepted the proposed club championship match structure.

*(Moved: Keith, Seconded: Lynne, Supported: All)*

The committee noted the light social hit and end of year award ceremony to be held on 22 December 2020.

**Coach report:** Not provided.

## 6. FINANCIAL REPORT

Kerrie noted that just over \$800 in revenue had been received to date from the sale of club merchandise (polo-shirts and caps). Rosie to investigate an alternative local supplier for club merchandise based on the design used for the club shirt and cap trial.

Kerrie also noted the new revenue received to date from the local business promotion program.

The committee agreed to review the operating budget balance and circulate the assessment before deciding (out-of-session) whether or not to pay a higher amount (e.g. \$6,000) on the Martin family loan when the next payment is due (early January 2021) *(Keith and Kerrie)*.

The committee accepted the financial report. *(Moved: Keith, Seconded: Lynne, Supported: All)*

## 7. RISK & ISSUES UPDATE

Lynne noted how quickly the club was able to respond to the risks relating to the impending removal of large trees and the changing COVID risks.

The committee discussed the issue of gates being left open inside the court and the potential for players hitting a gate during play. Club to install a barrier to enable outward opening only of gates *(Robert)*.

The committee noted the arrangements for a site visit by the principle club upgrade contractor (DSF) in early January and that Lynne as the club WHS officer would be invited to attend - other committee members may attend if they wish.

The committee accepted the risks and issues update. (*Moved: Keith, Seconded: Rosie, Supported: All*)

## **8. CLUB IMPROVEMENT PROJECTS – UPDATE**

**a. Replacement fencing project:** The committee noted the recent email exchange advising that the portal to enable the club to acquit the NSW Govt grant for the fencing project had recently been opened. The club is now able to acquit the fencing grant project (Keith/Kerrie).

**b. Club Upgrade:** (4<sup>th</sup> court, combined hot shots court and practice wall):

The committee noted the need to relocate the pavers, koppers log and chicken wire fencing in early January just before the club upgrade works get underway.

**c. Court lighting (LED) upgrade:** Work to be done to determine what funding is left over once all other planned club upgrade expenditure is accounted for - i.e. to determine whether or not the club can go forward to the NSW Govt grants office with a request for change in scope to cover the lighting upgrade to Courts 1, 2 and 3.

**d. New clubhouse/multi-purpose meeting facility - grant application:** Need to wait until we acquit fencing project and find a suitable grant program to apply for clubhouse funding.

**e. Curtaining:** Further engagement with potential providers under way.

**f. Electrical drums:** Delivery of drums is scheduled to occur next week.

## **9. CLUB COMMUNICATION**

The committee agreed to develop a process for members (to nominate someone to be on the committee, acceptance and seconding of nominations by 5 February 2021) and communicate the process to members via an all member communication.

## **10. TENNIS ACT EVENTS & INFORMATION**

The committee noted the CTL summer series about to get under way and the process for the club to facilitate entries via the club's CTL organiser, Rosie.

## **11. OTHER BUSINESS**

The committee endorsed the local business promotion policy as circulated out-of-session. (*Moved: Keith, Seconded: Kerrie, Supported: All*)

## **12. CLOSE OF MEETING**

The Chair thanked everyone for attending, noted the next meeting will be the AGM on 23 February 2021 and declared the meeting closed at 10:40am.