Bungendore Park Tennis Club

COMMITTEE MEETING (# 1)

Friday 18 March 2022

Venue: Clubhouse Time: 8:30am

MINUTES/ACTION ITEMS

Item #	Item	To be actioned by:
1.	Attendance/apologies - Welcome to country	
	- Apologies - Rosie Windsor	N/A
	- Welcome to country delivered.	
	- Phillip warmly welcomed to his first Committee meeting	
2.	Confirmation of minutes of 23 November 2021 meeting, actions	
	arising	N/A
	- Discussion about front entrance access being blocked during work to	
	construct concrete footpath/combination lock access via double gates	
	beside clubhouse to be implemented in the interim.	
	- Committee reviewed and accepted the minutes and action items	
	Moved: Lynne Seconded: Kate Accepted by: All	
	- San Cara Lymna Land Cara Lymna	
3.	Correspondence	
	- Discussion about having a stall at Bungendore Seniors Festival activity at	
	Carrington Inn. Committee accepted correspondence report.	
	Action: Lynne to follow-up with QPRC	_
	Committee aggented correspondence report	Lynne
	- Committee accepted correspondence report. Moved: Kerrie Seconded: Kate Accepted by: All	
	November 18 Seconded Rule Recepted by Min	
4.	COVID-19 (Coronavirus)	
	- Committee noted that physical distancing and good hand hygiene	N/A
	practices would continue to be observed as part of the COVID 'new	
	normal' culture going forward	
	Committee accepted the COVID update	
	Moved: Lynne Seconded: Kate Accepted by: All	
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5.	a. Club operations report	
-	- Week 6 of Term 1 social comp/going well except for rain with one team	
	rained out in 5/6 matches/ lots of new faces	
	- Extra week to be added at end of comp to make up for week when every night was rained out	
	- Sunday, 6 November booked in (tentatively) for 2022 Palerang Cup/will	
	try to address the gender imbalance for this match	
	Committee accepted the Club Operations report	
	Moved: Phillip Seconded: Kerrie Accepted by: All	
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	 b. Coaching report (including outstanding September 2021 and December 2021 Quarterly RSTA Reports) - A lot of new kids/numbers up/lots of interest from a few different adults - Fast4 in week 5/U17 girls team beating all other teams/6 teams/opportunity to promote story in regional Independent - 1st round of junior CTL matches gets underway this week with games hosted at BPTC every other week (Sunday mornings) Committee accepted the Coaching report Moved: Phillip Seconded: Lynne Accepted by: All Action: David to email outstanding September and December 2022 Quarterly reports 	David
	 c. 4x4 Match with Yass/Murrumbateman Discussion about match held between Yass and Murrumbateman on Canberra Day weekend. Bungendore was unable to field a team. Robert went along and played some games - friendly atmosphere. Idea to hold a 4x4 comp event after Winter (2xF and 2xM) 	
	Committee accepted the 4x4 Match report Moved: Kerrie Seconded: Keith Accepted by: All	
	 Actions: 1. Organise post Winter 4x4 fixture with Yass and Murrumbateman 2. To develop a template for organising tennis events with other clubs to put some structure into the planning and to act as a committee decision making template 	1. Robert 2. Keith
6.	Financial report - Revenue steadily increasing with competition and court hire fees. - discussion regarding the committee approved arrangement when bank balance hits around \$8k to \$9k to transfer \$5k into the sinking fund - Fees decision: The committee agreed to increase all annual fees by \$5 from 1 April excluding concession card holders/students/children, court hire fees and Monday night and Tuesday social fees. Monthly fees for adults would increase to \$10 for adults and \$15 for families. Monthly fees for concession card holders will not change	N/A
	Committee accepted the financial report Moved: Keith Seconded: Phillip Accepted by: All	
7.	Risks and issues update - The committee noted the footpath works and changed entrance arrangements will mitigate the risks of injury - Committee also noted the need to glue down edge of carpet tile that is lifting	
	Committee accepted the Risks and issues update Moved: Keith Seconded: Kerrie Accepted by: All	
	Actions: 1. Risk assessment to be updated 2. Carpet tile to be glued down	Lynne Keith

8.	Club improvement projects	
	a. Proposal to widen hot shots court and change line markings within court to make the court touch tennis competition compliant.	N/A
	- Committee discussion re pros and cons.	
	- On-balance committee felt the risk of injury for someone playing a ball played along the side line would increase significantly were the court side line to be extended by half a metre on both sides - particularly the right hand side when facing the court. Committee agreed to leave the hot shots court as is.	
	b. Problem with getting key from under kitchen cupboard when ball is hit out during Fast4 matches - proposal to leave cupboard unlocked	
	- Committee briefly discussed and proposed that a separate key to gates be provided to coach for use during Fast4 in order to ensure keys included in cupboard remain secure at all times (including Council key on loan to gain access to facilities block)	
	Committee agreed to Club Improvement report and associated decisions Moved: Lynne Seconded: Kate Accepted by: All	
9.	BPTC/RSTA Open Day	
	- Committee agreed to explore further when COVID and weather outlook is firmer.	
	Committee agreed to put off plans for an open day until later in the year. Moved: Kate Seconded: Lynne Accepted by: All	
10.	Diversity and Inclusion (Audit)	
	Action: Develop a self audit tool	Keith/Phillip
11.	Club member communication - Communication about new concrete pathway via Facebook and other channels - Committee agreed to run survey at the end of Term 1 Comp Moved: Keith Seconded: Lynne Accepted by: All	
	Action: Run survey after Term 1 comp	Kate/Lynne
12.	Tennis ACT events and information - Brief discussion about the club coach acting as the conduit for information about adult participation in the CTL Action: Discussion to be taken offline with recommendation to be made to committee Committee accepted the Tennis ACT events and information Moved: Phillip Seconded: Rob Accepted by: All	David/Keith

13.	Other business Meetings schedule - Committee agreed to hold meetings on 6 May, 1 July, 9 September and 4 November	N/A
	- Committee agreed to continue its commitment to IGA sausage sizzle	
	Committee accepted Other business items Moved: Keith Seconded: Lynne Accepted by: All	
N/A	Close - Meeting closed at 9:33am	