

Bungendore Park Tennis Club**COMMITTEE MEETING (# 2)**

Friday 6 May 2022

Venue: Clubhouse **Time:** 8:30am**MINUTES/ACTION ITEMS**

Item #	Item	To be actioned by:
1.	Attendance/apologies - Welcome to country - Welcome to country delivered. - Rob and Rosie via Face time video link Apologies - Phillip Cantwell	N/A
2.	Confirmation of minutes of 18 March 2022 meeting, actions arising - Action: David to provide outstanding coach quarterly reports in the next few days. - Action: Risk register will be updated shortly - Recommended that club does not participate in Seniors Week activity in future - stalls are more focused on information on health and other assistance available e.g. NDIS, aged care. - Committee reviewed and accepted the minutes and action items Moved: Kerrie Seconded: Lynne Accepted by: All	David Lynne
3.	Correspondence - Chair noted that the last item is the Tennis ACT Club Forum slide presentation, which Colin will take committee through later in meeting. - Committee accepted correspondence report. Moved: Kate Seconded: Lynne Accepted by: All	N/A
4.	COVID-19 (Coronavirus) - Committee noted that COVID and viruses are having an impact on player availability. Physical distancing and good hand hygiene practices would continue to be observed going forward. Committee accepted the COVID update Moved: Kate Seconded: Kerrie Accepted by: All	N/A
5.	a. Club operations report - Term 2 comp, eight teams with some new players from Monday night social tennis either on teams or on reserve list, which is great. - Monday night attendance dwindling due in part to bad weather, COVID and other illness and people getting out of the habit. - Six players at Tuesday morning tennis last week when Lynne left. Committee accepted the Club Operations report Moved: Keith Seconded: Lynne Accepted by: All	N/A

	<p>b. Coaching report</p> <ul style="list-style-type: none"> - Significant reduction in numbers as team sports (football, soccer etc.) are run for what is the first winter since COVID arrived in 2020. - Participation rates expected to increase once winter team sports season is over. - Fast 4 comp ready to get underway with five teams registered. One of the two young women is continuing while the other has a full training schedule in Canberra and is seeking higher level practice elsewhere. - Junior CTL team is doing well having one all games played so far. Next match this Sunday at Barton. Very positive comments about Bungendore's tennis facility from parents of visiting teams. Three more matches (two at home) to go. - Committee received an update from David on how his Club pro course is going (next level Tennis Australia coaching accreditation). David is three and a half months into the 12 month course - 40% completed. David had his first on course assessment last week and did very well. <p>Committee accepted the Coaching report Moved: Keith Seconded: Kerrie Accepted by: All</p>	
6.	<p>Financial report</p> <ul style="list-style-type: none"> - Expenditure appears high because \$5,000 was transferred into the 'sinking fund' savings account as per the arrangements agreed to by the committee last year. Revenue continues to grow thanks to comp fees, membership fees, court hire fees and Monday night social tennis activity. - Net revenue from the recent IGA sausage sizzle of \$320 was reported but this has yet to show up in the club bank account. The committee thanked Lynne and Phillip for running the sausage sizzle. - The committee acknowledged the significant turnaround in the club's financial position from being more than \$30k in the red almost two years ago to having a net surplus of around \$27k (including \$15k in the sinking fund). - The committee thanked Kerrie for her tireless efforts in managing the club's finances. <p>Committee accepted the financial report Moved: Lynne Seconded: Rosie Accepted by: All</p>	N/A
7.	<p>Risks and issues update</p> <ul style="list-style-type: none"> - The committee noted that work on the new playground is progressing smoothly, with fencing off arrangements and alternate pedestrian access to the courts as required and no complaints to date. - Coach highlighted a need for better notification by Council of complete closure of the car park noting that yesterday the car park was closed but no work had occurred. The closure of the car park on one occasion led to a client thinking that the coaching program had been cancelled. - The committee noted the delays to commencement of work on the car park due to rain and the prospect of a new improved car park surface being laid although will be dependent upon subject the Council having sufficient funding. <p>Action: Contact Council to ensure better communication of car park closures and closures only when work is to be undertaken.</p> <p>Action: Follow up issue re drainage with Council given recent flooding into club and clubhouse caused by slope of new footpath - particularly apparent when heavy downpours occur.</p>	<p>Keith</p> <p>Keith</p>

	<p>Committee accepted the Risks and issues update Moved: Kerrie Seconded: Kate Accepted by: All</p> <p>Actions: 1. Risk assessment to be updated 2. Carpet tile to be glued down</p>	
8.	<p>Club improvement projects</p> <ul style="list-style-type: none"> - The committee discussed the suggestion by a member that the club introduce half hour bookings for initial booking period as opposed to hour-long bookings as currently configured. - The committee noted that the current hour long booking time: <ul style="list-style-type: none"> • Provides for changeover time (in the case of use of the practice wall - there is the time to take down the net and put it back up again); • Is in recognition of the low court hire fee (is in effect the minimum change); and • Is in step with the practice at other clubs. <p>On the basis of the above, the Committee unanimously decided to continue with the current initial booking duration of one hour. Moved: Keith Seconded: Lynne Accepted by: All</p> <p>Action: Write to the member advising them of the outcome of their suggestion.</p>	Keith
9.	<p>Club member communication</p> <ul style="list-style-type: none"> - The committee noted the member survey remains outstanding. <p>Action: Run survey as soon as possible.</p>	Kate/Lynne
10.	<p>Tennis ACT events and information</p> <ul style="list-style-type: none"> - Brief discussion about winter CTL league starting up and the need to promote. <p>Action: Winter CTL League to be promoted on club FB page/website.</p> <p>Committee accepted the Tennis ACT events and information Moved: Lynne Seconded: Kerrie Accepted by: All</p>	Keith
11.	<p>Other business -</p> <ul style="list-style-type: none"> - There were no Other business items. 	N/A
12.	<p>Tennis ACT Club Forum Debrief</p> <ul style="list-style-type: none"> - Colin gave took the club through the presentation delivered at the recent Tennis ACT forum and there was a detailed discussion about the Healthy Choices initiative and the HIT tool results which will be presented to clubs soon. - Committee noted the benefits to be gained from being registered as a Healthy Choices club. <p>Action: 1. Progress steps to register BPTC as a Healthy Choices club. 2. Invite Tennis ACT to next committee meeting to discuss HIT tool results and draft club action plan</p>	Lynne Keith

N/A	Close - Meeting closed at 9:35am	
Actions from previous meetings (<i>Meeting date in brackets</i>)		
	1. Organise post Winter 4x4 fixture with Yass and Murrumbateman (<i>16 March 2022</i>) 2. 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 (<i>16 March 2022</i>) 3. Risk assessment to be updated (<i>16 March 2022</i>) 4. Carpet tile to be glued down (<i>16 March 2022</i>) 5. Discussion (re possibility of coach acting as the conduit for information about adult CTL events) to be taken offline with recommendation to be made to committee (<i>16 March 2022</i>) 6. Develop inclusion and diversity self audit tool (<i>16 March 2022</i>) 7. Run club member survey after Term 1 Comp (<i>16 March 2012</i>)	Robert Keith Lynne Keith David/Keith Keith/Phillip Kate/Lynne