**Committee Meeting minutes – 20.05.19**

**In Attendance**

Murray Sutton (Chairman)

Tim Bannerjee (Vice Chairman)

Gary Walker (Tennis Head Coach)

Gary Couzens (Treasurer)

Melanie Gibbs (Membership Secretary)

Tony Braimbridge (Facilities Secretary)

Graeme Hogarth (Squash Secretary)

Peter Gray (Squash Secretary)

Danielle Wade (Social Secretary)

**Apologies**

Sarah Dickinson (Social Secretary)

**Finances**

The club’s bank balance is healthy and running at £95k.

During the meeting the committee signed off on various expenditures detailed below.

Long term loans totaling approximately £20k are still outstanding. When combined with the deductions for imminent outgoings the working balance by the end of September is expected to be in the region of £51k.

Note: while we have enough money to fully repay these loans, the committee feel it prudent to work with the base figure of £51K when making further cashflow based decisions.

Confirmation of the VAT submission for the last financial year is still required. Toby Mitchell is working to complete this as part of his legacy duties as previous club treasurer.

Gary will continue to collect the data to build a clearer picture of the club’s cash flow. This will enable the committee to continue to draft a long-term spending / funding plan for the club.

The club has a ‘sink fund’ in place to enable monies to be ring-fenced for future projects. Gary and Danielle will review potential higher interest options.

**Membership**

Membership levels are detailed below. Concern continues around the low squash membership numbers; focus is required to reverse this downward trend.

Juniors – 100 vs 94 at last meeting

* Squash – 1
* Tennis – 57
* Joint – 42

Adult – 416 vs 408 at last meeting

* Squash – 81 vs 80 at last meeting
* Tennis – 279 vs 262 at last meeting
* Joint – 56 vs 66 at last meeting

Social – 14 vs 13 at last meeting

**Total 530**

Direct debit payments are now in place and the new ‘gocardless’ system is working well.

There are some potential payment gaps relating fees due to for Squash first team practice sessions. Peter / Graham will look into this.

**Till Report**

The new till system has been in place for 8 months. The breakdown of revenue streams collected view the till system thus far is as follows:

Bar: £19.8K

Tennis (including floodlight / socials / tournaments): £11.9K

Squash (including lights and tournaments): £4.7K

A new beverage supplier has been identified, this will help improve profit levels. The margin associated with the sale of London Pride will be reviewed by Lucas and Tim over the coming weeks.

**Tennis Coaching**

The new coaching program in full swing. Thursday evening group coaching sessions are working particularly well attracting 6 new members in the first run. The next set of courses start this week.

Coaching contracts and associated facilities fees are in general progressing well. Club income from facilities fees currently totals £3K. Teething issues with coaching court allocation and gaps in court bookings will continue to be monitored by Ben Kelly and Tim.

**Squash**

Discussion was focused on potential reasons behind the drop in Squash membership. The imminent refurbishment of the squash courts (detailed in the next section) should attract new members when combined with the agreed initiatives:

* Facebook advert in September
* Open Day September
* Combined tennis and squash tournament in October
* Junior coaching offer

Actions relating to these, as well as much needed web-site updates will be taken by Graeme and Peter. **Help from members is urgently required to help drive this forward.**

**Maintenance**

**Squash Courts**

The decision was made to undertake complete re-plastering and repainting of all squash courts with ‘armour coat’. This provides a more comprehensive and long-lasting solution in comparison to interim patching of damaged areas.

The new court walls will last of a minimum of 8 years with a 3-year guarantee

The committee has signed off on the significant spend of approximately £12K. Tony is awaiting a final quote. Hopefully work will commence in early August.

**Repainting Courts 1-4**

The committee signed off on the repaint of courts 1-4. This will ensure the quality of the surface is up to standard for the next 4-8 years. The expected cost of the works will run to approximately £7K

**Contracts**

Work continues on contracting the final areas that require formality in order to protect the club’s interests.

The club and Lucas have agreed the terms of Bar Management and Maintenance Services contracts. These will be implemented 1st June and represent a significant step forward for both parties.

Tim, Gary and Murray are in the process of finalizing the School contract. This is likely to involve a significant increase on the £14K annual fee we charge the school for the use of our premises. In return, we will most likely need to perform some much-needed improvement works. The aim is to have everything in place for the commencement of the new school year in September.

**Members’ meeting**

Our annual members’ meeting will be held towards the end of August. Tim will finalise the date and details in due course.

**AOB**

Blind in lady’s bathroom – **Lucas to fix**

Clay shoe brushes x 2 – **Lucas to order**

Tennis fencing on courts 5-8 – Quotes to be obtained – **Tony/Gary**

**Suggestions box**

Squash court repair – addressed above

Fullers Tour – already organized

Blind for lady’s toilet – addressed above

Confirmation email after paying membership – Too admin intensive just now

Welcome email to new members - New members email is already sent. Mel to speak to the coaches to add some coaching information.

Faster and more reliable stringing service – Card payments agreed. Weren’t aware of any issues. Need to understand this point further.