

# Steep Lawn Tennis Club

## Minutes of the Committee meeting held on Tuesday 7 September 2021 at 7.00pm at the Club House

Item	Present	Action
	Matt Trench (MT) Carol Norris (CN) Michele Mangham (MM) Christine Lally (CL) David Panton Christine Musker (CM) Jennie Azevedo Lesley Whyte (LW)  Dave Gaterell (DG) Jennifer Pigden (JP)	Chair (item 9 onwards) Club Secretary Membership Secretary Treasurer Grounds Secretary Joint Welfare Officer Joint Social Secretary Joint Social Secretary and Joint Welfare Officer Club Coach (item 5 onwards) Tournament Secretary (items 1 & 2 only)
<b>1.</b>	<b>Apologies for absence</b>	
	MT advised that he was unavoidably delayed and would join the meeting later.	
<b>2.</b>	<b>Tournament update</b>	
	<p>JP gave an update on the progress of the club tournament as follows:</p> <ul style="list-style-type: none"> <li>• All draws are now at the semi-final stage (due to be played by Sunday 19th September)</li> <li>• There has been one complaint about the running of the tournament, which was referred to the Committee</li> <li>• There have been lots of positive comments verbally and via whatsapp (group and personal)</li> <li>• The notice board and group whatsapp group has been updated with the draw at the end of each round</li> <li>• The dedicated email and whatsapp group (55 members) has been a good way to have direct contact with the players for results, updates and a bit of chasing.</li> <li>• The trophies and engraving have been ordered and has been quoted as £150</li> <li>• Final's day is on the 25th September, courts 1,2, 5 &amp; 6 have been booked from 11am -5pm.</li> <li>• There is one ladies entry who could potentially be 3 finals and there is one men's entry who could be in 2 finals.</li> <li>• The total number of entries is shown in the table below: Men's singles 28</li> </ul>	

	<p>Women's Singles 9 Men's Doubles 18 pairs Women's Doubles 13 pairs Mixed Doubles 18 pairs As advised previously, there were 2 injuries which resulted in a men's pair withdrawing and 2 mixed double pairs, substituting one of the pair before any games were played.</p> <p>Refreshments: It was agreed that a Pimms tea will be provided by the Club.</p> <p>It was agreed that the Tournament Secretary has the right to use their discretion on matters relating to the running of the tournament and that their decision is final. However it was agreed update the Tournament Rules to make explicit the Tournament Secretary's right to allow substitution and late entry and exercise their discretion.</p> <p>JP gave feedback on her experience so far:</p> <ul style="list-style-type: none"> <li>the whatsapp group has been a good way of communicating and she suggested new joiners to the club be given the option of joining a whatsapp group to get to know other members;</li> <li>she felt that there was an appetite for more match play within the Club.</li> </ul> <p>It was agreed to consider both these suggestions. JP indicated that she might be prepared to run a Jumbles tournament once the championship was finished. CN to note for the next meeting.</p> <p>The Committee thanked JP for her hard work in running the tournament.</p>	<p>LW/JA</p> <p>JP/CN</p> <p>CN</p>
<p><b>3.</b></p>	<p><b>Minutes of Committee meeting of 13 July 2021</b></p>	
	<p>The minutes of the meeting of 13<sup>th</sup> July were approved and signed having previously been circulated by email.</p>	
<p><b>4.</b></p>	<p><b>Matters arising</b></p>	
	<p>The outstanding actions from the last meeting were reviewed and reported on as follows:</p> <ul style="list-style-type: none"> <li>DP advised that DG has offered to follow up with his contact at the Avenue as to which brushes they use for their clay courts.</li> <li>PAT testing: DP advised that this is next due on the microwave in November 2021. DP agreed to arrange testing for all portable appliances by then.</li> <li>CM advised that the defibrillator service is up to date. She agreed to investigate organising further training sessions.</li> <li>MM advised that she has notified the members who live nearby that the lighting application has been submitted.</li> </ul>	<p>DG</p> <p>DP</p> <p>CM</p>

5.	<b>Court booking and membership management system</b>	
	<p>The email circulated by MM on 21 August 2021 containing a quotation from Mycourts was noted. Mycourts has quoted a basic monthly service charge of £80 plus VAT, which includes applications for court booking, member database and subscription management, email newsletters, box leagues and tournaments. Ongoing support and system configuration changes are included in the monthly fee.</p> <p>It was noted that at the moment the Clubspark booking system is provided free by the LTA. MM suggested that migrating the booking system would result in some aggravation to members and it was agreed to monitor the situation with the LTA for the time being.</p> <p>There was a discussion of the Club's membership records which are currently held on an old Access database to which only MM has administration rights. It was agreed that this would have to be moved at some point to ensure continuity. MM confirmed that the data is regularly backed up on a data stick, in addition the LTA holds almost all the membership data.</p> <p>MM agreed to investigate whether the membership administration system is free on clubspark and investigate the database module.</p>	<p>MM</p> <p>MM</p>
6.	<b>Club capacity and membership</b>	
	<p>It was noted that membership of the club is in excess of the LTA recommended number of 44 per court, the Club capacity and membership numbers were discussed.</p> <p>MM reported that she has had lots of enquiries about membership and there have been a reasonable number of new members this year.</p> <p>DG reported that most coaching sessions are filled and in some cases he has a waiting list.</p> <p>It was recognised that although the membership level is quite high, there are still quiet periods during the week (for example early afternoon and Sunday after 11.00am). However, the main pressure is on availability of courts for private play in the evening. This is exacerbated in the winter when coaching moves to 5&amp;6. Home matches also reduce court availability. In the medium term it is hoped that installing lights on 7&amp;8 will alleviate pressure but in the short term ways of creating more availability were discussed.</p> <p>It was noted that numbers at mix-in usually tail off by 7.00pm with courts being unused. Four courts are booked out for mix-in until 8.00pm on Tuesdays and Thursdays. It was agreed to trial reducing the courts available for mix in to 2 after 6.30 pm and monitor usage. Post meeting MT asked that the trial is postponed until the lighting decision is received. CN to put to the Committee.</p> <p>It was agreed not to cap new membership for the time being and to discuss fees for next year at the November meeting so that the proposals could be presented at the AGM.</p>	<p>MM</p> <p>CN</p> <p>CN</p>

<b>7.</b>	<b>Review of 10 year plan and Club maintenance</b>	
	<p>CN referred to the draft 10 year plan to 2031 circulated by email on 7<sup>th</sup> September. It was agreed that, as all courts were in good condition with 1&amp;2, 5&amp;6 and 7&amp;8 having all been repainted this year, the main focus over the next 5 years is lighting.</p> <p>CN explained that she had factored in replacement of the existing lights over the next 4 years at an estimated cost of 14K per pair of courts. The timeline was discussed and it was agreed that installing lights on 7&amp;8 should be the top priority, and on the assumption that planning permission is given, this should be moved forward to 2022. CN to redraft the plan to reflect this.</p> <p>CL said that there is an estimated surplus of 17K over expected costs for the current year and, depending on the cost for 7&amp;8, there is potential to get this done and one other set in 2022.</p> <p>MT to confirm the estimated cost of installing lighting on 7&amp;8 .</p> <p>DP confirmed that the temporary groundsman arrangement would continue for the time being; this is working well and is cheaper than the previous arrangement. DG asked if the grass could be kept short on the sides of 7&amp;8 -DP agreed.</p> <p>CN asked if the benches could be repainted, DP agreed to organise and to get the picnic benches oiled.</p> <p>CN agreed to chase MT on his outstanding actions.</p> <p>MM said that the water heater in the ladies cloak room is dripping; this was noted but agreed not to replace for the moment (post meeting CL said that she had been able to stop the dripping).</p> <p>DG reported that there was subsidence by the entrance to court 7 above the soakaway, this now requires urgent attention. Post meeting MT agreed to get his workmen to look at this.</p> <p>The problem with chipping on court 7 was discussed, DP agreed to inspect and review by January whether this needed raising with Housdens. DG said there was also some unevenness by the gate.</p>	<p>CN</p> <p>MT</p> <p>DP</p> <p>DP</p> <p>CN</p> <p>MT</p> <p>DP</p>
<b>8.</b>	<b>AGM and Committee appointments</b>	
	<p>It was noted that the next AGM is scheduled for 25 November 2021 at 7.30pm.</p> <p>CN said that the positions of Chair, Club Secretary, Membership Secretary, Treasurer and Grounds Secretary are due for election at the AGM and asked those present if they were prepared to stand for election again. All agreed to stand in principle. MT also confirmed that he was happy to stand.</p> <p>The proposed timeline and process for managing the AGM were agreed as follows:</p>	

	<ul style="list-style-type: none"> <li>• notice of meeting to membership, Resolutions from the Committee and invitation to make nominations and Resolutions to be sent by 14 October 2021;</li> <li>• Nominations and Resolutions to be received by 4 November 2021 (21 days before AGM);</li> <li>• Final agenda, list of nominations and any Resolutions to be sent to members by 11 November 2021 (14 days before AGM).</li> </ul> <p>CN asked if there were any Resolutions to be put to the Membership from the Committee. None were proposed.</p> <p>CN to draft communications to the membership in line with the agreed process.</p> <p>It was agreed to consider moving the AGM to February after the forthcoming meeting as this would be more in line with the membership renewal date of 1<sup>st</sup> April. CN confirmed that this was in line with the Constitution, which provides that the AGM shall be held within 5 months of the financial year end on 30<sup>th</sup> September.</p> <p>CM was co-opted onto the Management Committee for a further two years.</p>	CN
9.	<b>Officers' reports</b>	
	<p>Updates from the Chairman, Secretary, Treasurer, Membership, Social, Tournaments, Grounds, Fixtures, Welfare and Website Officers and the Club Coach were received on items not already covered.</p> <p><b>Chair:</b> MT reported that he has received very positive feedback on the appearance of the club.</p> <p>MT advised that he has received a quote of £25K from Luminant Pro to install lighting on 7&amp;8. They are due to do a site survey at the club next week; he will also ask them to quote for the other courts.</p> <p>MT said that he would get someone to look at the subsidence by the entrance to court 7 next week.</p> <p><b>Secretary:</b> nothing further to report.</p> <p><b>Treasurer:</b> nothing further to report.</p> <p><b>Membership:</b> MM reported that current membership is 551, up 19 on this time last year.</p> <p><b>Social:</b> LW said that teas had gone well throughout the summer and were very much appreciated. It was particularly pleasing that some new members had got involved.</p> <p>LW suggested and it was agreed to schedule a pizza and pasta night at the new pizza</p>	<p>MT</p> <p>MT</p>

	<p>restaurant in town for Thursday 14<sup>th</sup> October.</p> <p>It was decided not to attempt to run the quiz this year. MT suggested an informal pub night instead and it was agreed to schedule this for Thursday 2<sup>nd</sup> December.</p> <p>It was agreed to aim for a curry night in February 2022 and possibly a Jumbles event with a BBQ for Spring 2022.</p> <p><b>Grounds:</b> nothing further to report.</p> <p><b>Welfare:</b> nothing further to report.</p> <p><b>Social media/website:</b> CN said that she had tried to contact MH for an update and would follow up again.</p> <p><b>Fixtures:</b> MM reported on behalf of DM that Men's A, B and C teams, Ladies A and B, Mixed and Vets teams will be entered in the E Hants winter league. Matt Thompson has agreed to captain the Men's A.</p> <p><b>Coach:</b> Summer holiday camps went well, mostly full with no cancelled sessions. A fair few players have joined the program off the back of it, with some joining as members, and others will soon enough hopefully - we did a week less than usual, giving the coaching team a slightly easier week in the run up to the new term - a much needed breather!</p> <p>Flood light fees for 2021 paid, and guest fees for last term now paid also. £160 and £690 approx, respectively. Having paid guest fees however, I realise I have not accounted for the small number of non-members we have been coaching one to one this summer. I will calculate that this week, and make an additional payment.</p> <p>It is unlikely that we will enter a junior winter league team this year. I have not been impressed with the organisation of the event previously, and it is incredibly hard to get other team organisers to even make contact, let alone 'organise' matches - with little support from the event organiser. Instead I am going to try and organise some one-off junior matches with other coaches and clubs that I know - which will allow us to try and match up available players. Matches likely to take place on Sunday afternoons when the club is quiet, and I will liaise with Michele about courts for any 'home' matches</p> <p>The new term coaching program is underway, and is mostly full, with a few spare places in a couple of sessions. a new adult improver session has begun Friday late mornings, and 2 new juniors groups have begun to accommodate the increasing numbers and increasing ability of existing players.</p> <p>I have seen a recent influx of one to one lessons, most of whom have joined, or are being encouraged to join.</p> <p>The Junior Closed tournament this Sunday 12th Sept is organised, with 22 entrants - now we need some good weather. I will look at the format of this event, and may implement some changes for next year, that may include doubles opportunities,</p>	<p>LW/JA</p> <p>LW/JA</p> <p>LW/JA</p> <p>CN</p>
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	<p>and the potential to spread some of the events over a period - which would allow for more players and longer length matches. TBC</p> <p>I will supply the balls at my own cost for the tournament (I will try and sell the used ones, and any unsold can be added to the coaching bags). I will however invoice the club for the cost of the medals, which are being engraved for me this week.</p> <p>The last few years has seen the introduction of 'abbreviated scoring/matches' in many junior and adult events across the country. Whilst there is a place for this (one day tournaments, team matches, etc) - I am putting together a new challenge for adult and junior members of any level, to encourage players to organise their own matchplay, and to push themselves physically and mentally. It will simply be called The Grand Slam Challenge, and will consist of players organising themselves to play 5 set matches (which might only be 3 sets depending on the score), on a regular basis throughout the year, in their own time. Players will earn a 'ticket' into a prize draw for every 'best of 5 set' match they complete through the year - with a prize of a new racket to the winner - details to follow shortly.</p> <p>On adult club finals day, I'm going set up, out the way of the club house, a small sale - footfall is usually quite good for finals day. To coincide with this, there will be a 'weekend only' discount of 30% on restrings - as it occurred to me I've been stringing 30 years this month! I also hope that it may encourage a few more spectators as well.</p> <p>I am putting together a 'Friday Night' calendar, which will outline dates and specific age groups that can attend match practice through the season - it has been quite well attended, and I hope to encourage more people, but allowing them to organise their diaries further in advance. This will be published by Sunday - as I hope to announce that at the junior tournament, and then by email, social media and poster at the club - I will also update the text for the club's website to reflect this.</p>	DG
<b>10.</b>	<b>Any other business</b>	
	<p>CN said that the Juniors' honours board is now nearly full. In addition as DG ran a number of different competitions each year there was no longer an overall boy or girl champion.</p> <p>It was agreed to continue with a Juniors' board but in future it would simply list the champions in each category by year and not be split between boys and girls.</p> <p>It was agreed to update for the 2020 champions. DG to notify JP and CN of the 2021 champions.</p> <p>CN said that Recyclaball had asked for the Club's account details as a new payment was due. It was agreed to continue to accept payments into the Club account. As previously agreed, the proceeds will be donated to local charities with the next donation being made to Homestart Butser. CL to provide details to Ralph Lambert and CN to obtain Homstart details for CL.</p>	DG/CN    CL/CN
<b>11.</b>	<b>Date of next meeting: 16 November 2021</b>	

### Actions completed since the last meeting

<b>Action</b>	<b>Who</b>	<b>Status</b>
Send club logo to MH	CN	completed
notify the members who live nearby when lighting application is made.	MM	completed
Send technical details out for pricing lighting on 7&8 and get replacement price for other courts	MT	completed
Investigate longer term alternatives for groundsman	DP	completed
arrange repainting of 5&6 this year	DP	completed
collect the trophies in from the 2019 tournament winners before April	CN	completed
Investigate costs of MyCourt booking and management package based on our court and membership numbers	MM	completed
Ask Charles to remove hand sanitisers after 19 <sup>th</sup> July	DP	completed
Add discussion of membership fees to next agenda	CN	completed
Set up new s/sheet for 10 year maintenance plan	CN/CL	completed
Book Steep village hall for November AGM	CN	completed
Give MM updated policies for the website	CN/MM	completed
Draft updated DG contract for MT to review	CN	completed
Check defibrillator service	CM	completed
Put together a rolling action plan/club calendar to cover all essential tasks undertaken by the Committee members	CN	Completed (rolling action)