

MINUTES

GOSFORD AND DISTRICT TENNIS ASSOCIATION

Meeting held 7.30pm Monday 9th April 2018

ATTENDANCE: Chris Lees Tony Haworth Steve Finnan Maureen Bartels Michael Courtney Nick Carbonara Eddie Rubio Alex Silcock Rob Eldridge Lynne Buchanan Peter Campbell Dell signatories Campbell Dale Murphy

APOLOGY: Rob Devivo

Minutes of March meeting accepted. Moved L Buchanan Seconded P Campbell

No business arising from the March minutes.

President's Report Written report submitted. Welcome to both new committee members and returning members. Financially the club is still in a dire position and two pathway options are outlined in the Treasurer's report. Control of costs would seem a preferable option to raising revenue.

Acknowledgement is made of the amount of work which has been carried out throughout the complex by Mick.

Treasurer's Report Procedures in place to change the signatories to the Bendigo bank accounts. The Treasurer stated that he is happy to defer to Peter and to Nick in financial decisions and Peter tabled a 2018 forecast trading position. Peter acknowledged the amount of work done by Murray Vaughan.

Nick stressed the need for finances to be kept up to date and to possibly move the monthly meetings to the 3rd Monday of the month to allow for processing of accounts. He recommended that a budget be in place and of a need to keep track of finances so low periods can be covered. The loss in coaching revenue was noted and Nick recommended looking at the cost centres which are making money and those which are not. He offered to meet with Jacquie and clear the accounts weekly. The question was raised as to who was lodging the BAS and advice given that Terri-Anne has been doing this, but January had not as yet been cleared. Nick advised that the deal with the ATO could be renegotiated to extend over 12 months and recommended that he take over registration with the ATO from Trilogy. A cost saving of \$500 per month could be made by Nick taking over the work being done by Terri-Anne and the Treasurer recommended that this should be done. This would also extend period for lodgement of the BAS to 28th May.

MOTION proposed T Haworth that Phil Williams Carbonara be appointed accountants to Gosford Tennis Centre Seconded C Lees Carried (unanimous)

Peter will contact Murray Vaughan and Terri-Anne to advise of Committee decision and to express thanks for their assistance.

Stocktake: Peter recommended that stocktake be carried out every month. There is an integrated imagery system in place. A login is required for Mind and Body.

Council lease: has been paid to July last year and is now being billed at \$465 per month. It is recommended that the lease be paid. Some discrepancies in record of payments may be due to the merge of councils.

Noted that in accepting the Treasurer's Report the profit and loss and receivables are not correct.

Moved T Haworth that the Treasurers Report be accepted **Seconded** N Carbonara

Operations Report Written report submitted. Roles and Responsibilities to be reviewed by the committee and the Boost programme will be looked at by Tony. Alex has been asked to look over the contracts. Eddie queried Tom's role as maintenance provider/coach. He is on a 3 week roster; he would possibly need only 2 hours per day for maintenance and be budgeted for 20 hours of coaching per week. Steve questioned the present roster methods, that they are losing money, and that the coaching rosters are a major component in the club activities.

It was suggested that volunteer staff be engaged to help with the desk work. It is proposed that coaches of private lessons (10 hours per week) cover their own costs and pay for court hire. Steve has offered his expertise to assist with rostering. Nick will look into possible ATO infringements. Rob will provide Steve with employee/contractor benefits or otherwise. Discussions re pay rates to be assigned to the Finance Committee and should adhere to Tennis Australia guidelines. It was advised that the Retail Award would cover desk workers.

Noted that there was a good volunteer response at the recent JDS tournament.

Coaching accreditation : noted only 2 at this time, Brett and Aaron (Woy Woy). A hybrid Hot Shot programme is in place at the moment so Nicki (Level 1 accredited Hot Shot coach) has been asked to fill in. The cost to accredit a coach is \$1800 and is not financially viable at present. There should be no reason why this area could not attract accredited coaches. Steve suggested that the coaches could attend to the admin involved with their classes. Coaching and Term 2 programmes are summarised in 2.4 of the Operations Report. It is recommended that payments be made by 'term payment' not pay as you go. Also suggested that payments could be made for 4 weeks and then week by week and overall a direct debit system would reduce the desk work. Mind and Body can cope with different payment systems. Eddie has volunteered to meet with Bonny and Rob to look at the systems. There is also an online booking system incorporated in the website and it was mentioned that comps and programmes be included in Facebook.

Item 3.1 Ellen Gordon's report on the January 28 tournament was noted. A response to the report was provided by Rob and has been sent to the committee. This may be further discussed at a meeting of the Tournament subcommittee.

Item 5.1 reporting the syringe problem; gates have been put on the toilets, there is still a problem with holes in the fence, the long term homeless person. The Police have been contacted on every report of break-in or vandalism. Mick has recommended looking at the use of bollards in the car park to alleviate the problem of hospital workers using it as a work car park. May have to look at Council restrictions on blocking of car parks.

Items 5.4 and 5.5 noted as outlined in the report. Recommended that an action plan be put into place by the Maintenance subcommittee.

Retail products will need to be kept behind the counter for security reasons.

Item 5.8 Point of sale, the best system for the centre to be discussed by the Finance subcommittee.

Item 6.1 Website needs to include the school holiday camps so needs to be updated immediately.

35 children per day in the camps would provide a good financial result.

Item 6.2 Sponsorship and donations, noted that regional grant applications close on 4th May. Suggested to talk to Karen Tinker at Central Coast Council. Emphasis on working bees to reduce costs of work to be done.

Ladies Midweek Report A verbal report was given by Dale and a written copy is included in the Minutes. Dale acknowledged the voluntary assistance given by the ladies at the recent tournament and requested a thankyou letter from the committee. Discussion about the little use of the Gosford centre by the midweek players, the courts are only used on a fortnightly basis. Dale also mentioned the problem of outsiders filling the car park and Mick offered a solution by use of bollards at a relevant time. Dale also stressed that the ladies would be happy to assist in a voluntary capacity whenever needed. Eddie also volunteered to add the Ladies Midweek comp to the website in hope of attracting more players.

Correspondence nil

General Business

Issues which may arise in bringing Nicki back to coach – as a contractor club may still be liable for superannuation and insurance and these should be considered by the Finance and Integrity subcommittees.

Membership **MOTION** Proposed T Haworth that membership contribution be introduced for the 2018/2019 financial year **Seconded** D Campbell **Carried** (Unanimous)
Details of categories and costs will be discussed at a the next meeting.

Subcommittees selected

Finance	T Haworth P Campbell N Carbonara S Finnan
Maintenance	M Courtney E Rubio L Buchanan
Tournament/Competition	A Silcock E Rubio M Courtney C Lees T Haworth S Finnan
Media	E Rubio R Eldridge
Fundraising	M Courtney K Lees T Haworth D Campbell
Integrity/Constitution	A Silcock C Lees R Eldridge (Kathryn Kelly)

All committee members are required to have a current Working With Children check. Please let the Secretary have details of the check (number and expiry) so these can be recorded.

The next meeting will be held Monday 14th May 7.30pm

Meeting concluded 10.15pm