

General Committee Meeting – Nov 23rd, 2020

Time: 7.00pm – 10.10pm

Venue: Via Video Conferencing (Link to be sent via Zoom)

Minutes of Meeting

1. Attendees & Apologies

- **Attendees** – Chris Lees (President), Alex Silcock (VP), Tony Haworth (Treasurer), Kat Lees (Sec) Mike Phillips, Rob Littlefield
 - **Apologies** – Dell C, Kerryn S. Rob D.
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2. Previous Minutes

Nov 23rd 2020

Accepted – Alex s. Seconded –, Rob L

3. Correspondence in/out

4. Reports:

- President - I would like to acknowledge the work put in to UTR events at the club by Tony and Kat, which really helps the club. The volunteer hours that went into running the tournaments over the summer. It was successful with money coming in etc. The Dylan issue is still unresolved as we do not have it officially that he is no longer working at GTC. From that, the money settlement will be discussed. A number of staff meetings have been held to brief the staff on expectations and processes which gives a good link between the staff and the committee. Coaching is back for the term and Tony has been working on brochures. A break in at the lower complex has occurred and now, a security system has been installed. We are awaiting NBN to be connected. Tony and Chris have been attending the club on Thursdays to talk to staff which. Recent meeting with TNSW has been talking to the strategic side of CC council. GTC is earmarked by council to be the main centre for tennis on the coast. Our plan is to continue with grants and the master plan. Golf have sent through more correspondence today which will be looked into and bought to the committee.
- Coaching – refer to report.
- Operations – Tony would like to acknowledge all the work Chris has put into staff issues. A marketing plan will be forwarded through. Grant updates – There is a gap around project management as to why we were knocked back on the master plan should be overseen by a professional company. This should also help with council. Retaining wall – civil works company Plume has reached out for help in materials. Tony states that the drainage works also needs to be undertaken at the same time. They can promote themselves as community minded etc. Website has been updated

and secured in terms of minutes and member data. Kerry as a possibility to assist in uploading documents into the server. Life member/honour board and naming the courts is still to be determined. The general idea was to have a board in the club house. A Hall of Fame type thing and what is the criteria. Alex, Kat and Rob L are looking at a criteria.

- d. Treasurer – As attached. Capital expenditure is challenging when we think about the operations and making sure cash flow is ok. Introduction of a non-member pricing where the idea is to convert into full membership. Coaching admin is charged at a fixed weekly rate. This needs to be looked at as Bonnie is stating that she is working roughly 2 days per week doing this. Merchant facility is all being paid by GTC. Coaching income is 30% and should therefore pay this percentage. Maybe a weekly fee needs to be identified. Tony, Rob and Chris will work on the fees with the coach.

Treasurers Report Proposed Tony, Seconded Mike.

- e. Ladies Mid-Week –. Zoom link was accidentally forgotten to be sent to LMW. A report can be sent via email and read out at the meeting. Chris to follow up.
- f. Maintenance – Central Coast fencing for keypad system for the front gate that will be taken away for the day and returned. It hasn't happened yet and are awaiting them to return Mikes calls. Deposit has been paid. The mower is being picked up tomorrow to be serviced. Event planner for the volunteers have been put out. The event forecast is a great tool for the club to use. Maintenance has been divided into different groups A (complex), B (tournaments), C (maintenance, infrastructure) etc. to identify the hours needed to do each area. Volunteers are critical in keeping down the costs.
- g. Infrastructure – Strategy planning for women in tennis, disability and indigenous people in order to put in a grant. It is based on improving participation and facility. Looking at a female academy to increase participation.
- h. Tournaments – Gosford Open is on this coming weekend with 45 registered in the mens and 12 in the womens.

5. General Business

- Next meeting – April 19th 2021.