

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), Mike Phillips, Rob De Vivo, Del Campbell, Lee Spencer, Kerryn Surwald
 - **Apologies** – Rob Littlefield
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2. Previous Minutes

Sept 20th, 2020

Accepted – Tony H. Seconded –,

3. Correspondence in/out

Letter regarding Mary Gordon.

4. Reports:

a. President

Welcome back to the committee for existing members and new member Kerryn Surwald. Thank you to Lyn for all her input with the club over the years. A big thanks to Jackie D in relation to the HR issues that the club has had over the last weeks. Club champs occurred over the weekend with a few things to be addressed. If there are any issues that the staff or committee have, the process should be to either email or approach Kat as the secretary or Chris as the President if they feel they are unable to resolve any problems with their line manager.

b. Coaching – refer to report.

c. Operations – See attached. A black Friday sale will start this weekend. The marketing has fallen down in regards to the pro shop and events at Gosford over the past few months. This needs to be a priority. Infrastructure grant for lights and retaining wall were unsuccessful. Local sports program grant will be put in for the club house and defibrillator. A grant is also in for the clay courts.

d. Treasurer – Profit made in Sept. We will need to see how it goes now without jobkeeper etc. There was some wet weather and expenses that may make the figures lower for Oct. The audit process was difficult. A quarterly review is a good idea to keep on track instead of doing it all in one go. It will cost an additional \$400. Cloud master system for the lights on smart devices. If there is a self locking gate with a key pad, it could reduce the cost of staffing as they lights would turn off etc. Cheapest

option for access to the grounds via an access code. TA give a rebate for their system, total cost of \$6k. The other system is \$3k and will need the code changed weekly or monthly.

Motion - Approval for \$440 to have a quarter 1 review performed by the accountants in order to assist with the end of year audit.

Proposed – Tony H. Second – Rob D. All in favour.

Motion – Approve the purchase of tournament related items ie: official costs and balls to be increased to \$4,000 for a single transaction for the period up to feb 1 2021.

Proposed – Tony H Second – Mike P. All in favour.

Treasurers Report Proposed Tony, Seconded Mike.

- e. Ladies Mid-Week –.
- f. Maintenance – Court cleaner was purchased and with additional costs of labour, it comes to \$5,000 as opposed to the quote of \$16k by an external business. Also the amount of time spent will be less by half with the new machine. The courts that have been cleaned, look great. A few cracks/weeds on the lower courts are showing and will be cleaned up. Nets and winders will be taken care of this week. Graffiti on the club house down the bottom is being looked into by Paul. Courts 10 and 11 – potentially court 10 can be used as a practice court for the state titles if court 11 is roped off. Discussion about it being a liability for hitting however it can be used to access the gates to cross the street. Engineers haven't said anything about safety, it was more a financial report. Council have come out to look at it, however have not given any feedback as yet. It is with their legal department. Chris to write a letter to Council to discuss works that effect the tennis court usage. The hotwater system died and flooded the area in the bottom complex. It will need to be replaced.
- g. Infrastructure –
- h. Tournaments – Volunteers are need for the bbq. Paul will be doing maintenance. Mike will be going through a menu with Jackie. A covid marshal will be in use for the tournament.

5. General Business

- Next meeting – Feb 15th 2021.