



Hutt Valley Tennis

PO Box 45017,
EPUNI.

Phone (04) 567 6912
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email: huttvalleytennis@xtra.co.nz
web: huttvalleytennis.co.nz

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
TO BE HELD ON MONDAY 3rd SEPTEMBER 2012 AT MITCHELL PARK
7.00pm – 7.45pm

(Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Glen Schimanski)

Present: Tony G, Tony S, Joe Glover, Glen Schimanski)

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

- Heat pumps quote \$11, 370
:Outward.

Current building repairs update

- Les to follow up on Ceiling, heaters and heat pumps
- Agreed for Colin White to fix leak for \$1043.50
- Get Colin to comment on the wet floor in the lounge

Squash work status

Finance

Future plans

Commentary:



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 3rd SEPTEMBER 2012 AT MITCHELL PARK
7.45pm

MANAGEMENT COMMITTEE

Present: Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, John Horrocks, Craig Eves, Jackie Clarke, Ian Miller, Glen Schimanski, Toni Kane)

Apologies: Les Stewart

Minutes of previous committee meeting 6th August having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

- 29 August Chris Milne – Bank fees – Kiwibank alternative
- 8 August – Paddy Wells – presidents grade entry form and format
- 7 August – Wainuimata Tennis club – nomination of Toni Kane – development fee

• Outwards.

- Tennis Central AGM – proxy votes

Resolved Joe to be Chaiman Moved Jan/ Glen

Reports:

Complex Managers

- Mitchell Park Open Day to be held on 15 September Helpers required
- Club information required for hand out on Open Day– Andrew to follow up with clubs
- Open Day information flyer to be redesigned Andrew/Toni
- A register of participants in Open Day to be kept and an opportunity to sign up for information provide - Andrew
- Information provide on Open Day for Breeze radio station – Andrew to follow up

Finance : Glen –

Resolved The Hutt Valley Tennis Association require their existing signatories replaced by Secretary Craig Eves, Chairman, Joe Glover, Treasurer Glen Schimanski. Two of the three signatures are required Moved Joe Glover seconded Glen Schimanski carried

Resolved The Hutt Valley Tennis Association require online payment setting up with the National Bank. Moved Joe Glover seconded Glen Schimanski carried

Resolved The Hutt Valley Tennis Association to open the same number of accounts/sub accounts as they currently have with Kiwibank. The signatories are the Secretary Craig Eves, Chairman, Joe Glover, Treasurer Glen Schimanski. Two of the three signatures are required. Moved Peter Calder seconded Joe Glover carried

- No financial report available
- Xero to be looked at to use more of its features Glen

Junior: Peter

- 17th September for junior conveners meeting with a follow up meeting if required for training on using tennis interclub program
- Peter to try and recruit a HVT junior interclub convener – possibly from existing club conveners.

Regional: Wayne

- TCR are now looking after this so Hutt Valleys involvement will not be so large
- Starts on 13 October

Senior: Trevor

- Interclub conveners meeting 10th September to establish teams in grades based on entitlements – there are some more entries



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Mitchell Park Development & Maintenance: John

- Holes in the netting on court 10 and 11 to be repaired – Andrew/John
- Maintenance schedule to be finalised and used to gain funding - John
- Court 1 & 2 plans progressing – separate contractors for work are acceptable
- Meeting with council regarding feasibility of relocating Mitchell Park to council land at Boulcote Park in the long term

Calendar: Joe

- Existing calendar looked – uploaded to website

Tennis Central/Tennis NZ:

- Proposal for extra regional teams did not have general support of Hutt Valley players

Resident Coach Update – Ian

GENERAL/AOB

“(Matters raised under previous issues – sponsorship, publicity, newsletter ,draws, publishing in Dom Post, website plans, TMS, Top dog plus any other topics resulting from discussions)

- Contacts of members to be updated on website - Joe
- A key register required to keep track of keys – people who no longer require keys are to be followed up to hand these back
Follow up with Andrew and Chubb to update or create a new register one
- An event for expression of thanks to Chuck and Mariska for work done coaching to be arranged.

Next meeting Monday 1 October



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MINUTES FOR EXECUTIVE COMMITTEE & MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 3rd October 2011 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.05 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Wayne Dahlberg, Les Stewart, Ian Miller,
Ross Bisley)

Apologies: Tony Stallinger, Les Stewart

Minutes of previous committee meeting of 5th September having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Minutes approved - moved Jim/Ross

Current building repairs update

- Agree to paint the rest of building interior with a split of 60 squash :40 tennis, subject to tennis committee approval.
- Quote for painting of \$1965 upstairs and \$4530 for downstairs – happy to use existing contractor if possible as happy with the quality – Jim will get another quote to see if it is in the same ballpark.
- Signage that is visible from street for Mitchell Park would be beneficial as Mitchell Park is hard to find from the street.
- Lino seems to be bubbling and can see scuffs, Andrew to check with cleaner
- Trees around court 1 need clearing, possibility of moving Proshop to front of building discussed.

Squash work status

- Future plans re ventilation – possibility of heat pumps to keep condensation down

Finance

- Confirm \$14 078.30 Credits \$11 299.96 Debits Moved Tony G , Ross .
- Amount for Harris Builders of \$954.50 need to be transferred to Tennis account.

MANAGEMENT COMMITTEE 7.30 - (Members: Wayne Dahlberg, Les Stewart, Ian Miller, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Apologies: Les, Joe

Minutes of previous committee meeting 5th September having being circulated earlier, to be taken as read.

Minutes approved moved John/Trevor

Correspondence: Inward.

- 1/10 Notification of Hexangular tournament
:Outward.

Joe has volunteered to be Chairman

Reports:

Complex Managers

- Slazenger to provide extra balls for signage outside agreement.
- Open Day advertising cost to be reviewed – 17 new members
- Club information would be good

Finance: Ross

- Expenditure \$9554.73 Confirmed Peter/John
- Agreed to 60:40 for balance of interior painting as quoted

Maintenance

- Proposed timetable presented for replacement of courts 1 & 2 by John

Junior:

- Meeting on 4 October – number of teams are 79 slightly down on last year



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Regional Interclub & Tournaments:

- Started as scheduled , Hexangular tournament being organised

Hutt Valley Interclub & Tournaments:

- Teams finalised and draws to be added to website
- Look at possibility running a closed Hutt Valley tournament in conjunction with a prize giving



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MINUTES FOR EXECUTIVE COMMITTEE & MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 7th November 2011 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.05 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Apologies: None

Also Present: Craig Eves, Wayne Dahlberg

Minutes of previous committee meeting of 5th September having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

September minutes approved Jim/Ross

Correspondence: Inward.

25/10 Christine Barnett – answers to questions on complex property, revarnishing, chair recovering

5/10 Complex Manager – explanation from cleaner regarding lino floor scuff marks and lifting of lino already existing

:Outward.

Membership of committee confirmed as Ross (Treasurer) Les Stewart (maintenance) Joe Glover (Chairman) – Wayne to be secretary with non voting rights.

Current building repairs update

- There is water overflowing from outside the bar that needs to be fixed : Les to look at and get fixed **Action Les**
- The drains on court 1 & 2 to be looked at when courts are resurfaced over Christmas break. **Action John**
- Women's changing room wall cladding – to be allocated to next years budget unless it is urgent
- Manhole cover needs to be replaced – quote for \$1800 + GST provided – needs breakdown of labour, material and if it included clearing of guttering **Action Jim**
- Guttering to be cleared when a cherry picker is hired for the lights **Action Les**

Squash work status

- Extra rail for squash gallery required to conform to building regulations
- Painting of squash courts to be done
- Look at alternative heating for upstairs social room– heat pump

Finance

- Account for Tennis Honours board from September accounts transferred to Tennis accounts
- Electricity and gas accounts figures over May – Oct presented to see if there is an effect from new squash lights. Hard to see a trend in figures and there are lots of variables that need to be taken into consideration
- October Executive Account Credits \$15 032.80 Debits \$26 804.25 confirmed **Ross/Tony G**

Commentary:

MANAGEMENT COMMITTEE 7.30 - (Members: Wayne Dahlberg, Les Stewart, Ian Miller, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Present:

Apologies: None

Minutes of previous committee meeting 3rd October having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

September minutes approved Joe/Trevor

Correspondence: Inward.

1/11 Tennis Central – non voting members of committee proposal



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29/10 Peter Calder –Conditions for Coaching at Mitchell Park
:Outward.

Reports:

Complex Managers

- Approve Alan Kirton to help out at Pro Shop Ian/ Ross
- Christmas Pro shop promotion to be emailed : Andrew
- Signage to be looked at for events: **Action Andrew**
-

Finance: Ross

- Confirmed expenditure of \$ 37 063.92 for month of October 2011-11-17 **Peter/Trevor**
- Business House fees – Rate card to be amended to read a minimum of 7 rounds with a maximum of 2 rained off rounds: to be uploaded to website :**Action Andrew**

Maintenance:

- The contractors Program ,Maintenance are to inspect their painting as there are some signs of wear
- Trees on court 1 are to be taken out on 19/11 this will affect tennis play in the morning – use the spare court 9
- The hedge for bowling club will be trimmed
- Spare old nets are to be donated to schools who allow HVT to use their courts
- Approved recovering of chairs approve 50 chairs @ \$15 with split being 60:40 as this is seen as general maintenance Joe/Peter
- Approve expenditure on manhole cover **John/Wayne**
- Contact Council (Bruce Hodgkins)regarding missing chain and padlock for gate **Action Wayne**

Junior:

Regional Interclub & Tournaments: Wayne

- 28/29 April Champions of champions tournament : Ian to confirm this doesn't conflict with any other tournaments
- Regional starting on 29th Jan
- Heaxangular being organised

Hutt Valley Interclub & Tournaments: Trevor Interclub ,

- Wayne has volunteered to run Hutt Valley Open **Action Wayne**

Mitchell Park Development progress and plans:

Tennis Central/Tennis NZ:

- Tennis Central are wanting all people who participate in tennis of any kind to be stored on a central database
- Conference call for region : Joe has nominated to participate as HVT representative. **Action Joe**

GENERAL/AOB

- Review of Calendar to be done on a monthly basis
- The use of video cameras filming players without permission was discussed – it was thought that the person being filmed should be asked for their permission before this occurs. It is difficult to make any formal policy on this as it is hard to define what is a private and public area.



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MINUTES FOR EXECUTIVE COMMITTEE & MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 5th December 2011 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.05 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present:

Minutes of previous committee meeting of 7th November having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

:Outward.

Current building repairs update

Squash work status

Finance

Future plans

Commentary:

MANAGEMENT COMMITTEE 7.30 - (Members: Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Present:

Apologies: Ian, John, Wayne

Minutes of previous committee meeting 7th November having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

5/12 Peter Calder – expenses receipts

4/12 Ian Miller – progress on fencing for court 1-4 with Bachler Deck

16/11 Andrew Chuah – smell in changing rooms

10/11 Tennis Central – walk on rights policy document

:Outward.

Reports:

Complex Managers

- Attempted Break in of honesty box, - Andrew to get repaired and add signage to say it is cleared everyday
- Andrew to draft a letter to Upper Hutt – regarding interclub fees
- Favourable trends in Pro Shop sales compared to last year

Finance: Ross

- Move Ross/Les confirm commitment of \$20, 907 for November 2011

Junior: Peter

- Christmas tournament have 440 entries so far – internet banking generally going well, redesign the entry form to ensure all details are included with entry, 12's rep tournament on 18 – 19th February – possible reschedule to Waitangi weekend

Hutt Valley Interclub & Tournaments: Trevor Interclub ,

- Hutt Valley Open requires extra volunteers – Peter and Craig are able to help where possible

Mitchell Park Development progress and plans:

- Ian waiting for price for fence,
- the trees on court 1 haven't been cleared.



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- Chairs are being recovered as agreed in exec committee previously

Calendar

- The current calendar has been uploaded to the website

GENERAL/AOB

Meeting closed at 9:10pm, next meeting 13th February



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MINUTES FOR EXECUTIVE COMMITTEE & MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 5th March 2012 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.05 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present:

Minutes of previous committee meeting of 13th February having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

:Outward.

Current building repairs update

- Problem with sauna to be investigated
- Honours board and squash board to be fitted Andrew to liaise
- Email – Craig to check distribution list
- Mitchell Park Signage – Andrew managing with signwriter
- Garage light – Les to fit 2 way switch

Squash work status

- Safety rails for squash gallery – funding applied for
- Bar refit – talking to Dominion Breweries

Finance

- Confirmed payments for December and January
- Special exec meeting to be held on 1 March 8pm to discuss Exec account balance and the split between squash and tennis

Commentary:

MANAGEMENT COMMITTEE 7.45 - (Members: Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Apologies:

Ian, Jackie

Minutes of previous committee meeting 13th February having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

- 11/2 John Horrocks update on front fencing and court 1&2 drainage.
- 27/1 Complex Manager – leak in Committee Room – builder Wayne Guppy to have a look at
- 15/1 Pot hole near entrance fixed by McCormacks
- 12/1 Bachler Deck – revised quote for front fencing – paint pipes \$4100, fencing \$5800, south gate \$2,380 excl GST
- 12/1 Complex Manager – floors sanded, honours board and fencing progress
- 30/12 Peter Calder Final results for Junior Christmas tournament – revenue received \$9,585.00_
- 11/12 Cheques for affiliation fees for Upper Hutt 2010 have been posted
- 8/12 Complex Manager – gate lock and Pro Shop signage arranged.
- 11/10 Epuni Tennis Club – official letter to dissolve of the club

Reports:

Complex Managers

- Sales increased substantially for Dec , January ,
- Laptop for Complex Manager is being setup
- Invoices to be chased up
- Roof leak to be fixed through Wayne Guppy



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Finance: Ross

- Confirmed payments for December of \$32 492.42 and January of \$50 288.03 Les/Joe

Junior:

- Tournament planner working well, Xmas tournament very successful still some problems collecting fees
- 82 teams in interclub up 6 teams from pre Xmas
- Move payment of up to \$544 for dinner for junior reps in quad tournament John/Les
- Move the appointment of a paid junior convener John/Joe and look at applying for funding for this.

Regional Interclub & Tournaments: Wayne

- Court allocation to be discussed with TCR and to be done before the season starts
- Hutt Valley Open not held due to lack of entries

Hutt Valley Interclub & Tournaments: Trevor Interclub ,

- 6 May prize giving

Mitchell Park Development progress and plans:

Calendar

- Coordination of calendar discussed

Tennis Central/Tennis NZ:

GENERAL/AOB

Next meeting March 5

(Matters raised under previous issues – sponsorship, publicity, newsletter ,draws, publishing in Dom Post, website plans, TMS, Top dog plus any other topics resulting from discussions)



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TO BE HELD ON MONDAY 5th March 2012 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.05 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present:

Minutes of previous committee meeting of 13th February having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

:Outward.

Current building repairs update

- Sauna – stain on floor – attending to – Tony to get second opinion
- Honours board in lounge needs to be put on wallboard – Andrew to organise
- Signage – Andrew to approach Jason Canning to organise
- Garage light – Les attending to

Squash work status

- Squash court balustrade being done – court one painting completed – funding to be applied for
- Bar future plans being worked on

Finance

- Payments for approval Moved Tony/Wayne

Commentary:

MANAGEMENT COMMITTEE 7.45 - (Members: Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Apologies: Les Stewart, Jackie Clarke

Minutes of previous committee meeting 13th February having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

5/3 Peter Calder – Junior Convener position description

2/3 John Horrocks Payment to Bachler Deck – grooming and drainage

1/3 Wayne Dahlberg – Exec account thoughts

24/2 Ian Miller proposed new Affiliation Fee model from Tennis New Zealand

13/2 Peter Calder - Junior quad dinner cost

Reports:

Complex Managers

- Signage – Andrew to approach Jason Canning to design an appropriate street sign for Mitchell Park Complex
- Hireage for tournament /functions good for next few weeks
- Eyelets for net stay required also posts are starting to rust – Bachler Deck to be contacted
- Laptop for Complex Manager has been set up
- Sales are doing very well compared to historic figures

Finance: Ross

- Confirmed payments of \$16 754.57 for February 2012 **Moved Joe/Trevor**

Junior:- Peter



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- Junior quad tournament was successful and using Mitchell Park for sleepover went well
- Junior convener position description created and funding sources with tennis Central and other bodies to be investigated.

Hutt Valley Interclub & Tournaments: Trevor Interclub ,

- Champion of Champions tournament 28/29 April – Trevor to create fact sheet for distribution
- The Hutt Valley Open may need rescheduling and promotion to ensure more entries

Mitchell Park Development progress and plans:

- Drains for courts 1 & 2 have been flushed – funding needs to be applied for

:

GENERAL/AOB

Auditor fee of \$7500 – check for reasonableness

(Matters raised under previous issues – sponsorship, publicity, newsletter ,draws, publishing in Dom Post, website plans, TMS, Top dog plus any other topics resulting from discussions)

Next meeting

Monday 2nd April



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MINUTES FOR EXECUTIVE COMMITTEE & MANAGEMENT COMMITTEE MEETINGS
HELD ON MONDAY 2nd APRIL 2012 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.05 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present:

Minutes of previous committee meeting of 5th March having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

:Outward.

Current building repairs update

Sauna – Jimmy to deal with and make recommendation – Colin White to be approached

Squash work status

Finance

Confirmed expenditure for March 2012 Les/Wayne

A quote for an Audit is required

Future plans

Commentary:

MANAGEMENT COMMITTEE 7.45 - (Members: Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Present:

Apologies:

Minutes of previous committee meeting 5th March having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

Reports:

Complex Managers

Finance: Ross

Confirmed expenditure of \$38 096.65 for March 2012 Joe/Peter

Thanks to Wayne for investigating historic accounts for executive account.

Junior: Peter

Regional Interclub & Tournaments: Wayne

Hutt Valley Interclub & Tournaments: Trevor Interclub ,

May 14th senior prize giving – Trevor to arrange

Mitchell Park Development progress and plans:

No core samples done, eyelets fixed , runoff to be looked at



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Calendar

AGM – 27th August – a finance meeting before hand would be good

Midweek –

Prize giving and fun tournament 2nd May – approve sponsorship for balls Joe/Les

Tennis Central/Tennis NZ:

GENERAL/AOB

- Midweek prize giving
- audit programme
- 2012/13 budget– request any estimates of any one off items or changes over above standard operating costs. For Exec and tennis
- the rate card to tennis to agree changes to include for 1st draft proposal for the May meeting

(Matters raised under previous issues – sponsorship, publicity, newsletter ,draws, publishing in Dom Post, website plans, TMS, Top dog plus any other topics resulting from discussions)



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MINUTES FOR EXECUTIVE COMMITTEE & MANAGEMENT COMMITTEE MEETINGS
HELD ON MONDAY 7th MAY 2012 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.05 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present:

Minutes of previous committee meeting of 7th May having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

:Outward.

Current building repairs update

Sauna – Jimmy to deal with and make recommendation – Colin White to be approached

Squash work status

Finance

Confirmed expenditure for March 2012 Les/Wayne

A quote for an Audit is required

Future plans

Commentary:

MANAGEMENT COMMITTEE 7.45 - (Members: Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Present: Ian Miller

Apologies: Peter, Ross Wayne, Les

Minutes of previous committee meeting 7th May having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

Reports:

Complex Managers

- Upstairs floor has moisture damage – it appears to be from the sauna, Jimmy to have a look at this. Joe to discuss with squash to prevent further damage being done.
- Court grooming process to be reviewed and flat spots identified to try and rectify.
- Racquet chute to be looked at further as this brings in extra business for other shops
- Chip fryer caused leak – new one purchase
- HCC health inspection of kitchen failed written report yet to be received. Exec committee to decide the way forward for the kitchen
- Andrew to contact possible caterers who might be interested in running the kitchen

Finance: Ross

- Confirmed expenditure of \$22, 189.20 for April 2012 Joe/John
- Budget for prize giving to be set to maximum of \$200



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Work on MPS/Tennis Executive account balance at 31st May 2009.

As at 7th May 2012.

Significant time has been spent on this exercise by Wayne Dahlberg and Ian Miller.

Some further work is required to verify figures.

The approach has been to identify errors within the PC schedule that may have been caused by the PC having incomplete information.

On completion a full report and file will be produced to back up all findings and the proposed solution.

To date the following findings are relevant.

1. The bank balances at 31 May 2009 included a receipt from the Lion Foundation of \$7,663

2. Interest Income is allocated to tennis 2008 - \$2,457 , 2009 - \$3,591 \$6,048

3. In 2005 a grant from NZCT of \$39,163 was paid into the complex bank account.

\$15,000 was allocated to MPS; the balance of \$24,163 was allocated to tennis. \$24,163

However the grant in total was not shown as a reduction of complex expenses.

4. There is an audit confirmation signed by Brenda Hood as secretary for MPS

Agreeing the current account balance due from MPS to HVT of \$11,671 at 31 May 1998

This is the same balance as in the accounts.

5. There is an error of principle in the calculation of the Squash apportionment figure used in the accounts since Ross took over the accounts from John Donahue in the year ended 31 May 2001 this has an effect on the current account movements due by MPS to/from HVT.

The loan repayment was in effect double counted in both the squash contribution and the current account movements.

This was \$5,500 for the 4 years 2001 to 2004 and \$5,192 for 2005. A total of \$27,192.



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6. Bank statements back to 29th September 1999 have been obtained.

Wayne has scheduled all movements in these. Ian Miller is proving the completeness of the schedule.

Once we carry out a number of proofs we should be able to identify and confirm:

-Actual payments each year by tennis and MPS.

-Under/over payments by MPS and Tennis for the years where the cash surplus has been generated.

Junior: Peter

- Prizegiving held on 6 May
- Tournament on 30 June – 4 July
- The committee resolved that a request be made to Pub Charity for a grant of \$15,000 plus GST annually to fund the position of Hutt Valley Junior Events Coordinator.

Regional Interclub & Tournaments: Wayne

Hutt Valley Interclub & Tournaments: Trevor Interclub ,

- May 14th senior prize giving – Trevor has informed clubs
- Trevor to confirm how many Hutt Valley teams coming down from regional with Ian

Mitchell Park Development progress and plans:

- Core samples not done on court 1-4
- Quotes for Courts 1-4 required and also just court 1&2
- Insurance quote provided by one supplier – look at alternatives to reduce costs.

Calendar

- AGM – 27th August – a finance meeting before hand would be good

Midweek

- Prize giving and fun tournament postponed to 9th May

Tennis Central/Tennis NZ:

GENERAL/AOB

(Matters raised under previous issues – sponsorship, publicity, newsletter ,draws, publishing in Dom Post, website plans, TMS, Top dog plus any other topics resulting from discussions)



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MINUTES FOR EXECUTIVE COMMITTEE & MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 11th JUNE 2012 AT MITCHELL PARK STARTING 7.00PM. EXECUTIVE
COMMITTEE 7.00 – 7.45 (Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present: Jim, Les, Joe, Ross, Wayne

Minutes of previous committee meeting of 7th May having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.
:Outward.

Current building repairs update

- Kitchen passed inspection – OK for 2 years. Andrew has a checklist for cleaning the kitchen.
- Jim to sort fixing of sauna – if this isn't fixed by next meeting the sauna will be closed

Squash work status

Finance

- Finance approved subject to squash paying tennis \$780 for share of credit card charge on squash subs collected by Pro Shop
- Ian to sit with Pat and discuss if required
- Tony to send Pat the details
- Squash appreciates all the work done by Ian and Wayne on this

Future plans

MANAGEMENT COMMITTEE 7.45 - (Members: Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Present:

Apologies:

Minutes of previous committee meeting 7th May having being circulated earlier, to be taken as read.

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

5 June – Ian Miller Executive account balance – final under/overpayment for past years with explanatory notes and spreadsheet.

25 May – closure of driveway for tree removal

25 May – Complex manager and others - Kitchen inspection 18th May and maintaining cleanliness

15 May Complex Manager – Racquet chute installation

10 May – Hutt City Council - Food hygiene regulation report

Outwards.

10 May – Junior development grant application to Pub Charity

Reports:

Complex Managers

- Kitchen health inspection passed
- A cleaning procedure to be written and displayed in kitchen



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- Caterer Ben Roe has been approached and is interested
- Signage for complex – Julie Robb from council needs to be consulted
- Signs for courts sourced, Andrew to order

Finance: Ross

- May Payments of \$13 638.89 confirmed Joe/Peter
- Ross will be stepping down – Ian to draft requirements and circulate to clubs
- The committee thanked Ian and Wayne for all the work done on the executive account

Junior: Peter

- Winter entries coming in
- Requirement from NZ for low compression balls to be used for under 10's tournaments

Regional Interclub & Tournaments: Wayne

- Holding prize giving on 11 June
- Calendar created up to 2013

Hutt Valley Interclub & Tournaments: Trevor Interclub ,

Mitchell Park Development progress and plans:

- Les and John to update to be included in minutes

Calendar

- Masters tournament in Wanganui

Tennis Central/Tennis NZ:

GENERAL/AOB

- Executive Committee will forward recommendation to Pat Sheehan with the suggestions that Ian is available to discuss any details . The Exec committee have agreed with the recommendation for a transferring adjustment to correct an amount to tennis reserves in 2012



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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS TO BE HELD ON MONDAY 9th JULY 2012 AT MITCHELL PARK 7.00pm – 7.30pm

(Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present:

Minutes of previous committee meeting of 11th June having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

- 5 July Ian Miller to Exec – final wash up figures

:Outward.

Current building repairs update

Squash work status

Finance

The Executive Committee approved for the current year transfers to the Development/Replacement reserves.”

Future plans

Commentary:



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS TO BE HELD ON MONDAY 9th JULY 2012 AT MITCHELL PARK 7.45pm

MANAGEMENT COMMITTEE Members:

Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke)

Present:

Apologies: Wayne

Minutes of previous committee meeting 11th June having being circulated earlier, to be taken as read.
Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

- 6 July – Paddy Wells – Business House Fees, ideas.
- 20 June – Paddy Wells, Dick Werry – Presidents grade Interclub – pre season meeting 10th September to discuss future

Outwards.

- 12 June – Ian Miller –to tennis Central – advertisement for resident coach.

Reports:

Complex Managers

- Proshop website for sales – Andrew to consult with Joe and Craig and report back
- Business House – Andrew met with some members and made some recommendations to try and promote Business House and also pricing and catering issues
- Light on the driveway to be reported to council – Andrew

Finance: Ross

- Insurance has increased to 26 000 this year – new quotes to be sought around March April 2013 with possibility of group rate for sports through Tony Johnstone – Craig to arrange quote for next year.
- Prospective volunteer treasurer interest – need to define roles and talk to interested parties.
- Draft Annual budget and results presented – budget may need revisiting with continued reduction in member numbers.
- A pre AGM meeting to be held on 13 August to present and discuss financial reports – similar format to last years
- The committee thanked to Ian for preparing and presenting the draft consolidated annual accounts
- Confirmed payments of \$21 885.31 for month of June Peter/Joe

Junior: Peter

- Successful July tournament held with around \$5 000 profit
- Trial with tournament TV went well
- Letter sent to parents on unacceptable behaviour

Regional: Wayne



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Senior: Trevor

- President grade to have a meeting on 10 September to be convened by Paddy and Dick to increase participation

Mitchell Park Development & Maintenance: John

- report provided for development of front courts –
- Evaluation of court and substrate to be done. Initial investigations are court 1 & 2 require concrete base with court 3 & 4 still having 3 – 4 more years of life
- Quotes for concreting to be finalised

Calendar: Joe

Tennis Central/Tennis NZ:

- AGM 25th August 4pm – club delegates to be advised to tennis central by 4th August.
- Advise Ian Miller who will be attending and can vote on your clubs behalf by proxy if a club representative is not able to attend

Resident Coach Update – Ian

- 5 applicants – 2 to be asked for further details

GENERAL/AOB

“2012 Year end audit.

The draft accounts are currently being audited.

The committee is requested to approve the draft accounts showing a net loss for the year of \$9,916 subject to any audit adjustments.

The committee is requested to approve delegation of the signing of the letter of representation and accounts to Ross Bisley, Treasurer and Joe Glover, Chair, material adjustments are to be notified to the committee. The Exec. committee only deals with the complex costs and their allocation to MPS. Moved Peter /Les carried



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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS TO BE HELD ON MONDAY 6th AUGUST 2012 AT MITCHELL PARK 7.00pm – 7.45pm

(Members: Tony Gambitsis, Jim Canning, Tony Stallinger, Les Stewart, Joe Glover, Ross Bisley)

Present:

Minutes of previous committee meeting of 9th July having being circulated earlier, to be taken as read..

Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

-

:Outward.

Current building repairs update

Squash work status

Finance

Future plans

Commentary:



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS TO BE HELD ON MONDAY 6th AUGUST 2012 AT MITCHELL PARK 7.45pm

MANAGEMENT COMMITTEE Members:

Wayne Dahlberg, Les Stewart, Peter Calder, Joe Glover, Trevor Dine, Ross Bisley, John Horrocks, Craig Eves, Jackie Clarke

Present: Glen Schimanski
Apologies: Peter Calder

Minutes of previous committee meeting 9th July having being circulated earlier, to be taken as read.
Matters Arising. Matters arising to be considered within the body of the meeting.

Correspondence: Inward.

- 2 August – Audited Financial statements – Markham Miller and Dean
- 19 July — Business House Forum, minutes Andrew.
- 18 July – Markhams Miller and Dean – Audit clearance for transfer of \$32,692 due to MPS in respect of the 2000 – 2005 years
 - **Outwards.**
- 2 August - Notice of AGM

Reports:

Complex Managers

- Mike Flannery is coaching on business house nights
- Tennis Open Day September 15th – clubs need to be represented
- Reps and sponsors have been contacted
- Scoreboards have arrived
- Business House payment of fee may need review to help prevent non payment

Finance: Ross – Approval of revised budget Moved Jo/seconded Les

- Confirmed payments of \$19 035.67 for July Moved Jo /second Les
- Committee recommended Glen Schimanski as HVT treasure
- Proposed budget presented for 12/13 with \$26 000 surplus approved Les/John
- Propose the fees for Hutt Valley tennis remain the same as last years for the AGM moved Les /John
- Flat fee proposal from tennis New Zealand discussed
- Committee thanked Ross for the long and varied service given to Hutt Valley Tennis

Midweek: Jackie

- Two teams from Kapi Mana to join midweek ladies competition

Regional: Wayne

- Starts 13 October
- There is a mixed grade Saturday afternoon may be good for Hutt Valley teams to enter
- Possibilities of additional grades to regional tennis discussed

Senior: Trevor



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- Interclub conveners meeting to be arranged

Mitchell Park Development & Maintenance: John

- Courts due for spraying
- Half of hedge needs trimming by the bowls area
- New court surfaces for court 1 & 2 preparation to be finalised

Calendar: Joe

Tennis Central/Tennis NZ:

Resident Coach Update – Ian

- Resident Coach agreement with Andy Wheeler signed and very happy with the fit of this with Mitchell Park requirements.

GENERAL/AOB

“AGM.

(Matters raised under previous issues – sponsorship, publicity, newsletter ,draws, publishing in Dom Post, website plans, TMS, Top dog plus any other topics resulting from discussions)



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