MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 1st SEPTEMBER 2014 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Tony Stallinger, Glen Schimanski, Jan Milne)

**Present:** Glen Schimanski, Jan Milne, Dru Reid, Tony Gambitsus and Andrew Chuah for part of the meeting

**Apologies:**

**Minutes** from last meeting were discussed thoroughly and approved: **Dru Reid/Jan Milne**

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

**Correspondence:**

* Inward –
* Outward –

**Current building repairs update:** Andrew presented written options following the break in to the pro-shop and discussed whether to claim on insurance and incur an excess of $1000. Discussed whether to encourage public to use outside toilets rather than inside ones (members and members visitors only) to reduce change of theft of personal belongings.

Agreed: To obtain quotes for camera and lighting security from Advance Security and one or two other companies.

**Squash work status:**

**Finance**

Budget Discussed:

Accounts approved: $35,267.99 with a balance of $6,410.49 Dru Reid and Jan Milne

Glen to send squash an invoice for their contribution to the audit fee ($2300) – Tony G to discuss amount with Ian.

**Future plans**

Dru Reid was invited to the tennis AGM on the 25th August at 7.30pm

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 1tst SEPTEMBER 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley, Anna Brownlie)

**Apologies:**

**Present** Shane Jackson

**Minutes of previous committee meeting having being circulated earlier, to be taken as read.** Approved: Trevor/John

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

**Correspondence:**

Inward:

Outwards:

**Reports:**

**Complex Manager:** Shane

* Figures for pro shop sales not required as this is run by Thump as a separate entity
* Shane to review the security – quote for cameras seemed high and may not be effective
* Stock figure has been agreed to and vouchers issued for junior prizes previously will be honoured.
* Operations manual is to be prepared by Shane
* Open day has been postponed
* Bonus payment approved for the last two years of $5902 as per contract Eddy/Tony

**Strategic Issue**

* Will work with Thump sport to help with promotion of tennis
* Moved That Ross, Craig and Jan be the tennis reps on the Executive committee Trevor/John passed

**Finance:** Ross

Ross Bisley to be added as a signatory to Hutt Valley Tennis bank accounts .Wayne Dahlberg and Glen Schimanski to be taken off as signatory. Moved John Horrocks seconded Jackie Clarke carried

* Payment figures not available – access to accounts to be arranged for new treasurer

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – –A quote for courts 1 & 2 to be sought

**Junior:** Anna Brownlie

* One more Hutt Valley tournament to be added for 2015 around 8 – 13 April.

**Senior:** Trevor

* . Rule updates made and added to website – simplifications made to rules rather than changing rules
* Club entitlements circulated to instreclub conveners

**Midweek:** Jackie

**Premier:** Jackie

* Competition to be run by Tennis central

**President:** Jan

.

**Calendar:** Jan

Online Calendar added to website

**Tennis Central/Tennis NZ:** Jan provided update on the regional meeting held in Palmerston North.

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 6st OCTOBER 2014 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Tony Stallinger, Ross Bisley, Jan Milne, Craig Eves)

**Present:** Ross Bisley, Jan Milne, Dru Reid, Tony Stallinger, and Shane Jackson for part of the meeting

**Apologies: Tony Gambitsis, Jan Milne**

**Minutes** from last meeting not required as meeting not held last month

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

**Correspondence:**

* Inward –
* Outward –

**Current building repairs update:**

Discussed a switch to turn off the heat pumps as they currently require a remote to turn off and the remote may not be available.

Agreed: To obtain quotes for an electrician – Shane to organise

Discussed extra cost of recycling estimated to be an extra $2000 per year

Moved that the recycling bins be cancelled carried Tony, Ross

Squash happy to have mag key access to complex from the ProShop end

**Squash work status:**

**Finance**

Budget Discussed:

Accounts approvedwith a payments of $5,079.09 Dru Reid/ Ross Bisley

Glen to send squash an invoice for their contribution to the audit fee ($2300) – Tony G to discuss amount with Ian.

**Future plans**

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 6th OCTOBER 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley, Anna Brownlie)

**Apologies:** jan Milne, Toni Kane

**Present** Shane Jackson

**Minutes of previous committee meeting having being circulated earlier, to be taken as read.** Approved: Trevor/Anna

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

**Correspondence:**

Inward: 5 October - HVT redevelopment Steering Group - Architects brief for new complex building

6 October HVT Trustees -concerns re procedure and timelines for building

Outwards:

**Reports:**

**Complex Manager:** Shane

* Figures for pro shop sales not required as this is run by Thump as a separate entity
* It would be good to provide comparative figures from last year
* Written Report -Break-in, Operational Manual being developed
* Alterations to shop to provide more open space almost finished

**Strategic Issue**

* Update from Steering Group - Architects Brief provided - Grahame Boyd who is an architect from Avalon Tennis will provide concept drawings at no costr
  + Discuss Pros and Cons of location of new club house (south end, court 5, existing or other)
  + List of additions made and being fedback to Council and architect
* Leave the bleachers on the North side of the court for viewing.
* Parking - retain at least 21 which is the current number of parking , but ideally 30.
* Access is needed to all bays of the courts by Cherry Pickers for repairing lights. So if the access alongside court 4 into court 9 is lost alternatives need to be made (cost).
* If we have covered courts eventually on the back bays on the south side; it will be useful to have an extra bot of land allocated outside the current fence line to accommodate the footings for the supports without taking space away from the courts.
* If we are committing to a new design and expense then we need an extension of the lease with rights of renewal up to 25 years.
* If we are returning the clubhouse area to Parks and gardens, then this, plus the allocated area that we have on the garden, less any new area added would need to create a lesser charge than now.
* We would only want 2 toilets accessible to the public and maintained by Council on the parks side of the building. We would not want public access directly to the showers and changing areas.
* General access to the clubhouse is anticipated by user groups using a security tag system.
* The final solution needs to be debt free.
  + Andy Wheeler has stepped down from the group (new member – Shane? Or Grahame Boyd)

What does the committee want to achieve between now and Christmas

**Finance:** Ross

* $9186.05 payments for September approved – August figures not provided
* Signatories for accounts still being processed – will complete this week
* Status of handover of Pro-Shop to Thump Sports
* Affiliation Fees Moved The affiliation fees will be invoiced to clubs based on the figures at the end of the previous year published in the HVT Annual report. 80% to be payable 20 November and 20% payable 20%. John /Anna carried
* Ross to invoice the clubs
* ETFPOS apportionment of fees to be agreed to with squash plus a schedule of other complex expenses and apportionmentbetween squash and tennis to be presented to excutive committee for approval eddy/Trevor carried
* TCR process? Or the same as we have done in the past? Dates affiliation fees are due – needed for the calendar

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – –John to write a covering letter for funding applications for courtst

**Junior:** Anna Brownlie

* Grades have been finalised and Draws to be made 37 boys and 30 girls teams starting 18 October.

**Senior:** Trevor

* Draw and teams being finalized – women’s division team require more entries – working on this with extra teams successfully found
* . **Midweek:** Jackie

**Premier:** Jackie

* Competition to be run by Tennis central

**President:** Jan

.Written report provided

**Calendar:** Jan

Online Calendar added to website

**Tennis Central/Tennis NZ:** Jan provided update on the regional meeting held in Palmerston North.

**Other business**

Coaching contract to be renewed –Andy Wheeler very busy and is available to talk in January. OK?

MP Open Day?

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 3rd NOVEMBER 2014 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Tony Stallinger, Ross Bisley, Jan Milne, Craig Eves)

**Present:** Ross Bisley, Jan Milne, Dru Reid, Tony Stallinger, and Shane Jackson for part of the meeting

**Apologies: Tony Gambitsis, Jan Milne**

**NOT HELD**

**Minutes** from last meeting not required as meeting not held last month

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

**Correspondence:**

* Inward –
* Outward –

**Current building repairs update:**

Discussed a switch to turn off the heat pumps as they currently require a remote to turn off and the remote may not be available.

Agreed: To obtain quotes for an electrician – Shane to organise

Discussed extra cost of recycling estimated to be an extra $2000 per year

Moved that the recycling bins be cancelled carried Tony, Ross

Squash happy to have mag key access to complex from the ProShop end

**Squash work status:**

**Finance**

Budget Discussed:

Accounts approvedwith a payments of $5,079.09 Dru Reid/ Ross Bisley

Glen to send squash an invoice for their contribution to the audit fee ($2300) – Tony G to discuss amount with Ian.

**Future plans**

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 3th OCTOBER 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley, Anna Brownlie)

**Apologies:** Ross Bisley

**Present** Shane Jackson

**Minutes of previous committee meeting having being circulated earlier, to be taken as read.** Approved: Anna/Trevor

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

**Correspondence:**

* Covered Courts information from Tennis Central – Distributed to Steering Group and John Horrocks.
* Embargoed Draft Tennis NZ Facilities Strategy received for use by the Steering Group.
* Tennis Central Ap Offer - ID Applications offer a special deal to all the Tennis Central Clubs/Associations wanting to also create their own App. A $600 discount will be given to every Tennis Clubs / Associations who take up this offer. ID Applications will also donate $200 for ever App sold toward the Tennis Central Junior Teams going to the National Teams Events in January. This exclusive offers expires on 1st December 2014.
* Powershop – switching power providers

Outwards:

* Letter from Ian Miller to AllFinz asking for a reduction in the insurance premium owing to no longer carrying stock in the pro-shop.
* Letter from Ian Miller to Futsal people offering to discuss use of Tennis Facilities for competitions to support multiuse policy.
* October Update to clubs with Architects Brief and Affiliation Fees letter

**Reports:**

**Complex Manager:** Shane

* Written Report -propose to apply for funding for replacement nets and straps
* Provide support for Upper Hutt tennis club while they have no courts at their club

**Strategic Issue**

* Mark Curr – Sports development officer to provide support for community sports in the Stokes valley Avalon areas and provide support and workshops to support club administrators
* Forum for clubs to be held 6-7 Dec for clubs
* Location and type of clubhouse facilities discussed - ranking of features and costs need to be made as well as the possibility of retaining existing facilities and the costs of this

**Finance:** Ross

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – –John to provide a price for base so we can assess whether to go ahead without the base – need to know the future of the complex location.

**Junior:** Anna Brownlie

* Two rounds have been played and progressing well.
* Arrangements in place for the Xmas Tournament with prize vouchers to be provided by Thump Sports.

**Senior:** Trevor

* 6 womens teams. To invite junior teams post Christmas and request that 1 Hutt Valley Team go to Regional after Christmas
* Presidents invoicing to clubs – to clarify with Paddy as to the membership of each team so that clubs are billed only for members of their club and not non-affiliated players.

**Midweek:** Jackie

To confirm that small prizes for the end of year midweek can be part of Thump Sports Prizes

**Premier:** Jackie

* Fines for defaults will be enforced

**President:** Jan

Written report provided

**Calendar:** Jan

Online Calendar added to website

**Tennis Central/Tennis NZ:** Jan provided update on the regional meeting held in Palmerston North.

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 1st December 2014 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Tony Stallinger, Ross Bisley, Jan Milne, Craig Eves)

**Apologies:** Tony Stallinger, Dru Reid

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

**Correspondence:**

Inward:

Outward:

**Current building repairs update:**

Facilities manager report – Shane Jackson

Work on water cooler and urinal to be looked at. A switch to automatically turn off appliances when there is no movement sensed for a long period to be installed.

General look at measuring electricity use and ways to reduce energy usage to be looked at by Shane in conjunction with Les Stewart

**Squash work status**

Bar will probably still need upgrading as move still a few years away and need to still be presentable and safe

The bond for hiring the venue to be reviewed as it has stayed the same for many years

**Finance**

Accounts for approval – October and November

Confirmed payments of $7127.36 October 5139.98 November Moved Tony G/Jan

**Cost apportionment schedule**

**Future plans**

Jan to organise a meeting to discussion with squash the separation of the two organisations finances in preparation for move by squash. Discussed the membership of the subcommittee.

**Commentary: Other items**

Squash AGM to be held on 15 December 7pm

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 1st December 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Anna brownlie

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

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

**Correspondence:**

**Inward**:

* Letter from Pinehaven Tennis Club about the affiliation fees.

**Outwards**:

Response to Pinehaven Tennis Club to be endorsed and sent.

**Reports:**

**Complex Manager:** Shane

* Written Report
* Discussed summer pass for Mitchell Park to make use of quiet time over summer holidays
* Summer holiday program for squash and tennis to be considered
* Flexible Membership models to be looked at and evaluated by Shane
* Power consumption of appliances to be measured and ways to conserve power to be looke at by Shane
* Private hire policy to be writeen by Shane
* Grant application for replacement nets and umpire chairs drafted.
* More Tecnifibre windbreak has been obtained and will be installed

**Strategic Issues**

* James Murphy from the Upper Hutt Tennis Club is invited and is likely to attend to provide an update.- James was unavailable but report on school visit
* Strategic Meeting for Clubs - date
* The development subcommittee met with Trustees and have decided to look at alternative of using the existing building facilities as well as developing a new facility on the site

**Finance:** Ross

* Accounts for October and November to be approved
* Confirmed payments of $4565.57
* Account Balances are with Ross
* Status of Interclub Fee invoices discussed – the fees over/unders should balance out over time
* Discussed the Friday league fees and if they should be included as court hire
* Alternative Power providers for savings
* A proposal for application for funds will be made when quotes and funding organisations have been finalised. The resolution can be made and approved in between formal committee meetings

**Mitchell Park Development & Maintenance:** John

* Quotes for Courts 1 & 2 and Grants Application
* Moved and carried the following three items Jackie/Trevor
* 1 That Hutt Valley Tennis approve the letting of contracts to redevelop courts 1 and 2
* 2The re development sub committee manage this process keeping the full management committee and the trustees informed,
* 3. That grants be applied for before any work commences and a final budget, including any contribution from grants, be submitted to the HVT Management Committee for approval.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | McCormack Group | Baldwin Asphalts | Supergreene | Allturf |
| Asphalting | 24, 087 |  |  |  |
|  |  |  |  |  |
| Turf  Elite All Weather(AT)  Satellite Plus (SG) |  |  | 40980 | 43.990 |
| Uplift turf |  |  | 2200 | Not quoted |
| Base repairs |  |  | 1200-2400 | Not quoted |
| Nets and Posts |  |  | 3700 | 4200 |
| Totals | 24087 |  | 48080 -50480 | 48190 |



**Junior:** Anna

* Update
* Prize money discussed – Jan to discuss with Thump sport who have agreed to sponsor tournaments how this can be split.

**Senior:** Trevor

* Update

**Midweek:** Jackie

* Update

**Regional:** Jackie

**President:** Jan

As per written report attached

**Tennis Central/Tennis NZ:**

* Hexangular being coordinated by Jason Kane on our behalf

**Other business**

Coaching contract to be renewed –Andy Wheeler very busy and is available to talk in January. OK?

MP Open Day?

AGENDA FOR EXECUTIVE COMMITTEE MEETINGS

TO BE HELD ON SUNDAY 1st  FEBRUARY 2015 AT MITCHELL PARK

6.00pm – 6.30pm

(Members: Tony Gambitsis, Dru Reid, Tony Stallinger, Ross Bisley, Jan Milne, Craig Eves)

**Apologies:**

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

Cancelled

**Correspondence:**

Inward:

Outward:

**Current building repairs update:**

Facilities manager report – Shane Jackson

**Squash work status**

**Finance**

Process to decide on the division of finances when MPS move to Fraser Park

Accounts to be approved later.

**Cost apportionment schedule**

**Future plans**

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON SUNDAY 1st  FEBRUARY 2015 AT MITCHELL PARK

6.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Jackie Clark

**Minutes of previous committee meeting having being circulated earlier, to be taken as read. Moved Trevor/Toni**

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

**Correspondence:**

**Inward**:

* 21 Jan – Tennis scoreboards information
* 20 Jan – Kiwisport School Festival 27 March – acknowledgement of receipt of registration of interest
* 24 Dec - Malcolm Neilson – estimate for consultancy fee for Seismic design of existing building

**Outwards**:

**Reports:**

**Complex Manager:** Shane

* Written Report
* Power saving analysis has identified costs of power and looking at reducing the power consumption. Bar cooler will need looking at to see if theer is anissue. Lights are not big consumers of electricity

**Strategic Issues**

* Court 1-4 development - discussion of surfacing
* Will apply for funding for courts project when final quotes come in.
* Legal Opinion on Constitution passed Ross/John
* Strategic Meeting with Clubs and discussion of Shane's paper
* Update on the Steering Group
* Contract for Mitchell Park is due for renewal Jan and Trevor to discuss coaching requirements
* Kiwisports proposal will require a coach to organise the event

.

**Presidents Report**

* .

**Finance:** Ross

* Accounts
* Confirmed payments of 20 864.42
* Balance of accounts
* Tennis 76 595.54
* Court replacement 153 220.62
* Executive 74 349.34
* Development Levy 163 100.54
* Tournaments 9 572.27

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – quotes

**Junior:** Anna

* Update on Interclub and the Junior Tournament – Five new teams – Prize giving on 1 April

**Senior:** Trevor

* Interclub

**Midweek:** Jackie

* Interclub

**Premier:** Jackie

**President:** Jan

As per written report attached

**Calendar:** Jan – Any changes

**Tennis Central/Tennis NZ:**

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

TO BE HELD ON MONDAY 2nd  MARCH 2015 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Paul Barnett, Ross Bisley, Jan Milne, Craig Eves)

**Apologies:**

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

No meeting held in February. December Minutes to be approved at the next meeting as the February Minutes were brought (no meeting)

**Correspondence:**

Inward:

Outward:

**Current building repairs update:**

Facilities manager report – Shane Jackson

Quote for front door of 6 500 – 7 000 provided

Recommendation to install a keytag system for a cost of around $ 1000 .

Key tags can have expiry dates –

Look at the possibility of having a key tag for the lounge area – need to review bar licence to see if this is feasible

Mini skip is padlocked as domestic rubbish was being dumped in here

Outside kitchen flood and floor needs strengthening – Health and Safety.

**Squash work status**

Complete Stage 1 of Fraser park development for turf – no timeframe for Stage 2 which includes the squash courts and administration centre.

Suggested a need for a review of whether insurance on the building is needed.

**Finance**

Ross reported that a monthly payment from Squash was needed to be up to date: Paul to look into it.

A process to decide on the division of finances when MPS move to Fraser Park was discussed – squash have no definite date for moving so not ready to start discussing until more information on when this will happen. Dru reported that Sportsville are doing fundraising for the project.

Confirmed payments of 5 152.68 January 2015 Balance of $23,260.70 , 6301.35 February Balance of 26,100.35 Paul/Ross

**Cost apportionment schedule**

**Future plans**

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 2nd  MARCH AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:**

**Minutes of previous committee meeting having being circulated earlier, to be taken as read. Approved subject to removing figures in the Second Bullet point of Strategic Issuesminutes Trevor/Toni**

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

**Correspondence:**

**Inward**:

* Club returns from Muritai, Petone, Pinehaven, Upper Hutt and Avalon
* Finding grants update – circulated to all clubs
* Coaching course – Tennis Central

**Outwards**:

**Reports:**

**Complex Manager:** Shane

* Written Report
* Key tag system for access to complex to be installed for out of hour
* To obtain quotes for fences to be added to secure the complex
* Have given a staff member responsibility for Tournaments and Events. Anna and Shane to draw up a method for handling tournament income between Thump and HVT.
* An internal speaker system is to be installed for making announcements – could be blue tooth.
* Brochures have been designed for the Festival of Sport event with club contact details.

**Strategic Issues**

.

Strategic Plan: In depth discussion on Capability and Facilites sections. Jan to update Draft SP. Aim to sign off at next meeting.

Steering Group: Update provided by Jan on the Building Plans.

Submission to HCC on Long Term Plan: Jan to write

Community Law Centre Advice: Update provided by Jan

**Presidents Report**

.

**Finance:** Ross

* Accounts
* Confirmed payments of 3 343.58 Trevor/Eddy
* Balance of accounts
* Tennis 76 960.57
* Court replacement 153 951.91
* Executive 74 704.20
* Development Levy 163 878.99
* Tournaments 10 117.56
* Approved Ross/Eddy

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – quotes have been received for asphalting and artificial turf. Need more information about the base: John H to ask Malcolm Neilson for testing to be done
* Strategic direction of establishing a High performance centre in Hutt Valley may require hard courts
* Grooming of courts is $250 per court. More regular grooming would improve the playing surface.: John to look at an alternative and lower cost process for grooming.

**Junior:** Anna

* Update on Interclub and the Junior Tournament – Five new teams – Prize giving on 1 April – 5:30 – 6:30pm – Junior Convenors Meeting on Weds 22nd April.
* Festival of Sport all organised for March 27th - Antoinette and Shelly (Wainui) involved.
* Anna to announce Trans Tasman Teams and look into fundraising for the team.
* Moved and passed that $1000 to go into next years budget for junior rep team travel to Nelson/ Marlborough Jan/ John

**Senior:** Trevor

* Interclub
* Reduced fees for interclub was discussed – where there is not many teams in a grade a playoff round can be used to even out number of games.
* Trevor to organise date and program for Senior Prizegiving.

**Midweek:** Jackie

* Interclub

**Premier:** Jackie

**President:** Jan

As per written report attached

**Calendar:** Jan – Any changes

**Tennis Central/Tennis NZ:**

**Other business**

**Next meeting Monday 30th March**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

TO BE HELD ON MONDAY 30th  MARCH 2015 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Paul Barnett, Ross Bisley, Jan Milne, Craig Eves)

**Apologies:**

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

Meeting not held

**Correspondence:**

Inward:

Outward:

**Current building repairs update:**

Facilities manager report – Shane Jackson

**Squash work status**

**Finance**

**Cost apportionment schedule**

**Future plans**

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 30th  MARCH AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Jackie, Trevor, Eddy Toni

**Minutes of previous committee meeting having being circulated earlier, to be taken as read. Approved minutes John/Anna**

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

**Correspondence:**

**Inward**:

* Hutt Valley Tennis Academy proposal – Marc Paulik, Any Wheeler

**Outwards**:

**Reports:**

**Complex Manager:** Shane

* Written Report

**Strategic Issues**

.

* Presentation by coaches for approval of Hutt Valley Tennis Academy. Proposal for establishment of high performance academy at Mitchell Park in term 2 to target individuals early in u8 and u 10 age group Approval in principal given but needs more discussion with the various stakeholders to ensure best interests of the Hutt Valley Community are maintained and work with stakeholders in a collaborative way. It was proposed the Hutt Valley Tennis Academy be renamed Mitchell Park Tennis Academy until all Stakeholders are consulted. Tennis Strategy approved for circulation to clubs for feedback.
* Concept plans for the renovated building were circulated and discussed.
* Submission to Council: The committee supports the report to be submitted to Hutt Valley Council Long Term Plan subject to amendment and further discussion at a meeting with Hutt Valley club representatives on 13 April .

**President:** Jan

* As per written report attached

**Finance:** Ross

* Accounts April accounts not completed
* Balances for Executive Accounts for May 2014 - February 2015were provided – lately there have not been regular monthly meeting s for executive committee to confirm these

|  |  |  |  |
| --- | --- | --- | --- |
|  | **December** | **January** | **February** |
| Payments | 4932.80 | 5152.68 | 6301.35 |
| Balance | 74 349.34 | 74 532.67 | 74 704.20 |

**Mitchell Park Development & Maintenance:** John

* Recommend to go ahead with artificial grass on courts 1 & 2 and adding a trap at pavilion end to connect with the existing drains
* Continue with investigating laying an asphalt base on courts 3 & 4

**Junior:** Anna

* Entries low in the Easter tournament
* Approved forward payment for deposit for junior travel to rep tournament in Nelson

**Senior:** Trevor

* Not discussed.

**Midweek:** Jackie

* Interclub - not discussed

**Premier:** Jackie

**Tennis Central/Tennis NZ:**

**Other business**

**Next meeting Monday 4h May**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 4th MAY 2015 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Paul Barnett, Ross Bisley, Jan Milne, Craig Eves, John Horrocks (for Jan)

**Apologies:** Jan Milne

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

Previous minutes approved Tony /Dru

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

**Correspondence:**

Inward:

Outward: Communications between squash and Tennis requesting financial information

**Current building repairs update:**

Facilities manager report – Shane Jackson

Moved to allow Facilities manager to be enabled to purchase without prior approval of committee for minor consumables and repairs. John/Craig

**Squash work status**

Not discussed

**Finance**

Confirmed payments from Executive account of $6 510.57 for the month of April 2015

Paul/Drew

Process for monthly reporting to be discussed at next meeting – separate meeting to clarify payments to be held during the month.

Draft Budget to be presented at the June Meeting – Ross to prepare based on last year’s figures.

**Cost apportionment schedule**

**Future plans**

Development of Terms of Reference

The HVT Management Committee has endorsed the option to stay at Mitchell Park and upgrade the existing building so that it is smaller and is fit for purpose for tennis.

This was postponed with a further meeting between squash and tennis exec required to discuss the financials and terms of reference required.

**Commentary: Other items**

**Minutes of additional Executive Committee of HVT**

(completion of items held over from the meeting of Monday , May 4)

Mitchell Park, Friday 22 May, 5 p.m.

**Present:** Jan Milne , Dru Reid, Ross Bisley, Paul Barnett, Tony Gambitsis, John Horrocks

**Correspondence Received:** 1. Budget figures for 2015 and apportionment for squash and tennis for the facility operating account, together with figures for the model after changes on September 2014 (prepared by Ian Miller). 2. A list of queries about apportionments (prepared by Paul Barnett, Tuesday 12 May. Copy attached).

**Squash work status:**

**Finance:**

Paul Barnett and Ross Bisley met at 4.15 to sort the list of queries from MPS about expenditure items from Executive account. A detailed list of these queries is attached at the end of these minutes.

1. Monthly reporting: It was agreed by Ross Bisley that the Treasurer would in future bring bank statements and the paid invoices to the HVT Executive meeting ( item 14 of Paul’s queries). The respective treasurers for squash and tennis would also meet before future Executive Committee meetings to consider any potentially contested items in the accounts.
2. Approval of accounts for March and April: Moved Paul Barnett, Seconded John Horrocks. **That the existing figures as in the 2014-2015 budget for contributions from tennis and squash be approved but renegotiated for the current financial year.** Passed.
3. Draft Budget: Presented by Ross Bisley

**Cost apportionment schedule:**

There was a discussion of the drop in the HVT contribution from September 1, 2014 from $7741.80 to $3141.80 ( item 1 of the expenditure items raised by Paul Barnett). MPS not fully aware of the implications of the reduced contribution from HVT. MPS would pay the two contribution held up to the end of April, in order to wrap up the accounts for that financial year. The resolution in Finance item 2 was then passed by those present.

**General business:**

1. Insurance proposal from AIB Group. John informed the meeting that the tennis meeting on May 4 had approved payment of the premium proposed by AIB. The MPS members queried the cost of the insurance and its relevance for a building which might have a limited life. Paul Barnett suggested that inquiries be made to see if a premium for a shorter period (6 months) could be made, then the policy reviewed. Tony Gambitsis to inquire with AIB over this.
2. Other Matters. (a) Paul Barnett gave Jan Milne a hard copy of MPS Code of Association (b) MPS members explained the drop in the squash subscriptions as an attempt to recruit more members as there was a prospect of a shortfall in the squash budget. The subscriptions were also reduced to bring them more in line with those with Fraser Park Squash.

The meeting closed at 6.30 p.m. The next Executive Committee meeting will be on June 8.

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 4th MAY 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Jan Milne

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

Previous minutes approved Anna/Craig

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

**Correspondence:**

**Inward**:

* Sam Dickens – request for contact details of Coaches for Taita after school program.
* Tennis Central Awards Ceremony – 22nd May - Entries required from HVT.

**Outwards**:

* HVT Submission to the HCC Long Term Plan.
* 29th June Presentation to HCC Development Committee
* Mike Ryan (UHCC) requested a copy of HVT submission to the Long Term Plan

**Reports:**

**Complex Manager:** Shane

* Written Report

**Strategic Issues - See Presidents Report for background information**

* Insurance renewal – presentation by Matt Roberts on the insurance options – Squash attended to decide on the preferred option with Squash.

Approved in principal the plan presented AIB group based on existing coverage with a decreased annual premium

* A meeting on the submission to council for upgrade of Mitchell Park was attended by 20 people with all clubs represented . The submission was supported with the exception of taking out the full capital cost of the upgrade. The cost will be provided at the second stage of the submission. There was discussion on how to stage the upgrade to assist in the management of the upgrade project .
* Strategic Plan – Priorities for the 2015/6 year and development of annual plan –
* Oral Submission on Long Term Plan – John to present this at 4.30pm on Tuesday 19th May. Anna to arrange some juniors to attend.
* Courts 1-4
* Terms of Reference to be developed for discussion of future plans with Squash –
* Set date for HVT AGM –24th August.

**Finance:** Ross

* Accounts for March and April
* Confirmed payments of 12 049.54 for month of April Ross/Trevor

Balances in account

Tennis 102 441.67

Court Replacement 15 437.43

Executive 100 173.79

Development Levy 164 715.16

Tournaments 236.83

* End of year process with the auditors - outlined
* Budget presentation at next meeting – Ross to prepare. Committee to put forward any modifications they see to last year’s budget.

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development

**Junior:** Anna

* Update on Prize giving, Junior Convenors meeting and the Junior Tournament

**Senior:** Trevor

* Date for Senior Prize giving
* An online survey to be created for feedback on senior interclub

**Midweek:** Jackie

* Interclub and midweek tournament

**Premier:** Jackie

**President:** Jan

As per written report attached

**Calendar:** Jan – Any changes

**Tennis Central/Tennis NZ:**

**Other business**

A report from each club highlighting achievements to be requested for inclusion in the Annual report

AGM date 24 August

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 8th JUNE 2015 AT MITCHELL PARK

6:.30pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Paul Barnett, Ross Bisley, Jan Milne, Craig Eves

**Apologies:**

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

Previous minutes approved subject to altering minutes of extra meeting of 22 May as attached Dru/Ross

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

**Correspondence:**

Inward:

Outward: Emails clarifying payments and processes for payment between squash and tennis treasurers

**Current building repairs update:**

Facilities manager report emailed – Shane Jackson

**Squash work status**

Not discussed

**Finance**

* Confirmed payments from Executive account of $10 424.04 for the month of April 2015  
  Moved Ross/Dru
* Squash would prefer transactions to be presented as previously rather than a copy of the bank statement
* The process for monthly reporting discussed. All invoices for payment can be viewed up to 18th of the month by squash and a copy of payments made provided to squash after these have been paid.
* Draft Budget presented with further discussion required to finalise.

**Cost apportionment schedule**

Schedule of payment apportionment presented and to be agreed on at the next meeting of Executive scheduled for 23 June.

**Future plans**

* Terms of Reference for the future leaving of Mitchell Park complex by squash presented and to be adopted by the squash and tennis committees. Two representatives to be put forward from both committees.
* Pink Sticker items to throw out in the Executive Committee Room.
* Date for the HVT AGM is 24th August

**Commentary: Other items**

MINUTES FOR Additional EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 23rd JUNE 2015 AT MITCHELL PARK

6:.30pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Paul Barnett, Ross Bisley, Jan Milne, Craig Eves

**Apologies:** Craig Eves

**Finance**

* Budget items adjusted downwards due to savings on telephone, cleaning materials etc and agreed.
* MPS questioned the negative figures on the budget as they appear to disadvantage Squash in the wash up. Action: Ian Miller to explain the negative figures.
* MPS did not want to pay for extra cleaning after their large annual tournament and suggested that the cleaning schedule be adjusted so that it closely follows the tournament.
* MPS want to reduce the annual contribution to the Management Contract of $12,000 to $9,600 as they do not use the level of service that they pay for e.g. Paul does not need additional services from Thump Sports other than to collect paperwork from the office. MPS does not need help for tournaments. Tennis was reluctant to agree because Tennis members will need to cover the shortfall of $2,400 and will be contributing 16,400 towards the contract. Tennis had negotiated a 2.5 year contract on the basis that Squash had indicated that they required ongoing services when the RFP was agreed. Action: Tennis committee to discuss/agree new budget.
* MPS proposed that the savings in the Executive account be used to reduce contributions that each organisation makes this year. Tennis proposed that we continue with the current system and resolve what is to be done with the Complex savings via the Transition Committee.

Action: Tennis to discuss proposed new system with the Management Committee.

* Agreed to a building valuation being done on the current concept plans for Mitchell Park (without Squash Courts) in order to evaluate whether a functional cost for insurance would be more cost effective. MPS support this even though the new complex would not have Squash courts. Estimated cost of the valuation was between $400 and $600.
* Agreed to remove the freezer from the kitchen as this is consuming power and is not needed by tennis or squash. Action: Dru to talk with Shane.

**Updated minutes of additional Executive Committee of HVT**

(completion of items held over from the meeting of Monday , May 4)

Mitchell Park, Friday 22 May, 5 p.m.

**Present:** Jan Milne , Dru Reid, Ross Bisley, Paul Barnett, Tony Gambitsis, John Horrocks

**Correspondence Received:** 1. Budget figures for 2015 and apportionment for squash and tennis for the facility operating account, together with figures for the model after changes on September 2014 (prepared by Ian Miller). 2. A list of queries about apportionments (prepared by Paul Barnett, Tuesday 12 May. Copy attached).

**Squash work status:**

**Finance:**

Paul Barnett and Ross Bisley met at 4.15 to sort the list of queries from MPS about expenditure items from Executive account. A detailed list of these queries is attached at the end of these minutes.

1. Monthly reporting: It was agreed by Ross Bisley that the Treasurer would in future bring bank statements and the paid invoices to the HVT Executive meeting ( item 14 of Paul’s queries). The respective treasurers for squash and tennis would also meet before future Executive Committee meetings to consider any potentially contested items in the accounts.
2. Approval of accounts for March and April: Moved Paul Barnett, Seconded John Horrocks. **That the existing figures as in the 2014-2015 budget for contributions from tennis and squash be approved but renegotiated for the current financial year.** Passed.
3. Draft Budget: Presented by Ross Bisley

**Cost apportionment schedule:**

There was a discussion of the drop in the HVT contribution from September 1, 2014 from $7741.80 to $3141.80 ( item 1 of the expenditure items raised by Paul Barnett). MPS not fully aware of the implications of the reduced contribution from HVT. MPS would pay the two contribution held up to the end of April, in order to wrap up the accounts for that financial year. The resolution in Finance item 2 was then passed by those present.

**General business:**

1. Insurance proposal from AIB Group. John informed the meeting that the tennis meeting on May 4 had approved payment of the premium proposed by AIB. The MPS members queried the cost of the insurance and its relevance for a building which might have a limited life. Paul Barnett suggested that inquiries be made to see if a premium for a shorter period (6 months) could be made, then the policy reviewed. Tony Gambitsis to inquire with AIB over this.
2. Other Matters. (a) Paul Barnett gave Jan Milne a hard copy of MPS Code of Association (b) MPS members explained the drop in the squash subscriptions as an attempt to recruit more members as there was a prospect of a shortfall in the squash budget. The subscriptions were also reduced to bring them more in line with those with Fraser Park Squash.

The meeting closed at 6.30 p.m. The next Executive Committee meeting will be on June 8.

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 8th JUNE 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Trevor, Jackie

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

Previous minutes approved Anna/Craig

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

**Correspondence:**

**Inward**:

* 19 May – Tennis Central Coach of the year - confirmation of finalists –
  + Club of the Year: Lower Hutt
  + Volunteer of the Year: Jackie Clarke
  + Coach of the Year: Theresa Lill
  + Team of the Year: Hutt Valley Junior Rep Team
* 20 May - Tennis Central – club numbers request
* 28 May Tennis Central – Referees course availability in August 2015
* 4 June Tennis Central – TCR Junior events review and minutes

**Outwards**:

* HVT Submission to the HCC Long Term Plan.
* Mike Ryan (UHCC) requested a copy of HVT submission to the Long Term Plan

**Reports:**

**Complex Manager:** Shane

* Written Report

**Strategic Issues - See Presidents Report for background information**

* Pink sticker items to throw out in the Committee Room
* Sponsorship Balls Plan presented and agreed.
* Strategic Plan – Priorities for the 2015/6 year and development of annual plan discussed
* Courts 1-4 – John updated the committee on grants applications that are being made.

**Finance:** Ross

* Payments for May of 4 667.75 confirmed Ross/Eddy
* It was resolved at the meeting of the Management Committee of Hutt Valley Tennis on  8 June 2015  that an application be made Pub Charity, NZ Community Trust, Pelorus Trust and the Infinity Foundation for a donation towards the cost of $57690  to renew the artificial turf on courts 1 and 2 at Mitchell Park, Lower Hutt. John/Craig
* Draft budget – some amendments made around increasing funding for events
* HVT has some Vector Shares - discussed selling them but decided not to until required
* Insurance renewal - Squash would like us to investigate a Functional Replacement basis for insurance as this may be a lower cost. Valuation is required.
* The Affiliation Fees for 2015/6 agreed that they remain the same – some increase in numbers playing but we also have expenses for the court resurfacing and junior items.

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development

**Junior:** Anna

* Tennis Central Junior operations meeting minutes presented and circulated to clubs.
* Junior Tournament coming up on the 4th July.

**Senior:** Trevor

* A forum for senior interclub participants needs to be held to get feedback to help improve competition

**President:** Jan

As per written report attached

* Terms of Reference discussed for discussion of future plans with Squash.

**Calendar:** Jan – For 2015-16 to be developed after Op’s meeting attended by Anna

**Tennis Central/Tennis NZ:**

Regional Meeting on May 22nd recorded in the Presidents Report

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 6th JULY 2015 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Paul Barnett, Ross Bisley, Jan Milne, Craig Eves, Jan Milne, John Horrocks for Ross Bisley

**Apologies:** Paul, Dru, Tony, Ross

**Minutes of previous committee meeting having being circulated earlier, to be taken as read. Minutes were updated to include meeting on 23 June and to clarify points**

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

**Correspondence:**

Inward: Valuation report from Alan Davis

Outward:

**The following agenda items were discussed by the Hutt Valley Executive committee members without representation from squash**

**Current building repairs update:**

Facilities manager report – received.

**Squash work status**

**Finance**

Accounts for June – not presented

Budget approval from squash required - Budget to be discussed at HVT management committee (See HVT management committee minutes for resolution)

It was agreed that the lowest cost insurance option to be taken.

The HVT Management Committee discussed the request from MPS for savings in the Complex account to be used instead of making monthly payments. They thought that the Transition Committee should evaluate this account and make a recommendation to the Executive Committee

**Cost apportionment schedule**

**Future plans**

Members of the Transition Committee to be agreed

Date for first of the Transition Committee to be set

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 6th JULY 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Ross Bisley

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

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

Minutes approved Toni/Anna

**Correspondence:**

**Inward**:

* Tennis Central – Funding application for Primary and Secondary competition

**Outwards:**

* Letter of support for Tennis Central Funding Application

**Reports:**

**Complex Manager:** Shane

* Written Report received

**Strategic Issues - See Presidents Report for background information**

* Annual Plan – Next steps e.g. Fundraising. Action: Distribute the Annual Plan and communicate need for helpers
* Committee 2015-16 – identified unfilled roles
* Formalise rule for court access for Club members to Mitchell Park – require a way to limit access and a court booking system to manage. Trialling web based court booking system.
* Calendar for 2015-6 discussed. Action: Jan to update website
* Annual Reports from clubs and committee members due end of July
* Approve HVT Reps on the Transition Committee with Squash – Jan and John to be Tennis representatives Trevor/Toni

**Finance:** Ross (apologies given)

* Accounts for June to be approved at the next meeting
* Budget . Squash requests handled via email pre meeting. Budget approved
* Resolved that Budget be approved with agreement for $ 9 600 to be paid by squash for complex management provided monthly payments are made in a timely manner. Moved Craig/John
* Resolved That the Executive account needs to be kept intact until the transition committee is formed to make the decision on expenditure from the Executive account. Move Jan/John
* Pre-AGM Finance meeting 27th July
* Draft Financial statements approved subject to minor amendments to be delegate to Ross and Jan for final signoff Toni/Anna

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development - Grants application to be made using the resolution
* Sauna is still damaging the lounge flooring – sauna to be discontinued to assess damage. John to contact Dru and coordinate with Shane.

**Junior:** Anna

* Report presented
* Winter Tournament running smoothly with good weather

**Senior:** Trevor

* Finalised agenda for meeting with Clubs about Interclub and Events on 13th July.
* Discussion on rule change to division interclub held to restrict high ranked players playing down grades without approval of interclub committee.

**Midweek:** Jackie

**Premier:** Jackie

**President:** Jan

As per written report attached

**Calendar:** Jan – For 2015-16 to be developed after Op’s meeting attended by Anna

**Tennis Central/Tennis NZ:**

Funding application for Primary School and Secondary School Programme.

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 3rd AUGUST 2015 & 11 AuGUST AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Dru Reid, Paul Barnett, Ross Bisley, Jan Milne, Craig Eves, Jan Milne

**Apologies:**

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

**Minutes to be amended from July meeting to clearly show the agenda items discussion by the HVT Tennis Executive committee were not approved by the committee in the absence of squash representatives.**

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

**Correspondence:**

Inward:

* Valuation report from Alan Davis
* Audited Accounts received.

Outward:

* 7th July - Budget and apportionment sent to Auditor
* 24th July - Quote for insurance by Functional Replacement accepted.

Agreed that executive meetings to be scheduled for the second Tuesday of the month

**Current building repairs update:**

Facilities manager report – Shane Jackson

Agreed that the Sauna be immediately closed to ensure no further damage to floor. The Complex manager to liaise with Dru or Tony Gambitsis to manage the process to prevent the sauna from damaging the floor.

**Squash work status**

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**Finance**

* Agreed to purchase four Ait towels currently installed for $200 -no monthly payments will be required
* The Squash treasurer and tennis reps met with auditors on 6August to discuss their report. Some changes were made to the audited accounts to help clarify things. These will be included in the annual report..
* Discussion on whether we require a full auditors report as stated in the constitution. We can look at review ing audit requirements for next AGM.

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* Squash have requested that their balance of the Executive account be used for payment of squash expenses for a total period of 6 months. This should result in a decrease in squash balance in the Executive account to be around $25 000. Tennis agreed to discuss with Mitchell Park trustees and Hutt Valley tennis management committee. Squash are happy to discuss reasons for requesting this.
* Accounts for June/July.presented to be approved   
  Moved payments for June confirmed 12 619.22 and payments for July confirmed 18 376.52 Ross/Tony carried

**Cost apportionment schedule**

**Future plans**

Members of the Transition Committee to be discussed at meeting on 14 August

Discussion on possible options for Mitchell Park building when squash have left were discussed. Squash are willing to provide some information to help evaluate the options. The discussion can be discussed further as part of the transition Committee.

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 3rd AUGUST 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Toni, Anna, John

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

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

**Correspondence:**

**Inward**:

* 26 July Auditors report for annual accounts
* Tennis Central – Funding application for Primary and Secondary competition
* Valuation for insurance from Alan Davis.
* Malcom Nielson’s report on the MPS Complex as asked for by the Steering Committee.
* James Murphy – Upper Hutt TC asking for names of coaches – Shane assisting

**Outwards:** Please request copies of any of these if you would like them

* 28 July – Documents for junior convenors meeting to be held 19 August
* Notes on Interclub convener meeting 13 July
* 7th July - Budget and apportionment sent to Auditor
* 24th July - Quote for insurance by Functional Replacement accepted.

**Reports:**

**Complex Manager:** Shane

* Written Report

Sauna is damaging floor – it is recommended this be closed temporarily so it can be fixed

A movie night for

**Strategic Issues - See Presidents Report for background information**

* AGM Agenda and Nominations –
* Court Booking system and trial of off peak free access to affiliated players.
* Annual Plan – Standing item – Fundraising (Courts, Game Development), Courts, Coaching.
* Annual Reports Due
* Steering Group – see Presidents Report

**Finance:** Ross

* Accounts for June and July
* Confirmed payments for June 33 703.53
* July 628.93
* Balances in accounts **June** **July**Tennis 102 935.53 103 154.09  
  Court Replacement 182 286.69 183 063.56  
  Executive 95 649.51 80 849.52  
  Development Levy 165 509.23 165 860.65  
  Tournaments 3 909.44 5 593.74
* Report back on Pre-AGM Finance meeting – see Presidents Report – to be taken as read
* Finance Commentary - Ian Miller – To be taken as read.

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development
* Courts – if no grants do we go ahead?

**Junior:** Anna

* Report
* Tournament

**Senior:** Trevor

* Report back from meeting with Clubs about Interclub and Events on 13th July.
* Alternative week doubles competition for ladies interclub fees to be $100 per team or if both interclub competitions played then $ 170
* Some Rule changes to be made and published before season starts

**Midweek:** Jackie

**Premier:** Jackie

**President:** Jan

As per written report attached

**Calendar:**

**Tennis Central/Tennis NZ:**

Funding application for Primary School and Secondary School Programme.

**Other business**

Moved the Court ! and 2 resurfacing project to be stared by 1 October irrespective of funding outcomes.

Trevor/Craig carried