MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 2nd SEPTEMBER 2013 AT MITCHELL PARK

7.00pm – 7.30pm

(Members: Tony Gambitsis, Jim Canning, Dru Reid, Tony Stallinger, Joe Glover, Glen Schimanski, Jan Milne)

**Present:** Tony Gambitsis, Jim Canning, Dru Reid, Jan Milne

**Apologies:** Tony Stallinger, Glen Schimanski

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

None

**Correspondence: Inward**.

**:Outward.**

**Current building repairs update**

New fridge in the bar

**Squash work status**

Recommend to Tennis a 50:50 Split of any rates

**Finance**

**Future plans**

Tennis Annual Report to be loaded on the Hutt Valley Tennis Website for the Squash members to view

**Commentary: Other items**

Request from Tennis Member to use the Mitchell Park Kitchen on a Friday for approx. 3 hours

Approved at $20/hour and with a review after 2 months – to be confirmed by the tennis committee

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 2nd SEPTEMBER 2013 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE Members:

Wayne Dahlberg, Trevor Dine, Glen Schimanski, John Horrocks, Craig Eves, Jackie Clarke, Jan Milne, Toni Kane, Eddy Kane

**Present:** Wayne Dahlberg, Trevor Dine, John Horrocks, Craig Eves, Jan Milne, Toni Kane, Eddy Kane

**Apologies:** Glen, Jackie

**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**

* 26th August – Tennis Central Annual Report
* **Outwards**8 August – proposed affiliation fees to cover rates increase

**Elected Chairperson:** Jan Milne to chair with agreement of rotating chairmanship with John and others. Toni/Wayne

**Committee expressed an interest in meetings being shorter**: by forming subcommittees, providing written reports before meetings, people being succinct in presentations.

**Minutes approved** Trevor/Toni

**Reports:**

**Complex Manager –** Andre**w**

* Gate at far end of complex fell over onto a car. Owner sorted out with paying of insurance excess. Andrew/Glen to action.
* Gate to be replaced – with a quote from Bachler Deck sought – John to action.
* **Resolved** if the quote is reasonable to go ahead with replacing. Jan/John . Also look at the option of allowing personal access to back courts 10-13.
* Report presented showing trends of sales in spreadsheet – monthly racquet sales good. Subcommittee of Eddy, Glen and Ross Bisely to be formed to support performance of the Pro Shop – Glen and Ross to be asked whether they would be interested. Eddy/Andrew to action
* Complex Manager can travel to tennis clubs to demonstrate and sell tennis equipment.
* Criteria for eligibility to sponsors balls - needs to be managed – Toni to help Andrew to decide best method for doing this and include allocation on website if possible.
* Mitchell Park Open Day arrangements finalised. Andrew/Craig/Jan to action.

**Finance:** Glen absent

No report presented

**Mitchell Park Development & Maintenance: John**

* AGM supportive of work continuing at Mitchell Park starting with Crts 1 & 2.
* Penetrometer test to be done on courts 1 & 2. John to action
* Wayne to point out dead spots on Court 1 & 2, John/Wayne

**Junior** – Junior convener position vacant

* List of dates and tasks provided from previous convener
* Require volunteers from clubs – updating details. Jan to contact clubs
* Joe and Peter to provide support to volunteers – Craig can do some work around interclub
* 16th September conveners meeting. Peter Calder to action
* Looking for someone to organise the Bob Brown event and the Tournaments. Jan to action
* Proposed that funding be sought to pay tournament volunteers e.g. by raising the entry fee. Jan to investigate options

**Senior:** Trevor

* Interclub fees to remain the same for HVTA interclub teams to be reviewed next year around June. Glen to note for next year.
* Non affiliated presidents players to be charged at higher rate of $60 per player/ the extra $20 will be refundable if joining an affiliated club. Jan to contact Paddy Wells
* Convenors meeting arranged for the 16th September. Trevor

**Midweek** – Jackie absent but reported that she will be organising the summer competition shortly.

**Premier**: Wayne

* Increased fees from Tennis Central for regional teams discussed – require information on base fee charged to other associations to see that increase is same for all associations.

**Calendar:** Bob Browndate to be changed on the Calendar to the 1sst December. Jan to action

**Tennis Central/Tennis NZ:**

**Other business**

* Paperwork to be kept up to date for Complex Manager contract. Craig to action
* Kitchen lease discussed – 3 hours required on Fridays - $20/hour thought to be an appropriate amount based on wear and tear and power etc used. Jan to inform Tony Gambitsus/Andrew

**Next meeting 7 October**

To review telephone charges – Glen/Eddy/Andrew

To discuss roles for the committee – Jan to circulate to committee

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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 7th OCTOBER 2013 AT MITCHELL PARK

7.00pm – 7.30pm

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

**Present:** Tony Gambitsis, Tony Stallinger, Dru Reid, Jan Milne, Glen Schimanski

**Apologies:** Jim Canning

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

None

**Correspondence:**

* Inward - none.
* Outward - none

**Current building repairs update**

Dehumidifier cause problems with the Tennis court lights but has been fixed

Varnishing is complete.

**Squash work status:**

Prize giving is coming up shortly

**Finance**

Approved August accounts of $10,646.57 with a closing balance of $22,556.28 Stallinger/Milne

Approved September accounts of $32,097.92 (included insurance) with a closing balance of $14,199.36 Gambitsis/Reid

Health license of $391 cost an additional $140 because of delays in paying – Andrew to retrieve

Tennis committee is currently evaluating phone expenses and looking into whether we can make savings.

Planning to look at the cleaning expenses. Squash are satisfied with the current contract (quality and price)

**Future plans**

To look into more signage for the complex.

Dru can organise a flag for $200 – perhaps Prince could sponsor this?

Harrow rackets being sold at the pro shop should not prejudice other sales.

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETING

HELD ON MONDAY 7th OCTOBER 2013 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies:**

**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.

Previous minutes approved Trevor/John

**Correspondence:**

Inward:

* 27 September – meeting with trustees minutes and associated development report
* 10 September Bachler Deck - Quote for back gate and personal access gate - $2775 - approved
* 4 September :Flooring quote for Mitchell Park $2000 - approved
* 3 September : Tennis New Zealand – flat fee proposal not going ahead

Outwards:

**Presentation by Mike Mercer –** Sport Development Manager, Hutt City Council on how to develop options for the future of Tennis at Mitchell Park.

Outlined a process for preparing a report regarding tennis options for Hutt Valley Tennis. Hutt City Council can provide facilitation for the process. Requires a Steering Group of 3-5 people with range of skills. Involves communication with stakeholders. The committee supported this approach and will seek registration of interest from tennis community for being on the steering group.

**Reports:**

**Complex Manager:** Andre**w**

* Evaluation of Mitchell Park Open Day – report presented same promotion used but numbers decreased from last year. Combine with Hotshots and look at timing. Pro Shop also visits clubs so may not be as great a need
* Update on Pro shop sales – spreadsheet with historic data and comparative figures and graphs not quite ready.
* Distribution of Technifibre sponsorship balls to be managed through Andrew with allocations recorded on Spreadsheet. Ian to help Jan and Andrew with guidelines on how these will be distributed. It was agreed that 9 cans could be provided for the Winter League Prizegiving.
* Invoices to club to be sent out by Andrew – payment by 30 November required.
* It was resolved that an application be made to NZCT – NZ Community Trust for Assistance towards the payment of the Mitchell Park Complex Manager for an amount of $ 7, 500 **Moved Jan/Wayne**
* It was resolved that an application be made to Infinity Trust for Assistance towards the payment of the Mitchell Park Complex Manager for an amount of $ 7 ,500 **Moved Jan/Wayne**

**Finance:** Glen

* Confirmed payments of $20 567.17 for August and $33 851.11 for September 2013 , John/Eddy passed  
  Balance of accounts is August September  
  Development $181, 008.98 181,408.69   
  Tennis $61, 741.98 51, 870.48  
  Executive $66, 791.43 56, 921.11  
  Court Replacement $120, 856.25 121, 123.13  
  Tournament $6, 833.99 55.77
* Motion passed .Wayne Dahlberg and Craig Eves to be made signatories for Hutt Valley Tennis Inc accounts replacing Joe Glover **Moved John /Eddy**
* Evaluation of phone contract and expenses - Eddy to be authorised to try and make savings in telecommunication costs
* Rates update – Written agreement of zero rates not able to be found – verbal agreement only made. Jan to provide David Bassett with up to date information

**Mitchell Park Development & Maintenance:** John

* Two papers circulated by John on the 28th September on meeting with trustees recommending caution with redevelopment with long term future of complex unknown
* Possibility of earthquake evaluation of complex discussed – may bring to light non compliance issues which would require funds to fix.
* Find out if Hutt Valley tennis have liability for building compliance **John**
* Authorise John to include a one way gate for the side gate at Mitchell Park

**Junior:** Wayne

* Teams entered around 60 teams – down around 16 from last year – court allocation shouldn’t be a problem.
* Tournament - may require contribution to volunteer or use referees association – there may be ways to offset this. If there isn’t then tournament is still a big revenue earner so increased expense still worthwhile.

**Senior:** Trevor

* Interclub Rules – Modifications required - use Tennis Central as a basis for this :**Ian to forward to Trevor**
* Combining Woman’s tennis in Hutt and Wellington/Kapiti in the post Christmas season. Trevor to invite them to join the Hutt Valley Competition

**Midweek:** Jackie

* Starting 16th October with one additional team entering.

**Regional:** Wayne/Jackie

* Alignment of fees between different tennis Associations for Regional tennis needs to be transparent and similar amounts. **Ian to confirm fees required for regional interclub**

**Presidents**: Jan

* To start on mid October – numbers may be down from last year but hope to have two grades

**Calendar:** Jan

**Tennis Central/Tennis NZ:** Jan

Tennis Central AGM – Strategic Plan provided. Planning day for Associations and Tennis Central is being held in Palmerston North on the 1st September. Jan to attend with Wayne as a backup.

**Other business**

* Quiz night Eddy – to be organised for next year
* Roles – to be discussed in more detail next meeting. Ian Miller to act as advisor
* Process for decision making between meetings. E.g. Lighthouse Sponsorship
* Court booking system - Craig – registered for free internet system <http://fastcourts.com/mitchell-park/> and shown Andrew. The interface easy to use but a bit lacking in reporting facilities. Tennis New Zealand is developing a booking system – Contact Chris Raynes to find out more about features and availability.
* Upper Hutt Tennis Club may be relocating to Mitchell Park. The committee pledged to provide support as requested by the club.

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 4th NOVEMBER 2013 AT MITCHELL PARK

7.00pm – 7.30pm

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

**Present:** Tony Gambitsis, Tony Stallinger, Jan Milne, Glen Schimanski

**Apologies:** Jim Canning, Dru Reid

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

None

**Correspondence:**

* Inward - none.
* Outward - none

**Current building repairs update**

None

**Squash work status:**

**Finance**

Approved October payments of $10,837.60 with a closing balance of $17,220.76 Schimanski/Gambitsus

Andrew Chuah was able to retrieve $140 from delay in paying Health Licence

**Future plans**

Paint toilets

Correct rot and painting on the outside of the complex – to be done in the next financial year because maintenance budget already spent.

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETING

HELD ON MONDAY 7th OCTOBER 2013 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies:**

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

**Approved Toni/Trevor**

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

**Correspondence:**

Inward:

Outwards:

* 7 Oct – Wayne Dahlberg – Hexangular tournament – support for 7/8 Dec date
* 7 Oct – Glen Schimanski – Affiliation fees amounts for clubs
* 10 Oct – To Hutt City Council - Files re development grants 2007 and 2009
* Letter re Interclub requirements for courts if UHTC relocate to Maidstone Park (Also letter from Tennis Central)
* Query sent to Chris Raynes re: TNZ online court booking system (reply saying imminent) and whether HVT could setup some website pages on the TNZ website (reply saying this is not an option at the moment).
* Email sent to David Basset re: Rates information held by HVT showing reasons why rates have not been paid.
* TNZ Regional Facilities Survey completed – consulted committee
* 11 October resolution for Grant application to Infinity Trust and maybe NZCT – (problems with online system)
* 17 October Update sent to clubs with link to confirmed September Minutes.
* 27 October - Letter to 3 clubs with Regional 1 teams with Regional Fees increases for the 2014-15 season.

**Reports:**

**Complex Manager:** Andre**w**

* Written Report presented cash flow for YTD and previous years presented. Hard to gauge profitability from this. Require performance against budget Pro shop, Business house and court rental. Also require stock at end of the year to be below 35 000 to minimise risk. An indication of stock that is more than six months old would also be beneficial.
* Sponsorship Balls numbers – spreadsheet has been developed – an indication of numbers would be good

**Selection of Steering Group**

Andy Wheeler, Ian Miller, John Donaghy, Jan Milne and Malcolm Neilson will be invited to form the Steering Group. Other people with specialist skills will also be approached if required. Action: Jan to notify people of acceptance or request for expert input and to contact the Mike Mercer re: date for first meeting of group.

**Finance:** Glen

* Confirmed payments of $21 003.56 for October , Eddy/Craig passed  
  Balance of accounts is end of October   
  Development $181, 809.28   
  Tennis $51, 985.02   
  Executive $57, 046.80   
  Court Replacement $121, 390.60   
  Tournament $55.99
* Glen and Ian to have informal discussion over Complex manager bonus payment.
* Eddy to investigate phone options to see whether savings can be made.

**Mitchell Park Development & Maintenance:** John

* Carried Hutt Valley Tennis Association to apply for funding for $9, 500 to go towards fencing from the Pelorus Trust moved Trevor/Wayne
* Carried Hutt Valley Tennis Association to apply for funding for $9, 500 to go towards fencing from the Pub Charity moved Trevor/Wayne
* Carried Hutt Valley Tennis Association to apply for funding for $3, 000 to go towards clearing vegetation for fencing from the Lion Foundation moved Trevor/Wayne
* Earthquake risk – decided to await council direction in assessing earthquake compliance for Mitchell Park
* Side gate one way lock

**Junior:** Wayne

* Junior Interclub running well but need extra courts for last round – suggested Hutt Intermediate, Days Bay courts
* Junior Xmas Tournament – Entry form wording to be updated to reflect changes .Audrey Daly to be the tournament contact. AllFinanz confirmed as sponsor.
* Hutt City Council approached regarding the clearing of trees on council side of fence
* Bob Brown - Jan to update via Kim Massam
* Interclub fees have been prepared and sent out by Jackie Clarke.

**Senior:** Trevor

* Interclub Rules need minor updating similar to the Tennis Central Technifibre rules
* Presidents Grade update – Twelve teams have been entered in two grades and teams members more stable than last year

**Midweek: Extra team entered from non Hutt Valley club**

**Premier:** Hexangular tournament organised for 7/ 8 December

**President:** Jan

As per written report distributed

Jan to carry out quarterly review for Complex Manager

**Calendar:** Jan – any updates needed - none

**Tennis Central/Tennis NZ:** Jan

Tennis Central - Report back on Tennis Central Associations Meeting and SWOT analysis and Strategic Plan

**Other business**

* Committee suggested changes to the agenda so that items for decision are at the top of the agenda and items for general information are noted. Roles – we need a third person to be on the Executive Committee? Role of Ian Miller
* Process for decision making between meetings.
* Future meetings: Need to look at what Tennis NZ and Tennis Central are doing and to create a strategic plan.

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 2nd DECEMBER 2013 AT MITCHELL PARK

7.00pm – 7.30pm

MANAGEMENT COMMITTEE

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

**Apologies:**

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

**Correspondence:**

Inward: GHD letter on water meters

Outward:

**Current building repairs update**

Andrew Chuah is preparing the complex for the Hexangular Tournament this weekend.

**Squash work status:**

**Finance**

Glen had surgery 3 days ago and was unable to present the accounts but reports that all accounts were paid for November..

Action: Glen to Circulate payments by email before Christmas (if possible).

**Future plans**

Andrew is to develop a key register and get some more keys cut. Jim and Denise have keys from squash.

Action: Dru will retrieve the key from Denise.

To clean the Executive Office early next year – Squash and Tennis to work together on this.

MINUTES FOR MANAGEMENT COMMITTEE MEETING

HELD ON MONDAY 2nd DECEMBER 2013 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies:** Wayne, Glen, Ian

**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 GHD re need to install water meter –
* Notification from HCC that David Bassett is the councils Mitchell Park Trustee for 2013 to 2016.

Outwards:

* Press release to Nicholas Boyack Hutt News re: George Stoupe and Felix Humphries in the NZ Team: <http://www.tennisnz.com/Article.aspx?Mode=1&ID=10125> and <http://www.tennisnz.com/Article.aspx?id=10140&Mode=1> to be included in Hutt News 3rd December.

Approved minutes of previous meeting Trevor/Toni

**Matters requiring decision**

* Committee Roles – we need a third person to be on the Executive Committee? Role of Ian Miller
* Process for decision making between meetings.

**Reports:**

**Complex Manager:** Andre**w**

* Written Report
* Update on Pro shop performance
* A broom is to be made available for sweeping the courts of stones. Andrew to purchase.
* A first aid kit to be available when the complex is open.
* Recycling bins and energy saving lightbulbs installed – Andrew to manage recycling

**Finance:** Glen has sent his apologies as he had surgery on Friday.

* Accounts for November have been paid – accounts to be presented at the next meeting.
* Glen reports that he has cancelled the over-draft facilities for both tennis and executive a/c’s as agreed to earlier in the year.
* Evaluation of phone contract and expenses - can any savings be made – Eddy

**Mitchell Park Development & Maintenance:** John

* Fencing Update –funding has been applied for
* Water meter requirement cost – try and negotiate with council – Trevor/ John / Jan

**Junior:** Wayne

* Junior Xmas Tournament – Audrey Daly helping and Joe Glover
* Need to review role of junior convener and possibly meet with those doing the roles

**Senior:** Trevor

* Interclub Rules are being reviewed
* Champion of Champions – 12th and 13th April. The HVT Committee is keen to broaden participation in this competition. The criteria for entry is no longer to be ‘Club Champions’ but is open to all who would like to participate. Please send the dates through to your club members for their diaries so that we can bring together the community of Hutt Valley tennis players for a fun weekend of tennis

**Midweek:** Jackie

**Regional:** Wayne/Jackie

* Hexangular Tournament

**President:** Jan

As per written report distributed

**Calendar:** Jan – any updates needed?

**Tennis Central/Tennis NZ:** Jan

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 3rd FEBRUARY 2014 AT MITCHELL PARK

7.00pm – 7.30pm

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

**Apologies:**

**BNi meeting held**

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

**Correspondence:**

Inward:

Outward:

**Current building repairs update**

**Squash work status**

**Finance**

Accounts approve Tony Stallinger, Tony Gambitsis

**Cost apportionment schedule**

**Future plans**

Key register

Cleaning of the Executive Committee Office

**Commentary: Other items**

AGENDA FOR MANAGEMENT COMMITTEE MEETINGS

TO BE HELD ON MONDAY 3rd FEBRUARY 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies:**

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

**Approved Trevor/Eddy**

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

**Correspondence:**

Inward:

* $5K grant received from Infinity and $1K grant received from the Pelorous Foundation
* To write thank you letter to All FINANZ for sponsorship of Junior Tournament.

Outward

* Application made to Lion Foundation and Pub Charity for fencing
* Wrote thank you letter to All FINZ for sponsorship of Junior Tournament.

**Matters requiring decision**

* Decision Making between meetings

**Reports:**

**Complex Manager:** Andre**w**

* Written Report provided
* Update on Pro shop performance – this needs to be simplified
* Logos provided for sign – Toni to look at and reconfigure – term of agreement needs to be confirmed. Andrew to email this to Exec committee
* Review cost of hiring out venue including courts – they seem very reasonable
* Andrew is actively selling old stock
* Review of Complex manager contract to be done by end of month

**Finance:**

* Accounts for December and January to be approved Jan /Trevor
* Confirmed payments of $32 970.58/15 117.53 for December/January Jan/Trevor passed  
  Balance of accounts is end of December /January   
  Development $182 600.13 183 006.35   
  Tennis $52 211.15 82 367.05  
  Executive $57, 294.94 57 421.46   
  Court Replacement $121, 91.64 122 187.86  
  Tournament $6 122.60 73.59
* Evaluation of phone contract and expenses by Eddy. Vodafone contract looks less expensive but has some logistical problems.
* Invoices for balance of affiliation fees will be sent out to clubs
* Meeting to discuss rates to be held on Tuesday with council.

**Mitchell Park Development & Maintenance:** John

* Fencing Update – fencing is ready to start with some funding received

**Junior:** Wayne

* Junior Interclub – post Christmas draws done
* Junior Xmas Tournament – successfully held with aid of volunteers

**Senior:** Trevor

* Interclub Rules – draft changes made by Trevor – Wayne to review as still may be some anomalies and need simplification.
* Champion of Champions – 12th and 13th April. Format to be opened up for all members

**Midweek:** Jackie

**Prize giving to be held –** an extra grade added

**Premier:** Wayne to send summary of hexangular tournament- prize giving for pre christmas winners

**President:** Jan

As per written report distributed

Draft of Mitchell park options report will be circulated for feedback in the next few weeks

NZ tennis strategy document to be circulated by Jan

**Calendar:**

**Tennis Central/Tennis NZ:** Jan

**Other business**

Motion of Support for Upper Hutt tennis club for fair agreement with bowls club and letter of support to be sent**.**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 3rd MARCH 2014 AT MITCHELL PARK

7.00pm – 7.30pm

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

**Apologies:**

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

**Correspondence:**

Inward: Meeting with HCC over rates – will need to pay from July 2014.

Outward:

**Current building repairs update**

**Squash work status**

**Finance**

**Cost apportionment schedule**

Apportionment of rates between Squash and Tennis

**Future plans**

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 3rd MARCH 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies: Wayne Dahlberg**

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

**Previous minutes approved John/Toni**

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

**Correspondence:**

Inward: Receipt of $1700 from Lion Foundation for fencing

Outwards: 9th December: Letter to Complex Manager informing of need to renegotiate contract.

18th Feb – Grant application to Hutt CC for support

Upper Hutt are seeking legal advice to find solution for Maidstone Park

**Reports:**

**Complex Manager:** Andre**w**

* Written Report – budget to be revised with GST to be included
* Quarterly review meeting held
* Update on Pro shop performance

**Strategic Issue**

* Steering Committee resources to be circulated and meeting to be held for clubs to discuss on Monday 17th March– Jan
* Strategic Plan for the Association - Tennis NZ Participation Strategy – Tennis Central and Associations meeting on 29th March. Committee views on where HVT is heading.
* Coaching contract - Discussion and decision on how to develop ongoing partnership.
* JuniorTournament Coordinator – Audrey Daly attending part of the meeting to provide an update

**Finance:** Glen

* Accounts for December and January to be approved
* Confirmed payments of $16 482.46 for FebruaryEddy/Trevor passed
* Balance of accounts is end of February   
  Development $183, 368.35   
  Tennis $ 82, 531.33  
  Executive $ 57, 535.99   
  Court Replacement $122, 431.57  
  Tournament $ 73.76
* Evaluation of phone contract and expenses - Eddy to look at competition
* Report on Rates meeting - rates to be applied to all community facilities – there are some discrepancies on what clubs are paying Proposal to install the Vend system Point of Sale system for the Proshop Glen/Jackie
* The running costs of the Vend to go against the Proshop profit John/Ian

**Mitchell Park Development & Maintenance:** John

* Fencing Progress – report sent to clubs
* Moss spary to be done in next few weeks – clubs are welcome to arrange spraying their courts when contractor arrives
* The cost of fencing is to be allocated to the development fund John/Jackie

**Junior:** Wayne

* Representative - Russell Stoupe to organise Central Rep Teams

**Senior:** Trevor

* Interclub Rules still being developed – will be in place for start of next season
* Champion of Champions –12 – 13 th April – information flyer is being reviewed and will send out when ready.

**Midweek:** Jackie

**Regional:** Wayne/Jackie

Finals and prize giving to e held at same time and where possible at the Renouf

**President:** Jan

As per written report distributed

**Calendar:** Jan – Date for AGM 25th August 2014 and HVT Winter Tournament 5th-9th July.

**Tennis Central/Tennis NZ:** Jan

**Other business**

MINUTES FOR EXECUTIVET COMMITTEE MEETINGS

HELD ON MONDAY 7th APRIL 2014 AT MITCHELL PARK

7.00pm (Members: Tony Gambitsis, Jim Canning, Dru Reid, Tony Stallinger, Glen Schimanski, Jan Milne)

**Present:** Glen Schimanski, Jan Milne, Dru Reid

**Apologies: None**

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

None

**Correspondence:**

* Inward – none
* Outward - none

**Current building repairs update**

**Squash work status:** Have agreed a constitution and new name for the joint Squash Club at Fraser Park Sportsville. Predicted move date is 2017

**Finance**

Accounts approved

Rates to be paid this year totals $6,254.22.

Agreed that squash will pay the $1,359 component which is levied because of the rates notice. HVT and Squash to pay 50% each of the remainder of the rates bill.

**Future plans**

Tennis are looking for a partnership to share in the running costs of the complex once squash leaves. The Karate Club would like to run Adult classes on a Monday and Wednesday Evening and school holiday programs on a trial basis. Squash are concerned about the noise from jumping and voices. There will be a slight disruption to squash players accessing the bar as they would need to walk along the viewing area.

Agreed that the Karate Club could use the complex on a 6 month trial and that the proceeds from rental can be collected by Tennis for future development.

**Commentary: Other items**

Complex Manager contract Update

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 7th APRIL 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies: Eddy Kane, Toni Kane, Wayne Dahlberg**

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

**Previous minutes approved Glen/Trevor**

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

**Correspondence:**

Inward: Official rules from 1946-47 presented – to be archived

**Reports:**

**Complex Manager:** Andre**w**

* Andrew to look at installing Tecnifibre windbreak in most suitable area- including courts 3&4
* Proposal for Hutt Valley Tennis to host the National seniors doubles in 2015
* Glen to look at complex hireage proposal
* Update on Pro shop performance provided

**Strategic Issue**

* Steering Committee meeting held on Monday 17th March
* Online survey designed and link distributed to wide range of stakeholders
* Focus groups for HVT strategic directions to be formed.
* Motions

The complex manager contract to be rolled over on the existing terms until the end of September 2014 John/Jan passed

A contestable process for the complex manager’s position be initiated by September 30 2014 with the incoming Manager to be appointed from 1 October 2014 John/Jan passed

**Finance:** Glen

* Motion :The sum of $ 7, 521.00 to be paid for fencing to Allturf from the current account, subject to review of final account position for the end of the year. John/Glen passed
* Confirmed payments of $36 268.24 for March Trevor/Jackie passed
* Balance of accounts is end of March   
  Development $183, 773.27   
  Tennis $ 82, 713.58  
  Executive $ 57, 663.04   
  Court Replacement $122, 701.93

Tournament $ 123.92

**Mitchell Park Development & Maintenance:** John

* 6 month trial of karate club usage of Mitchell Park to be started
* Funding for rates for this year received

**Junior:** Wayne

* Winter tournament being organised
* Prize giving being organised

**Senior:** Trevor

* Champions tournament to be carried over from 12 – 13 th April to try and get more interest

**Midweek:** Jackie – verbal report provided

**Regional:** Wayne/Jackie

**President:** Jan

**Calendar:** Jan – Date for AGM 25th August 2014 and HVT Winter Tournament 5th-9th July.

**Tennis Central/Tennis NZ:** Jan

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 5th MAY 2014 AT MITCHELL PARK

7.00pm – 7.30pm

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

**Present:** Glen Schimanski, Jan Milne, Tony Stallinger, Tony Gambitsis

**Apologies:** Dru Reid

**Minutes** from last meeting were discussed thoroughly and approved:Tony Gambitsus/Tony Stallinger

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

**Correspondence:**

* Inward – none
* Outward - none

**Current building repairs update:** Electrical work to be done by a new company

**Squash work status:** None reported

**Finance**

Accounts approved: $10,707.31 Tony Gambitsis and Jan Milne

**Future plans**

Get new quote for the insurance: Jan to organise

**Commentary: Other items**

Complex Manager contract Update. Tony Gambitsis agreed to be on the selection panel.

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 5th MAY 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies: Wayne Dahlberg, Jackie Clark, Toni Kane, Andrew Chuah**

**Invited participant: Ian Miller**

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

**Previous minutes approved Glen/Trevor**

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

**Correspondence:**

11 April – Auditors- Audit requirements

Outwards : Agreed to Karate club trail use of facility. Squash have also agreed for revenue to go to tennis.

**Reports:**

**Complex Manager:** Andre**w**

* Andrew to look at installing Tecnifibre windbreak in most suitable area- including courts 3&4
* Proposal for Hutt Valley Tennis to host the National seniors doubles in 2015 – not successful
* Glen to look at complex hireage proposal -
* Update on Pro shop performance provided

**Strategic Issue**

* Online survey designed and link distributed to wide range of stakeholders – 110 responses
* Focus groups for HVT strategic directions to be formed.

**Finance:** Glen

* Money not received from grants to be taken out of development funds
* Confirmed payments of $25 824.64 for April Eddy/Craig passed
* Balance of accounts is end of April   
  Development $ 184, 156.20   
  Tennis $ 55, 709.34  
  Executive $ 77, 841.77   
  Court Replacement $ 150, 178.91

Tournament $ 74.16

**Mitchell Park Development & Maintenance:** John

* John to prepare proposal for court 1 & 2 for next meeting
* Funding for rates for this year received

**Junior:** Wayne

**Senior:** Trevor

* Champions tournament to be carried over from 12 – 13 th April to try and get more interest – will review and hold at a more suitable time for next year

**Midweek:** Jackie – verbal report provided

**Regional:** Wayne/Jackie

**President:** Jan

**Calendar:** Jan – Date for AGM 25th August 2014 and HVT Winter Tournament 5th-9th July.

**Tennis Central/Tennis NZ:** Jan

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 5th MAY 2014 AT MITCHELL PARK

7.00pm – 7.30pm

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

**Present:** Glen Schimanski, Jan Milne, Tony Stallinger, Tony Gambitsis

**Apologies:** Dru Reid

**Minutes** from last meeting were discussed thoroughly and approved:Tony Gambitsus/Tony Stallinger

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

**Correspondence:**

* Inward – none
* Outward - none

**Current building repairs update:** Electrical work to be done by a new company

**Squash work status:** None reported

**Finance**

Accounts approved: $10,707.31 Tony Gambitsis and Jan Milne

**Future plans**

Get new quote for the insurance: Jan to organise

**Commentary: Other items**

Complex Manager contract Update. Tony Gambitsis agreed to be on the selection panel.

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 5th MAY 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies: Wayne Dahlberg, Jackie Clark, Toni Kane, Andrew Chuah**

**Invited participant: Ian Miller**

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

**Previous minutes approved Glen/Trevor**

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

**Correspondence:**

11 April – Auditors- Audit requirements

Outwards : Agreed to Karate club trail use of facility. Squash have also agreed for revenue to go to tennis.

**Reports:**

**Complex Manager:** Andre**w**

* Andrew to look at installing Tecnifibre windbreak in most suitable area- including courts 3&4
* Proposal for Hutt Valley Tennis to host the National seniors doubles in 2015 – not successful
* Glen to look at complex hireage proposal -
* Update on Pro shop performance provided

**Strategic Issue**

* Online survey designed and link distributed to wide range of stakeholders – 110 responses
* Focus groups for HVT strategic directions to be formed.

**Finance:** Glen

* Money not received from grants to be taken out of development funds
* Confirmed payments of $25 824.64 for April Eddy/Craig passed
* Balance of accounts is end of April   
  Development $ 184, 156.20   
  Tennis $ 55, 709.34  
  Executive $ 77, 841.77   
  Court Replacement $ 150, 178.91

Tournament $ 74.16

**Mitchell Park Development & Maintenance:** John

* John to prepare proposal for court 1 & 2 for next meeting
* Funding for rates for this year received

**Junior:** Wayne

**Senior:** Trevor

* Champions tournament to be carried over from 12 – 13 th April to try and get more interest – will review and hold at a more suitable time for next year

**Midweek:** Jackie – verbal report provided

**Regional:** Wayne/Jackie

**President:** Jan

**Calendar:** Jan – Date for AGM 25th August 2014 and HVT Winter Tournament 5th-9th July.

**Tennis Central/Tennis NZ:** Jan

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 9th JUNE 2014 AT MITCHELL PARK

7.00pm – 7.30pm

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

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

**Apologies:**

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

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

**Correspondence:**

* Inward – Approval of insurance payment for 1st June was sought
* Outward – Approval for payment of insurance approved by quorum of committee

**Current building repairs update:** Andrew reported on breakin to MP Complex during the weekend. Written report provided by email and temporary security measures put in place. An assessment is being carried out and recommendations will be made as to what needs to be approved to resolve the damage.

**Squash work status:**

**Finance**

Budget Discussed: Dru to get approval from squash committee

Accounts approved subject to credit of $14.95 to squash from tennis: $10,284.32 Dru Reid and Jan Milne

Request for squash to pay 12K plus CPI for the new management contract

**Future plans**

Recommendation to get valuation done on the building by the AllFinanz for insurance purposes. Jan to ask Andrew to contact Downs and Holmes who did a valuation in 2011 for a quote.

**Commentary: Other items**

RFP been viewed and accepted by Squash – Tony G on selection panel.

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 9th JUNE 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies:** John, Wayne

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

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

**Correspondence:**

Inward:

Outwards:

26 May – Stakeholders – update from Hutt valley Tennis and facilities survey

15 May – Jan Milne – approval for insurance

8 May Hutt City Tennis Communities programmes grant invoice

8 May Tennis central – proposal for changes to configure rankings

**Reports:**

**Complex Manager:** Andre**w**

* Written Report presented –
* Update on Pro shop performance
* Break in of Complex reported – Andrew to write a report recommending whether or not to claim or pay the $1000 excess and also to assess future security requirements.

**Strategic Issue**

* Steering Committee – Hutt Valley Tennis Report and Questionnaire – more information from clubs will be requested to narrow down options
* Complex Manager Contract - Request for proposal for Complex manager will be made available next week. – closing 19 July

**Finance:** Glen

* Confirmed payments of $17 336.14 for April Eddy/Craig passed
* Balance of accounts is at end of May   
  Development $ 160,247.25   
  Tennis $ 80,235.38  
  Executive $ 78, 029.02   
  Court Replacement $ 150, 540.16
* Tournament $ 314.35
* Passed - HVT Committee to approve the draft tennis and Complex accounts with final approval delegated to the Chair and Treasurer (Jan & Glen) to sign final audited accounts noting points a and b below.
* a) Out of a stock value of $30k , $16k is over 12 months old, some provision may need to be made against the risk of selling this stock for less than cost price.
* b) The CM bonus needs finalising -this depends on the stock value, the audit and the fact that on a monthly basis the banked receipts cannot be tied to the analysis by Andrew of the Pro Shop sales, Court Hire, Interclub fees, tournament fees, etc. whilst not under overall the lack of the ability to tie these figures leads to a lack of confidence in the final analysis). Glen and Ian Miller will deal with this discussion with Andrew as the audit nears its conclusion. Moved Craig/ Trevor
* Passed HVT Committee to approve the 2015 budget and increase to interclub fees as attached. Moved Glen/Toni
* Passed HVT Committee to agree to set up a restructuring reserve as at 30th April 2014 for an amount of $40k The purpose of this reserve is to have a small fund that can contribute to any of the restructuring costs anticipated to result from the Mitchell Park study addressing actions resulting from the planned move of MPS to Fraser Park. Moved Trevor/Toni

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – written report provided.
* The HVT Management Committee approved the proposal to call for quotations later in 2014 for  replacing the turf on courts 1 & 2 and other associated works such as drains, base remediation, and installation of electrical conduits. The work itself is to commence at the end of the year. Approved: Trevor/Ian

**Junior:**

* Anna Brownlie has offered to be the Junior coordinator. A Junior Meeting is being held on 12th June to organise the year ahead and to feed into the Tennis Central Teleconference on June 19th.

**Senior:** Trevor

* Interclub Rules were supplied. Toni to review and they will be put on the website before the next meeting.

Trevor would like to present options for the Champion of Champions at the AGM for discussion.

**Midweek:** Jackie

**Regional:** Wayne/Jackie

Jackie reported that a regional interclub meeting had been held to review the format of the Premier competition. Clubs will be notified of the new format shortly.

**President:** Jan

As per written report distributed

**Calendar:** Jan

**Tennis Central/Tennis NZ:** Regional meeting to be held on July 3rd in Palmerston North: Jan going

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 7th July 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 7th JULY 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies:** Jackie, Wayne

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

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

**Correspondence:**

Inward:

Outwards:

**Reports:**

**Complex Manager:** Andre**w**

* Written Report presented –
* Update on Pro shop performance
* Recommend to junior committee that sponsorship balls replace vouchers for the prizes. The use of sponsored balls to be monitored
* Quote for security cameras and lighting to be provided. Check with council on what they can provide to help security.
* Mitchell Park Open day on 6 September – publicising of this required on as many channels as possible.

**Strategic Issue**

* Steering Committee – Hutt Valley Tennis Report and Questionnaire –more information from clubs obtained confirmed original to narrow down options. John and Craig to review and pass comments to the Steering Group on behalf of the committee.
* The final report will be made available in August
* Complex Manager Contract - Request for proposal for Complex manager will be made available next week. – closing 19 July. Selection Panel to make the final decision on the new contractor and refer to the committee if needed.

**Finance:** Glen

* Confirmed payments of $17 336.14 for June Eddy/Trevor passed
* Budget approved
* Option 1 for increase in affiliation fees of $1 recommended with prorataed rebate for clubs for rates
* Balance of accounts is at end of June   
  Development $ 160,247.25   
  Tennis $ 80,235.38  
  Executive $ 78, 029.02   
  Court Replacement $ 150, 540.16
* Tournament $ 314.35

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – discussion on surfaces had - courts 1 & 2 not suitable for hard courts due to the shadow from the clubhouse making this slippery. Central Ward funding to be investigated to assist with the upgrade of the courts.

**Junior:**

* Anna Brownlie has offered to be the Junior coordinator. A Junior Meeting is being held on 12th June to organise the year ahead and to feed into the Tennis Central Teleconference on June 19th.

**Senior:** Trevor

.

**Midweek:** Jackie not discussed

**Regional:** Wayne/Jackie

**President:** Jan

As per written report distributed

Jan to invite a Patron for the association - as agreed by the committee.

**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 4th August 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 4th AUGUST 2014 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Wayne Dahlberg, Trevor Dine, Craig Eves, John Horrocks, Eddy Kane, Toni Kane, Jan Milne, Glen Schimanski)

**Apologies:** Wayne

**Present** Anna Brownlie

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

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

**Correspondence:**

Inward:

* Upper Hutt City Council Acknowledging HVT input into the Annual Plan to support development of 4 courts at Maidstone Park for the UH Tennis Club.
* Andrew Chuah resignation email – last working day is the 31st August 2014 – Jan responded
* Complaint from parent about parental behaviour at the HVT Winter Tournament: Responded to by Tennis Central in consultation with TNZ.
* 22 July – Crowe Howarth – auditors report and signed financials

Outwards:

**Reports:**

**Complex Manager:** Andre**w**

* Written Report presented –
* Update on Pro shop performance
* Two quotes for security cameras and lighting provided alternatives to cameras to be sought. Check with council on what they can provide to help security. Discuss options with squash
* Sponsoship – All Turf to provide court grooming for no cost
* Mitchell Park Open day on 6 September – publicising of this required on as many channels as possible.

**Strategic Issue**

* Still no Treasurer – Does anyone know of anyone who would be willing to help?
* Facilities Operator Update on process - John.
* AGM Plan and farewell to Andrew – John

Version 5 of the Tennis Hutt Valley Report as circulated by Jan – Any comments to Jan? – to be circulated to clubs a week before the AGM and to be discussed at the AGM

**Finance:** Glen

* Confirmed payments of $17 336.14 for June Eddy/Trevor passed
* Budget approved
* Option 1 for increase in affiliation fees of $1 recommended
* Payments of 15 088.65 for July 2014 verified John/Trevor

Balance of accounts is at end of June   
Development $ 161,064.89   
Tennis $ 75,639.02  
Executive $ 73, 421.40   
Court Replacement $ 151, 308.28  
Tournament $ 82.42

* Wayne Dahlberg to be taken off as an account signatory Moved John Horrocks/Trevor Dine and carried

**Mitchell Park Development & Maintenance:** John

* Maintenance and Development – discussion on surfaces had - courts 1 & 2 not suitable for hard courts due to the shadow from the clubhouse making this slippery. Central Ward funding to be investigated to assist with the upgrade of the courts.

**Junior:**

* Anna Brownlie options for moving tournaments for central points race provided with agreement on option to increase number of tournaments between 1 April 20125 and 31 October 2015 .

**Senior:** Trevor

.

**Midweek:** Jackie not discussed

**Regional:** Wayne/Jackie

**President:** Jan

As per written report distributed

Jan to invite a Patron for the association - as agreed by the committee.

**Calendar:** Jan

Online Calendar added to website

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

**Other business**

Wayne Dahlberg to be informed that according to the constitution he can no longer be a member of the Hutt Valley tennis Committee as he has not attended four consecutive meetings

Moved John/Trevor and carried