MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

TO BE HELD ON MONDAY 1st AUGUST 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Ross Bisley, Jan Milne, Craig Eves, Jim Canning

**Apologies: Tony and Jim**

**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**: MP Trustees

**Current building repairs update:**

Facilities manager report – Shane Jackson

Look at decreasing cleaning over the summer months when facilities it isn’t so well used in order to reduce operating expenditure.

**Squash work status**

Plan forrepair ofdamaged floorboards – Squash to report.

Second quote required for Infinity water heater – Shane to arrange.

**Finance:** Ross

* Annual Accounts approved Jan/Drew
* Budget for 2016/17 and apportionment schedule discussed –
* Agreed annual apportionment amounts of $53,875 squash and $31,235 for tennis Dru/Jan
* Squash and tennis will start contributing the monthly amount to Executive account starting from May and payment will be made by the 20th August. Dru/Craig
* Confirmed payments of $19,156.07 for June and $5,710.55 for July Ross/Dru.
* **Balances of accounts June July**

Exec Account 58,548.42 38,587.91

Interest 39.49 29.29

Transfer from cheque 0.00 0.00

Transfer to Cheque Account (20,000.00) (5000.00)

Balance 38,587.91 33,617.20

Cheque account 3,668.39 2,957.84

**Future plans**

Transition Committee – To meet once outcome for FPS is known.

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 1st AUGUST 2016 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley, Brenda Hood)

**Apologies: Eddy and Toni**

**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 Dave/Brenda

**Correspondence:**

**Inward**:

* Draft Tennis Central Region Strategic Plan
* Stephanie Moore (HCC) official confirmation of $230K from council for building with conditions.
* TCR – Change to date for Hexangular Tournament
* MP Trustees
* Marc Paulik Sponsorship Request

**Outwards:**

* HVT Annual report for the Tennis Central Annual Report – reviewed and sent

**Reports:**

**Complex Manager:** Shane

* Written Report

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

* Interclub Plans for 2016-7 – Trevor.
  + Interclub dates for 2016-7 agreed and HVT Calendar to be updated.
  + Agreed to accept junior teams into Senior Grades. Anna to inform Tennis Central.
  + Fees for ladies competitions to be aligned with Men’s fees if weekly competition is arranged.
  + Trevor to notify Tennis Central that HV will provide 2 men’s teams to R4 post-Christmas.
  + Clubs at the forum requested more home games at Club and for 2 courts at MP to be used for Premier.
  + Dedicated time for club champs agreed – MP available on Friday nights in April. Rain off weekend in April can also be used for Club Champs.
  + Interclub to be promoted via newsletter and on the website.
  + Trevor and Anna to send Clubs information about entitlements for Interclub this season.
  + Senior Convenors Interclub meeting - Monday, 19th September
* Club Forum –Clubs agreed with HVT priorities for 2016-7 – see attached minutes.
* Game Development Manager – confirmed the role. To seek funding.
* Approve AGM Agenda – same format.
* HVT Management Committee for 2016-7 – nominators and seconders finalised
* Annual Report uploaded to website and printed.
* Club Open Days are mainly taking place on the 10th and 11th September and the Mitchell Park Open day is to be on Saturday 17th September.
* To provide Tournament Planner Training on the 12th August.
* To provide Promato Training for Clubs on the 29th August.
* Tim Shanahan offered to attend part of HVT meetings by Skype. Approved
* Promotion to clubs of the TNZ Roadshow - Tennis Xpress launch and Participation Programmes updates, Club Spark pilot (a club management tool), Coaching updates including Pathways, changes to Registration, course delivery

**Finance:** Ross

* Confirmed payments of 5,580.82 for June and 3, 238.65 for July Ross/Trevor

Balances June July

Tennis 64,180.33 35,029.92  
Court Replacement 185,705.63 215,054.58

Executive 38,587.91 33,617.20  
Development Levy 118,639.96 118,734.22

Restructuring Reserve 68,480.56 68,534.97  
Tournaments 510.28 2,278.96

* Approved Annual Accounts. Ross to move their adoption at the AGM, Ross to discuss a couple of minor points with the Auditor before AGM.
* Agreed Final Budget for 2016/17 and apportionment schedule- including points made by the MP Trustees including removing an extra payment for council rates associated with the bar from squash and a $5,000 contribution for depreciation by squash.
* Ross asked to be notified of the number of Interclub Teams entered so that he can produce invoices for Clubs. Trevor, Brenda and Paddy to let him know in October.

**Mitchell Park Development & Maintenance:**

Maintenance and Development – See Facilities operator report re: Courts 3 & 4

**Junior:** Anna

* Junior Tournaments feedback provided – timing will be changed to later in holidays.
* Approved the payment of $1250 to go towards accommodation for the Wanganui Junior Spring tournament Dave/Brenda

**Senior:** Trevor

* Interclub conveners meeting on Monday 19th September to finalise teams and format of the competition.

**Midweek:** Brenda

* Plans for the 2016-7 Season outlined

**Premier:** No report

**Calendar:** To be updated this month for the new season

**Tennis Central/Tennis NZ:** AGM coming up on the 27th August – Jan to attend will ask at AGM for club proxies

**Other business - None**

AGENDA FOR EXECUTIVE COMMITTEE MEETINGS

TO BE HELD ON MONDAY 4th July 2016 AT MITCHELL PARK at 6.45pm

C**ancelled. Urgent Matters to be agreed by email.**

(Members: Tony Gambitsis, Dru Reid, Ross Bisley, Jan Milne, Craig Eves, Jim Canning

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 4th JULY 2016 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley, Brenda Hood)

**Apologies:** Jan Milne, Ross Bisley, Toni and Eddy

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

**Minutes approved Dave/Anna**

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

**Correspondence:**

**Inward**: Combined Open Day Tennis Central

**Outwards:**

* Letter of response sent to the Panda Gym Club
* Letter to the Mitchell Park Trustees re: Failure to agree Finances
* Notice of AGM and Forum meeting

Please request copies of any of these if you would like them

**Reports:**

**Complex Manager:** Shane

* Written Report
* Fund raising areas identified as team uniforms, website, courts 3 and 4 resurfacing

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

* Delegate for the TCR AGM is to be sent by the 6th August: Approved Jan Milne Moved Dave Anna
* Game Development Manager: Position Description draft supported by committee feedback to be provided to Jan and Shane
* Club forum – Finalise agenda and format including topics including seniors and interclub for the subcommittee meetings Interclub/finance
* Steering Group Report Back – Funding for Fraser Park squash has not been approved meaning move will be delayed

**Motions:**

* + Approval to obtain quotes from architects and engineers and quantity surveyors to carry out the work required to obtain a resource consent and tender documents to downsize the Mitchell Park Complex.
  + Approval to negotiate the extension to the Mitchell Park lease to the maximum number of years possible.
  + Approval to talk with Parks and Gardens about vehicle access and whether public toilets are required in the gardens and included in the building concept.
  + **Motions Passed Dave/Anna**
* HVT Management Committee for 2016-7 – see attached form
* Approval of funds for redevelopment of Mitchell Park from council of 30 000 for consent approval process and 200 000 for redevelopment cost
* Annual Reports due 1st August – to be sent to clubs 1 weeks later

**Finance:** Ross (Absent)

* Approval of accounts to be carried out in August
* Approve Annual Accounts
* Approval of Final Budget for 2016/17 and apportionment schedule subject to response from the MP Trustees Dave /Trevor
* Requirement for Public liability insurance to be investigated

**Mitchell Park Development & Maintenance:**

Maintenance and Development – See Facilities operator report

**Junior:** Anna

* Report back on Operations Meeting for Tennis Central

**Senior:** Trevor

* Date for Vets Tournament - 9th and 10th September 2017
* Awards board update being arranged with Trevor and Shane

**Midweek:** Running smoothly

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 13th JUNE 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Ross Bisley, Jan Milne, Craig Eves, Jim Canning

**Apologies: Jimmy, Tony**

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

**Approved minutes from May Tony/Jan**

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

**Correspondence:**

**Inward**:

Matt Roberts ABI - Insurance quote for 2016 reduced from $13,372.10 (2015) to $12,118.31 (2016)

**Approved the acceptance of the insurance quote Dru/Craig**

**Current building repairs update:**

Facilities manager report – Shane Jackson

Maintenance items: refrigerator seals, toilet roll holders, Power board repair completed

**Squash work status**

Plan forrepair ofdamaged floorboards – look at getting a grant for this.

Dru to send Jan membership numbers for the Statement of Performance required by the Auditor

**Finance:** Ross

* Confirmed payments for May of $5334.09 Dru/Craig
* **Balances of accounts May**

Exec Account 58,497.13

Interest 51.29

Transfer from cheque 0.00

Transfer to Cheque Account 0.00

Balance 58,548.42

Cheque account 2,823.46

* Approval of accounts – deferred to discuss at meeting on 21 June so Squash can look at ways of reducing their expenses as they cannot afford this based on last year’s large loss.
* Budget for 2016/17 and apportionment schedule deferred to 21 June meeting as well

**Future plans**

Transition Committee – To meet once outcome for FPS is known.

**Commentary: Other items**

**Budget Meeting 21 June 2016**

**Present:** Dru Reid, Tony Gambitsus, Craig Eves, Ross Bisley, Jan Milne

**Items highlighted and discussed for adjustment of the 2016/17 budget**

* Interest earned on Executive account funds – agreed to split 50:50 with squash and back date this for 5 years. Ross and Paul to look at past statements
* The payment for rates for costs directly attributable to the bar of $1,360 – Was approved and has been paid by Squash for 2 years. Squash disagree that they should pay – to refer to MP Trustees.
* Repairs and maintenance items usually split 60:40 unless discussed – agreed that cladding and repair to the toilet to be split 50:50. The accounts are to be updated for this.
* Budget for repairs and maintenance to be reduced by $3000 to $7000 – to refer to MP Trustees.
* Depreciation of $5000 not to be included in budget. HVT has approved a new policy for this to be started because it is best practice and means funds are available for large items of capital expenditure.
* Possibility of expense holiday by squash, agreed in principal as long as minimum balance of 50, 000 to be kept in Executive account. Tennis preference would be to calculate a regular payment over the 12 months to achieve the minimum balance figure
* The possibility of decreasing the cost for squash of the Facilities Manager was discussed – it was agreed to leave this as is and revisit at a later stage .Squash will discuss with facility manager the different options available.

Ross is to adjust the budget for points that were agreed on and Jan to write to the Mitchell Park Trustees for advice on points that are not agreed for resolution.

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 13th JUNE 2016 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Toni Kane

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

**Approved May minutes Anna/Craig**

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

**Correspondence:**

**Inward**:

* Matt Roberts ABI - Insurance quote for 2016 reduced from $13,372.10 (2015) to $12,118.31 (2016)
* Panda Gym Proposal
* Refinements to the Tennis New Zealand Coach Registration Policy - effective 1 July 2016 – Jamie Tong
* Tennis Central Club Forum Agenda and Minutes
* TCR Draft Calendar

**Outwards:**

* HVT Awards nominations to TCR
* Engagement Letter with Auditors
* Request for more information from the Panda Gym Club

Please request copies of any of these if you would like them

**Reports:**

**Complex Manager:** Shane

* Written Report
* Moved that Kim Massam be appointed as the Grant Applications Officer. Trevor/Anna

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

* Submission Outcome – Steering Group – phase 2 to begin. HCC has agreed to provide $30K in F2016-7 towards design of the building to the consent stage and then to provide $200K in F2017-8 for building work.
* Panda Gymnastics Club – letter requesting information needed by HVT to assess the proposal is to be sent by Jan (Dave to review). Steering Group to review responses.
* Game Development Officer – grant to be applied for this position
* Annual Plan – Agreed and to be discussed at the Club Forum on 18 July.
* Staging of the Tennis Seniors National Individual Championships in 2018 agreed to in conjunction with Kapi Mana vets

**Finance:** Ross

* Confirmed payment of $629.42 for May Moved Ross/Dave
* Balance of accounts May
* Tennis 64,127.62  
  Court Replacement 185,553.12

Executive 58,548.42  
Development Levy 118,542.53

Restructuring Reserve 68,424.32  
Tournaments 247.07.

* Agreed interclub and court charges for 2016-7 to remain the same as the previous year.
* Budget for 2016/17 and apportionment schedule – still to be agreed with squash – further meeting on 21 June to discuss
* Proposed Affiliation Fees for 2016/7 – Moved that this be increased across all categories of $1 Anna/Dave
* Draft Annual Accounts were circulated – to be approved by email if needed.

**Mitchell Park Development & Maintenance:**

Maintenance and Development – See Facilities operator report

**Junior:** Anna

* Convenors Meeting outcomes – progression of junior to senior interclub planned
* Tennis Central Calendar – 21st June – Know primary schools tournament dates, Vets, HV Champions

**Senior:** Trevor

* Date for Interclub Meeting – Part of Club Forum planned for 18 July
* Rule 13.4 invoked through teams no putting in results of their matches within the required timeframe.

**Midweek:** Jan

* Brenda Hood, the new Midweek Convenor will attend the next meeting

**Premier:**

**President:** Annual Reports due by 1st August for distribution to the clubs so that there is time to read them.

**Calendar:** To be updated this month for the new season

**Tennis Central/Tennis NZ:** Forum report back - Jan

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 2nd MAY 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Ross Bisley, Jan Milne, Craig Eves, Jim Canning

**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.

**Correspondence:**

**Inward**:

Hutt Valley Tennis Submission

Notes from Transition Committee meeting of Tennis and Squash re: HVT Submission and request for contribution to downsizing of the building.

**Outward:**

HVT has put in the Submission to council.

**Current building repairs update:**

Facilities manager report – Shane Jackson

$ 13 000 quote for the repair of damage from sauna to the floor – squash to get a alternative quote for repair

Leaking seals in refrigerator to be repaired.

**Squash work status**

Plan forrepair ofdamaged floorboards – Squash haven’t got an alternative quote yet.

**Finance:** Ross

* Confirm payments of $148.83 for April Tony/Jimmy
* Moved Hutt Valley Tennis Incorporation resolves to prepare annual audited financial statements for the period ending 30 April 2016 and subsequent periods as a Tier 3 NFP PBE (Not for Profit Public Benefit Entity) as defined by the New Zealand Financial Reporting Framework.
* Auditor Fees for 2015-6 are $3,000 plus gst. Tony G confirmed requirements of Squash for the audit.
* Draft budget for 2016/17. – agreement in principal by squash. Apportionments to be provided for squash to discuss at their meeting on 23 May
* Agree Squash and Tennis requirements from the Auditor.- squash to discuss with their treasurer

**Future plans**

Transition Committee – Meeting held April 26th.

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 4th APRIL 2016 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies: Dave Yorston, Trevor Dine**

**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**: Petone Sportsville Submission

**Outwards:**

* Hutt Valley Champions Tournament Report – Jacob Emery
* Hutt Valley Tennis Submission to the HCC Annual plan 2016-7
* Notes from meeting with Squash regarding HVT submission and request for financial contribution to downsizing the building/
* Email to Barrie Shute – Chair of the Mitchell Park Trustees.
* Bank feeds authorisation for Xero

Please request copies of any of these if you would like them

**Reports:**

**Complex Manager:** Shane

* Written Report

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

* HVT Fundraising Plan to downsize the building. Require around 600 K – Hutt Valley tennis aim at raising around 200K – some sources of activities to raise funds made, require a large source of funds to achieve
* Presentation to council planned to be held on 17 May outlining plans for Mitchell Park and seeking funding to project manage the building renovations
* Draft Budget for 2016/17 presented – no major concerns at small loss predicted
* Date for AGM – Monday 22nd August –
* Tennis Central Awards – Nominations from Hutt Valley Tennis
* College Sport – Tennis numbers are quite low require some promotion to try and get added to curriculum
* Report on Meeting with CFT

**Finance:** Ross

* Approval of accounts

Confirmed payments of $31 735.59 for April – this included transfers 28 320 to restructure reserve account Ross /Tony

* Hutt Valley Tennis Incorporation resolves to prepare annual audited financial statements for the period ending 30 April 2016 and subsequent periods as a Tier 3 NFP PBE (Not for Profit Public Benefit Entity) as defined by the New Zealand Financial Reporting Framework.
* Check the depreciation rates for the courts – they may be too high as preparation work not required and expected court life longer than 10 years

**Mitchell Park Development & Maintenance:**

Maintenance and Development – See Facilities operator report

**Junior:** Anna

* Convenors Meeting

**Senior:** Trevor

* Prize giving and fun tournament held
* Tennis Southern Representative Fixture on Queens Birthday Weekend – 4-6 June
* Hutt Valley/Wellington Vets Tournament - - Income coming from Tennis Central

**Midweek:** Jan

* Brenda Hood is the new Midweek Convenor

**Premier:** Nothing to report

**President:** Jan

**Calendar:** Any new items for the Calendar?

**Tennis Central/Tennis NZ:**

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 4th APRIL 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Ross Bisley, Jan Milne, Craig Eves, Jimmy Canning

**Apologies: Dru**

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

**Confirmed minutes of previous meeting Tony/Jan**

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

**Correspondence:**

Inward: Visitor Solutions Report on upgrade to the building

Outward:

**Current building repairs update:**

Facilities manager report – Shane Jackson

Maintenance

**Squash work status**

Plan forrepair ofdamaged floorboards – Squash to report.

**Finance:** Ross

* Approval of accounts confirmed payments for March of $7101.54 Tony/Craig
* **Balances of accounts March**

Exec Account 76,692.39

Interest 71.90

Transfer from cheque 0.00

Transfer to Cheque Account 0.00

Balance 76,764.35

Cheque account 17,859.93

Savings Account 76,764.35

* To look at the draft budget for 2016/17 – deferred to next month
* Agree Squash and Tennis requirements from the Auditor – arrange a quote before AGM so nomination of auditor can be made at AGM. Request that the auditor produces a recommendations letter highlighting any issues to squash and tennis

**Future plans**

Transition Committee – Meeting date required to discuss needs of MPS to set up the new Squash Club and the needs of HVT to remodel the building.

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 4th APRIL 2016 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:**

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

**Confirmed minutes Toni/Eddy**

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

**Correspondence:**

**Inward**: Visitor Solutions Business Final Business Case

**Outwards:**

* Request to Muritai Club to complete payment of affiliation fees
* Call for annual participation numbers – sent to club secretaries and treasurers
* Steering Group Meeting set up with the Community Facilities Trust.

Please request copies of any of these if you would like them

**Reports:**

**Complex Manager:** Shane

* Written Report

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

* Approve letter to MPS re: needs of HVT to remodel the building discussed
* First Draft of the Budget for 2016/17 – any requirements to be budgeted e.g. maintenance?
* Court Fees for Coaching of National Champions affiliated to HVT – these should be similar to what applies at Tennis Central
* Management Model – apply for funding for staff

**Finance:** Ross

* Approval of accounts
* Confirmed payments of $15 831.48 for March Dave/Ross
* Tennis 64,020.58  
  Court Replacement 185,243.41

Executive 76,764.35  
Development Levy 118,344.88

Restructuring Reserve 40,000.00  
Tournaments 245.65.

* Meeting with Auditor on 7th April re: requirements

**Mitchell Park Development & Maintenance:**

Maintenance and Development – See Facilities operator report

**Junior:** Anna

* Prize giving will be held with fun activities such as speed camera

**Senior:** Trevor

* Prize giving 16 April – including fun tournament and BBQ
* Champion of Champions Outcome
* Presidents Gala Tournament - $410
* Hutt Valley/Wellington Vets Tournament

**Midweek:** Jan

* Complaints received

**Premier:** Nothing to report

**President:** Jan

**Calendar:** Any new items for the Calendar?

**Tennis Central/Tennis NZ:**

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 7th MARCH 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Jimmy Canning, Ross Bisley, Jan Milne, Craig Eves

**Apologies:** Tony and Jimmy

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

**Confirmed minutes of previous meeting Ross/Jan**

**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 - Approved the report

Maintenance – Ladies toilets cleaned and painted and leak fixed. Gas Hot water pilot light repaired

**Squash work status**

Plan forrepair ofdamaged floorboards – squash agreed to contribute with a proportion of costs to be agreed on.

Fraser Park requires contribution from all member sports. June will see whether next stage is able to go ahead

Cooling room gets very hot in summer requiring continuous operation of refrigeration units – look at ventilating the room to allow heat to escape.

**Finance:** Ross

* Approval of accounts **Dru/Craig**– confirmed payments for January of $4107.90 and February of $6096.42
* Confirmed squash are now contributing executive expenses out of their own account
* **Balances of accounts January February**

Exec Account 76,518.82 76,610.01

Interest 91.19 82.38

Transfer from cheque 0.00 0.00

Transfer to Cheque Account 0.00 0.00

Balance 76,610.01 76,692.39

Cheque account 14,168.99 16617.02

Savings Account 76,610.01 76,692.39

* Discussed requirement of sporting organisations to set aside 5K for building depreciation. This is to be included in the budget for 2016/7.
* Squash contribution to Building Design work which is required due to departure to FPS. Tennis to prepare costs.

**Future plans** Transition Committee – MP Trustees

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 7th MARCH 2016 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley)

**Apologies:** Anna, David

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

**Confirmed minutes Toni /Trevor**

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

**Correspondence:**

**Inward**: Visitor Solutions Business Case Draft

**Outwards:** Feedback on Visitor SolutionsDraft

Please request copies of any of these if you would like them

**Reports:**

**Complex Manager:** Shane

* Written Report

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

* Report back on Upper Hutt Tennis Club Open Day. – successfully helped with good numbers and very good quality work completed on fencing and courts
* Steering Group Plans – See Presidents Report Item 6 – new Financial policies and Management Model – Best practice for clubs to allow 5,000 per year for depreciation of buildings.
* Performance against Annual Plan discussed – have achieved quite a bit this year but it would be good to have more people from clubs to be involved to help meet targets. Need to locate a tennis member who would like to drive the website project: Communication to go out to clubs

**Finance:** Ross

* Approval of accounts
* Confirmed payments of January $93 914.26 and February of $3917.58 – this included transfer of 90 000 to Tennis account for payment for court 1 and 2 resurfacing Eddy/Trevor

**January**

* Tennis 103,814.71 103,926.35   
  Court Replacement 184,870.95 185,069.75  
  Executive 76,610.01 76,692.39  
  Development Levy 111,120.60 111,240.09  
  Tournaments 1,250.94 246.42
* Approval of Ian Andrews to assist Ross with the End of Year Accounts in place of Ian Miller. Will need access to Xero.

Confirmed that access to Xero accounts be provided to Ian Andrews so he can prepare the annual accounts this year

* Confirmed policy to add $ 5,000 to budget each year for building depreciation Ross/Eddy
* Ross to open an account for the Building Restructure and to transfer $40,000 into it Ross/Eddy
* Ross asked for support to calculate the interclub fees next season. The convenors of Midweek, Presidents, Senior and Junior need to communicate which teams are playing more clearly.
* Craig to send email to clubs reminding them of unpaid affiliation fees. Some clubs query using last season’s membership numbers for calculating fees to be paid. Committee endorsed need to communicate change from October 2014 and which had been approved at the HVT AGM to these clubs.

**Mitchell Park Development & Maintenance:**

Maintenance and Development – Outline of Court 3 & 4 project and timelines - See Facilities Operator report

**Junior:** Anna

* Cancelled April Junior Tournament

**Senior:** Trevor

* Interclub queries resolved
* Clash of Club Champs with Presidents Grade Interclub
* Prizegiving to be organized by Kirsty and Trevor - date tbc

**Midweek:** Jan

Brenda Hood has expressed an interest in the Convenor Role **–** Jan to make contact

**Premier:** Jackie

**President:** Jan – See attached report

**Calendar:** Any new items for the Calendar?

**Tennis Central/Tennis NZ:**

* Club Forum Meeting and RPC Review - Report back from Jan.

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 1st FEBRUARY 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Jim Canning, Ross Bisley, Jan Milne, Craig Eves, Jan Milne

**Apologies: Dru and Jim**

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

**Confirmed minutes of previous meeting Tony/Ross with adjustment of typo in Exec balancesto 76 281.64**

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

**Correspondence:**

**Correspondence:**

Inward:

Outward:

**Current building repairs update:**

* Facilities manager report – Shane Jackson
* The bar needs to be open during business house tennis – squash to liaise with Shane
* Confirmed that the public phone line is not required , in case of emergencies the phone in the bar or pro shop can be used.
* Hot water cylinder needs repair – Shane to organise
* The repair of damage to floor from the sauna to be discussed at first squash committee meeting

**Squash work status**

Plan forrepair ofdamaged floorboards – options looked at and squash to discuss option with committee as full repair may not be able to paid by squash based on current reserves.

**Finance:** Ross

Confirmed payments of 7,6 34.64 for Decemberr: **Tony/Craig**

**Balances of accounts**

Exec Account 76,404.74

Interest 114.08

Transfer from cheque 0.00

Transfer to Cheque Account 0.00

Balance 76,518.82

Cheque account 0.00

Savings Account 76,518.82

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 7th DECEMBER 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley) and Shane Jackson

**Apologies:** Jackie,)

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

**Confirmed minutes of previous meeting.** Jan/Trevor

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

**Correspondence:**

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

* New league for juniors- .

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

* Confirm licence required

**Reports:**

**Complex Manager:** Shane

* Written Report - Fundraising for courts 3 and 4 to start with aim to start courts in winter 2016 due to teh poor state of these courts and requirement to resurface when they are not utilised

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

* Frase Park Sportsville delay – a large shortfall in fundraising by member clubs with reuquiremtn for this not to start until 90% has been raised

**Finance:** Ross

* Confirmation of payments for November $ 51, 297.19 **Anna/Dave**
* Tennis 13,753.93   
  Court Replacement 184,650.89   
  Executive 76,518.82   
  Development Levy 167,298.81   
  Tournaments 5,876.03
* Shane to provide Roiss with postal addresses for clubs for invoicing purposes.

**Mitchell Park Development & Maintenance:**

**Junior:** Anna

* Congratulations to William Brownlie and George Stoupe winnwers of the 14 national 14 boys doubles and George Stoupe winner of National 14 boys and George Stoupe winner of national mixed doubles title
* Support in principal for juniors to go up to Womens Tennis.

**Senior:** Trevor

* .

**Midweek:** Jackie – No report

**Premier:** Jackie – No report

**President:** Jan – See report

**Calendar:** Any new items for the Calendar?

**Tennis Central/Tennis NZ:**

* Club Forum Minutes Distributed.

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 7th DECEMBER 2015 AT MITCHELL PARK

6.45pm

(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.**

**Confirmed minutes of previous meeting Ross/Tony**

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

**Correspondence:**

**Correspondence:**

Inward: Fire safety report – to be circulated to squash

Outward:

**Current building repairs update:**

* Facilities manager report – Shane Jackson
* Confirmed that the zip hot water heaters do not require replacing – alternative means of heating water can be used.
* Maintenance – car park was discussed –repair does not need to be done until court 1 & 2 are replaced will look at possibly closing off to prevent further damage and maybe adding base course in meantime to prevent puddles.
* Leaves have been cleared from the drain near proshop
* Items required for fire safety as highlighted in fire safety report to be fixed
* $ 300 bond required for private function hireage of Mitchell Park

**Squash work status**

Plan forrepair ofdamaged floorboards – options looked at and squash to discuss option with committee as full repair may not be able to paid by squash based on current reserves.

**Finance:** Ross

Confirmed payments of 3, 732.96 for November: **Paul/Dru**

**Balances of accounts**

Exec Account 76,2810.64

Interest 123.10

Transfer from cheque 0.00

Transfer to Cheque Account 0.00

Balance 76,404.74

Cheque account 0.00

Savings Account 76,404.74

**Commentary: Other items:** MPS met with the Fraser Park Squash Club to discuss future plans and activities.

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 7th DECEMBER 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

(Members: Jackie Clarke, Trevor Dine, Anna Brownlie, Craig Eves, Dave Yorston , Eddy Kane, Toni Kane, Jan Milne, Ross Bisley) and Shane Jackson

**Apologies:** Jackie, Anna, Dave, Eddy, Toni)

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

**Confirmed minutes of previous meeting.** Jan/Trevor

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

**Correspondence:**

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

* Tennis Central Club Forum Minutes.
* Fire Report on Mitchell Park Complex
* Club Survey – invitation
* Review of Tennis Central

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

* Tennis Academy Information Distributed to Clubs.
* Shane wrote a piece for the Squash Annual Report

**Reports:**

**Complex Manager:** Shane

* Written Report - sourcing more windbreak, talking to clubs re fundraising in the new year, microphone to be purchased for the junior tournament.

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

* Hutt Valley Tennis Open/Champion of Champions Proposal –agreed to offer licence for three years with discussion required on dates and format
* Tennis Central Calendar Scheduling –Bob Brown to remain on first weekend of December. Hutt Valley/Wellington Vets Tournament to be run April 2nd (Renouf and Mitchell if large number of entries)
* Volunteerism – Paper distributed.
* Club survey Tennis Central – decided not to distribute to clubs as data can be provided elsewhere to Tennis Central
* Sponsorship allocation and distribution of balls for 2015/16 confirmed.

**Finance:** Ross

* Confirmation of payments for November $ 45 584.46 **Trevor/Craig**
* Tennis 48,733.42   
  Court Replacement 184,375.59   
  Executive 76,404.74   
  Development Levy 167,049.38   
  Tournaments 2,199.61
* Interclub is to be invoiced after confirmation with convenors.

**Mitchell Park Development & Maintenance:**

* Maintenance and Development - Facilities operator report Total cost of courts including drainage, resurfacing base and laying of courts $ 92,402 and $80,300 (net). This was paid for from $24,000 (grants), $7,000 (from this year’s budget) and $49,300 from the development fund.
* Courts 3 & 4 to be inspected for resurfacing with hard courts if feasible

**Junior:** Anna

* Congratulations to Jake Naylor (2nd), Claire Brownlie (13th) and Laura (15th) in North Island Schools Tournament.
* Support in principal for juniors to go up to Womens Tennis.

**Senior:** Trevor

* Southern Region Senior Rep fixture at Queens Birthday – HVT to provide a team.
* New Muritai Mens Team to be slotted into the competition as appropriate.

**Midweek:** Jackie – No report

**Premier:** Jackie – No report

**President:** Jan – See report

**Calendar:** Any new items for the Calendar?

**Tennis Central/Tennis NZ:**

* Club Forum Minutes Distributed.

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 2nd NOVEMBER 2015 AT MITCHELL PARK

6.45pm

(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.**

**Confirmed minutes of previous meeting Dru/Craig**

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

**Correspondence:**

Inward: Outward:

**Current building repairs update:**

Facilities manager report approved and work authorised– Shane Jackson

Tennis highlighted the car park beside Court 4 repair required - check with Shane on clearing leaves in car park to aid with drainage.

**Squash work status**

Meeting with Fraser Park committee to be held to discuss joint needs of the clubs.

Progress with repair of Sauna and damaged floorboards.-

Sauna repair has been made – quotes for floorboard to be made good provided – further quotes to be collected. Repair to sauna to be assessed after Christmas to see if leaks have been fixed before repair work can be started.

Tennis members asked that the floor be repaired so that it is restored to how it was previously while the Squash members were seeking a lower cost solution. More research to be done

**Finance:** Ross

* Approval of accounts
* Paul asked that the balance of both accounts be included in the finance report.
* It was noted that the power consumption was $600 lower while the Sauna was not in operation.

Confirmed payments of $10 696.10 for Month of October Tony/Drew

**Balances of accounts**

Exec Account 76,162.70

Interest 118.94

Transfer from cheque 0.00

Transfer to Cheque Account 0.00

Balance 76,281.64

Cheque account 625.57

Savings Account 76281.64

**Future plans**

Transition Committee – MP Trustees

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 2nd NOVEMBER 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

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

**Apologies:** Jackie

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

**Confirmed minutes of previous meeting.** Anna/Craig

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

**Correspondence:**

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

* Email informing committee of need for additional surface work on Crt 1 & 2 of approx. $10K and asking for support.
* Infinity - $8K received
* Email of support for preferred Option from Tennis Members of the Mitchell Park Trustees
* Tennis Central Invitation to Clubs and Associations to Forum on the 1st November.
* Notification of Hexangular event – HVT entered and to be organised by Julie Scott and Jason Kane.

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

* Email to Trustees for comment on Preferred Option for the Mitchell Park Complex.
* Email to Clubs for comment on Preferred Option for the Mitchell Park Complex.

**Reports:**

**Complex Manager:** Shane

* Written Report approved

Tennis are to provide squash options for making good the damage to floor caused by the sauna leak.. Action: to progress settlement with squash.

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

* Steering Group:

Motion passed HVT endorses the preferred option for the Mitchell Park building as presented by the Steering Group and as supported by all clubs. This option will demolish the pro-shop/ upstairs tournament office/meeting room plus Squash Courts 1, 2 and 3. The remaining building will be strengthened and renovated as funds become available. Moved Anna/Dave

* Transition Committee – Trustees recommended that both MPS and Tennis research financial needs prior to the meeting with the MP Trustees.
* Upper Hutt Tennis Club Report by Dave Yorston. Core committee, 3 interclub teams, strategy being developed to launch the club and to strengthen the grass roots of the club when the courts are completed. Asked for rent holiday for 3 months from UHCC.
* Fundraising Grants Working Group meeting was held( Kim Massam, Hana Sylvester and Shane). Priorities for phase one were agreed (Rep shirts, club signage/access and courts 3 & 4 resurfacing). 18 local trusts were identified. Jan and Shane met with Tim Shannahan (TCR) to discuss fundraising for the complex upgrade.
* Coaching Academy update by Marc Paulic and Andy Wheeler – 3 page handout provided to the committee. Academy is progressing well. Numbers in under 10 age group very small, require more links with schools and clubs top facilitate younger players for coaching. HVT fundraising plan includes financial assistance for the HV Tennis Academy.
* Life membership discussed – to be developed further.
* Letter to Thump Sports to be sent.

**Finance:** Ross

* Confirmation of payments for October $ 40 796.73
* Tennis 78,645.55   
  Court Replacement 183,791.52   
  Executive 76,281.64   
  Development Levy 184,078.54   
  Tournaments 792.93

**Mitchell Park Development & Maintenance:**

Maintenance and Development - Facilities operator report

* Courts 1 and 2 update from Shane (Project Manager).
* Courts 3 and 4 fundraising to begin

**Junior:** Anna – written report provided.

* Successful intermediate tournament help with 80 entries.

**Senior:** Trevor

* Interclub

**Midweek:** No report

**Premier:** No report

**President:** Jan – No report this month as all matters are detailed in correspondence and attached reports to be discussed in the Strategic Area

**Calendar:** No new items for the calendat

**Tennis Central/Tennis NZ:**

* Meeting with Tim Shannahan (CEO of Tennis Central at Mitchell Park on 1st November) to gain assistance with developing a Fundraising Plan and to discuss the development (Crts 3 & 4, building, indoor facility. Made some good suggestions for sources of funding and ways of structuring organisation to increase chances of funding
* Tennis Central Forum on 1st November to be attended by Jan.

**Other business -** None

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 5th OCTOBER 2015 AT MITCHELL PARK

6.45pm

(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.**

**Previous Minutes Approved Tony/Craig**

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

**Correspondence:**

Inward: Transition Committee Minutes

Outward:

**Current building repairs update:**

Facilities manager report – Shane Jackson – Report taken as read.

**Squash work status**

A contractor Steve Brown has agreed to repair the sauna, squash to coordinate the repair.

Quotes for the repair of the floor damaged by sauna have been sought. Floor will be repaired by MPS after sauna leak has been repaired to ensure that there will be no further damage to the floor.

Squash club AGM planned for the first week of December.

**Finance:** Ross

* Approval of accounts

Confirmed payments of $4511.75 for September Moved Paul/Jan Carried

**Balances of accounts**

Exec Account 81,021.49

Interest 141.51

Transfer from cheque (5,000.00)

Transfer to Cheque Account 0.00

Balance 76,162.70

Paul to reimburse tennis for the auditor’s fees.

Paul noted that MPS was making a slight loss this year.

**Future plans**

Transition Committee Minutes taken as read.

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

TO BE HELD ON MONDAY 5th OCTOBER 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

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

**Apologies:** Dave Yorston, Trevor Dine

**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 accepted Eddy/Toni

**Correspondence:**

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

* Acceptance of Quote for Courts 1 and 2 by Bachler Deck
* Pub Charity - $16K received and two applications
* Steering Group have received plans for new build from Rowbotham and Boyd and Engineering Report on the 5 Options presented at the last committee.
* Transition Committee Minutes
* Hot Shots League information received from Amelia at Tennis Central about new Primary Schools League to be held at Mitchell Park.
* Email from Kim Massam reporting on the Straits Challenge junior rep fixture in Nelson

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

* Advertisement placed in Hutt news promoting Mitchell Park Open Day and Clubs

**Reports:**

**Complex Manager:** Shane

* Written Report - taken as read
* Mitchell Park Open Day - successful with approximately 250 attending. Craig thanked for his help.
* Fundraising group to meet. Proposed list of priorities and targeted amounts for non-building related funding was presented. Shane is able to chair this committee in the short term.

**Strategic Issues**

* Define requirements for Courts 3 & 4 – Agreed that hard court surface a priority for delivering Strategic Plan especially for retention of young players and coaching services. Penetrometer tests show hard ground meaning courts could be ground and 25mm of asphalt could be laid and then hard court surface applied. However if cracking is found under the turf, ground works of up to 100K may need to be done. Drainage, and fencing also to be considered. Committee approval to seek professional input and quotes for this plan. Endorsed the priority for hard courts to replace courts 3 & 4 with target for January Moved Toni/Anna carried
* Steering Group – Pros and Cons paper circulated. Discussion of pros and cons of the 6 options and agreement that the chosen option should be fit for purpose.
* Transition Committee – Minutes circulated, update provided and taken as read.

**Finance:** Ross

* Confirmed payment for September of $8,388.45 Jackie/Eddy
* Balances in accounts
* Tennis 8,512.53   
  Court Replacement 183,791.52   
  Executive 76,162.70   
  Development Levy 166,520.20   
  Tournaments 5,617.37

**Mitchell Park Development & Maintenance:**

Maintenance and Development - Facilities operator report

* Courts - update on work starting on the 12th October expected completion start of November. Shane agreed with John Horrocks to Project Manage the Court 1 & 2 Turf replacement project. Committee provided with Schedule of works and sample of new turf.

**Junior:** Anna

* Reported on Junior Convenors Meeting
* Interclub Draws coming out thanks to Craig
* The Straits Challenge was a success but a lot of work with fundraising.

**Senior:** Trevor

* Report on the Convenors meeting
* Interclub starting 17 October – newsletter sent out and added to website. Draw coming out soon.

**Midweek:** Jackie

* Report on Midweek Captains meeting

**Premier:** Jackie – draws sent out some grades short of players.

**President:** Jan – No report this month as all matters are detailed in correspondence and attached reports to be discussed in the Strategic Area

**Calendar:** Any new items for the Calendar?

**Tennis Central/Tennis NZ:**

* Meeting planned with Tim Shanahan (CEO of Tennis Central at Mitchell Park on 1st November) to gain assistance with developing a Fundraising Plan and to discuss the development (Crts 3 & 4, building, indoor facility).
* Hot Shots League information received from Tennis Central about new Primary Schools League. Need a Hot Shots Trained Coach to run.

**Other business**

MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 14th SEPTEMBER 2015 AT MITCHELL PARK

7.00pm

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

**Apologies: Paul**

**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 Tony/ Dru

**Correspondence:**

Inward: Feedback from the Mitchell Park Trustees

Outward: Letter to Mitchell Park Trustees

**Current building repairs update:**

Facilities manager report – Shane Jackson

**Squash work status**

Shane with help of Jim Canning has been trying to locate a builder to quote on repairing the Sauna and the floorboards upstairs.

**Finance**

Accounts

Confirmed payments of 9991.17 for August 2015. Tony/Dru

Confirmed with trustees for squash to have a 6 month holiday from contributing to the Executive account. Tennis is to continue to pay their contribution into the executive account as approved by members in the budget.

There may be an extra auditor’s bill coming for additional work requested – agreed that at least some of this work was to do with the audit not being accurately completed.

**Future plans**

Transition Committee report back on pros and cons of future options for the building

**Commentary: Other items**

**Next meeting to start at 6:45pm on the first Monday of October**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY 7th SEPTEMBER 2015 AT MITCHELL PARK

7.30pm

MANAGEMENT COMMITTEE

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

**Apologies:** Anna, Dave

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

**Approved Minutes: Trevor/Jan**

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

**Correspondence:**

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

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

* 13th August – Letter to Trustees on squash contribution to expenses

**Reports:**

**Complex Manager:** Shane

* Written Report
* Mitchell Park Open Day 13th September

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

* Steering Group –Building options – discussed the pros and cons of each option. –5 options presented for costing also asked about possibility of costing a further option for an indoor court
* Coaches update – Need support for coaching of elite players.
* Annual Plan – Events - (Vets – to consult Audrey, Hutt Valley Open – Needs Development, Parent/Child Tournament – Planned by Thump Sport), Awards Program, Transition Committee.
* Fundraising Committee to be formed to gain funding for Strategic Plan items. E.g. Game Development manager.

**Finance:** Ross

* Bank Statement provided and payments approved of $xx for August
* Balances in accounts  **August** Tennis 88,349.14   
  Court Replacement 183,452.26   
  Executive 81,021.19   
  Development Levy 166,212.82   
  Tournaments 5,602.37
* Passed Tennis to continue with their contribution to Executive account for Complex expenses Ross/Trevor
* Jan noted expense of $450 for promotion of Tennis in the Hutt News

**Mitchell Park Development & Maintenance:**

Maintenance and Development - Facilities operator report

* Courts 1 & 2 - work starts early October – Funding application was not successful. Three more to be submitted
* Tennis committee concerned about Sauna damage to floorboards which need to be repaired. Need guarantee that this won’t happen again e.g. install automatic shut off.

**Junior:** Anna

* Recognition of excellent job done for fundraising for the rep tournament
* The Straits Challenge – Trophy donated

**Senior:** Trevor

* Convenors meeting on 14 September to finalise teams

**Midweek:** Jackie

* Convenors meeting on 23rd September. Competition to commence on 14th October

**Premier:** Jackie. Competition to Commence on 10th October.

**President:** Jan

No report this month

**Calendar:** Update with convenor meeting dates

**Tennis Central/Tennis NZ:**

Funding application for Primary School and Secondary School Programme was sucessful.

**Other business:** None