MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

TO BE HELD ON MONDAY 7th NOVEMBER 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Ross Bisley, Jan Milne, Craig Eves, Jim Canning, Toni Kane (stood in for Craig Eves)

**Apologies:** Craig Eves

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

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

**Correspondence:**

**Inward**: Agreement in Principle

**Outward**: Letter to MPS re: Interest and Bar fees - Squash representatives agreed to the contents of the letter.

**Current building repairs update:**

Facilities manager report – Shane Jackson

**Decision**: Approved the list of Trusted Suppliers – Tony/Jim

**Squash work status**

* Plan forrepair ofdamaged floorboards.

Tony reported that a quote has been provided to Shane for the sanding (would not remove water damage stains) and contains re-varnishing of the entire floor. Squash have offered to 100% pay for the damaged area of the floor ($2,415) and to pay 50:50 for the remaining area of the floor amounting to $3750. Work could be done over the New Year period as the building will need to be shut for 4 days while the polyurethane dries. Tennis have concerns about the risk of rot which was identified by master builders (two earlier quotes), the permanent stains which will not be acceptable for future use of the room and that maintenance is being brought forward on a floor that did not need work. Squash are agreeable to paying a settlement if tennis decide to defer the work until after structural repairs are done. Action: To relook at the area of rot. Proposal to be discussed by the HVT management committee.

* Facilities Operator needs for 2017-8.

Squash have offered to continue to pay $9,600pa for Facilities Operator Services until they leave. Dru/Jim. There may be an adjustment in what can be provided for this fee as the contract is adjusted for Transition to a Tennis only service.

* Squash AGM – 12th December. Jan invited. There is likely to be a discussion with members about whether funds are to be provided by MPS to FPS.

**Finance:** Ross

* Approval of Accounts for October: Tony/Jim
* Agreement in Principle – Squash have declined a dialogue with Squash Committee by HVT at this time. Squash reported that they did not approve of the Draft Agreement in Principle and will be writing to Matt Reid with a copy supplied to HVT. Jan reported that Tennis would like to engage further with MPS along the lines of the Agreement in Principle and agreeing a fair settlement for both Squash and Tennis.

**Future plans**

**Commentary: Other items**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

TO BE HELD ON MONDAY 7th NOVEMBER 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, Kim Massam) Shane Jackson (Facilities Operator)

**Apologies:** Craig Eves

**Minutes of previous committee meeting having being circulated earlier, to be taken as read.** With one alteration: change ‘Agenda’ to ‘Minutes’ in the heading on page 2.

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

**Correspondence:**

**Inward**:

* Agreement in Principle – HCC – See Executive Committee Minutes for responses.
* Response to HCC in support of concept of Agreement in Principle
* Affiliation fees query from Club

**Outwards:**

* Letter to MPS re adjustment for Interest and Bar rates - Squash representatives agreed to the contents of the letter in the Executive Committee meeting.

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

**Reports:**

**Complex Manager:** Shane

* Written Report approved
* Courts 3 & 4 hard court upgrade and fencing project - HVT committee approved that Grant applications be made to the Infinity Foundation for $40K and Pub Charity for 20K for the upgrade to Courts 3 & 4. Dave/Brenda
* Marc Paulik is putting in a HVT grant application to fund the Teams Event as it is $240 per child for air fare and travel (to be equalised as some children must travel further than others).

**Strategic Issues**

* Building update – Tenders were received from architects in late October. More discussion is required and a new RFP closing 9th December will be offered to architectural firms. Mike Mercer advised the Steering Group of additional expenses of up to 100K which are likely to be added to the building project e.g. asbestos removal from Squash Courts, geotechnical, professional services, etc. This means fundraising target to rise to $300K. Committee agreed to Jan seeking professional opinion on the Constitution.
* Affiliation Fees – letter from Lower Hutt TC. HVT to supply information showing the impact of the change in affiliation fees system on clubs. Presidents Grade fees are set for the season and to be reviewed in March 2017. To prepare information for clubs about where the affiliation fee goes.
* Game Development – Agreed to Position Description, Goals for Year 1, KPI’s, Size of the role (25 hrs/wk), person to appoint. Contract and contract rate to align with similar Tennis Central/Sport Wellington role and to include provision for reimbursement of expenses up to 3K. Role to include that the contractor is to apply for grants for the role in Year 2.

Motion: To apply to the Infinity Foundation or Pub Charity for the Game Development Manager Contract and expenses. Brenda / Dave.

* Volunteer Recruitment – Advertisements for the maintenance person and website committee have been circulated. To recirculate via No strings Attached.
* Volunteer Retention – Committee to bring a plate for the Christmas Drinks. Reminder to be sent to clubs to RSVP.

**Finance:** Ross

* Approval of accounts for October: Ross/Brenda
* HVT received a donation of $2031. Committee agree to put this into the Restructure Reserve.
* Brenda has completed invoicing for the Interclub Teams excluding Presidents as Ross awaits instructions from Paddy Wells as to how to bill for this competition.
* Technifibre sponsorship for this year and outstanding from the year before is to be received.

**Fundraising:** Kim

* Fundraising Update:
* Grant for Representative Shirts from Sovereign has been declined. To re-apply next month.
* Kim will inform clubs of the ability to ask the Council for 2 Finger Signs to point to their clubs

**Mitchell Park Development & Maintenance:**

Maintenance and Development – The squash proposal to resolve the damage to the floor caused by the sauna is to be reviewed. A Master builder previously advised that the floor boards we rotten/cracked and that sanding would weaken the boards. The moisture from the steam would mean that the varnish was at risk of peeling.

**Junior:** Anna

* See written report accepted
* Catch-up games to be scheduled for supplementary round weekend.
* Congratulations to the 7 Hutt Valley players selected for the Tennis Central Teams Event.
* Permission granted to print additional certificates for the Schools Tournaments
* Bob Brown preparations are underway.

**Senior:** Trevor – verbal update provided – 30 Senior Interclub Teams this season; weather issues

**Midweek:** Brenda – verbal update provided – weather issues

**Premier:** No report

**President:** No report

**Tennis Central/Tennis NZ:** Jan to attend club forum on 22nd November. Tim Shannahan to Skype into the December meeting.