MINUTES FOR EXECUTIVE COMMITTEE MEETINGS

HELD ON MONDAY 3rd OCTOBER 2016 AT MITCHELL PARK

6.45pm

(Members: Tony Gambitsis, Dru Reid, Ross Bisley, Jan Milne, Craig Eves, Jim Canning) Also in attendance on invitation Paul Barnett and Ian

**Apologies:**

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

**Minutes approved:** Jan/Jim

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

**Correspondence:**

**Inward**: None

**Outward**: Crowe Horwath – Management Letter completed and returned – additional invoice from auditors not yet received.

**Current building repairs update:**

Facilities manager report – Shane Jackson

Maintenance – List of Trusted suppliers (if give high price they will be off the list) – slowing work.

Agreed this would be a good idea, **Shane to provide list**.

**Squash work status**

Plan forrepair ofdamaged floorboards – A **quote will be given to Tony for repair work and this to be passed to Shane.**

**Squash requirements from Facilities Operator in 2017-8 to be discussed and provided to Tennis**.

**Finance:** Ross

* Confirmed payments of $4612.64 for September Ross/Tony
* **Balances of accounts August**

Exec Account 33,617.20

Interest 20.97

Transfer from cheque 0.00

Transfer to Cheque Account 0.00

Balance 33,668.56

Cheque account 31,906.72

* Bar Rates $1360 and Interest $22.63 still to be applied to Squash. 4K interest recorded in the Financial Statements. Squash requested that all 3 amounts be discounted off future monthly contributions. Tennis and Trustees recommended not reductions in contribution this year. **To be discussed at tennis meeting.**
* Executive Committee Finance Procedures – discussed procedures to try and help with preparation of annual accounts and auditors. The Squash Treasurer wants all invoices to be provided at the end of the year and agreed that timelines could still be reached.

**Future plans**

**Commentary: Other items**

**Attachments**

MINUTES FOR MANAGEMENT COMMITTEE MEETINGS

HELD ON MONDAY MONDAY 3rd OCTOBER 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)

**Apologies:** Brenda

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

MinutesApproved: Trevor/Dave

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

**Correspondence:**

**Inward**:

* Aaron Marsh re: Cheryl from PAOS being engaged by Parks & Gardens to prepare a landscape plan.
* Christmas Function confirmed with Jim Canning who will ensure that the bar is operated.
* Rowbotham Boyd and Stapleton Elliot and Sanderson Elliot to tender for detailed design work.

**Outwards:**

* Crowe Horwath – Management Letter completed and returned.
* Draft Financial Procedures sent to MPS
* Senior Interclub Newsletter sent out by Trevor and team
* RFP to Rowbotham Boyd, Jasmax, Stapleton Elliot, Tennant Brown to tender for Design work on building

**Reports:**

**Complex Manager:** Shane

* Written Report – court hire up – the court hire for business house to be split to make it easier to identify.
* Mitchell Park Open Day – lower attendance this year had weather delays and some overlap with clubs.

**Strategic Issues**

* Building update: RFP for detailed design work and preparation of tendering documents. Thanks to Shane for help with the RFP. Selection Panel 27th October. Landscape designer Cheryl Robilliard to draw concept for vehicle access and parking to the new building. HVT lease extension scheduled for June 2017. Landscape design may result in a variation to the lease.
* Review: Straits Challenge successful this year except need clarification over need for food provided at venue.
* Love Tennis at Clubs resulted in lots of interest and signups from most clubs involved
* Reviewed Senior section: Drop in number of Interclub teams related to trend of people listing 6 players rather than 4 meaning. Growth in Presidents Grade related to aging tennis playing members. Demand for women’s and men’s doubles competitions rather than singles. Plans for the season are in place – no additional support required.
* Reviewed junior section. Drop in interclub teams related to a drop in junior numbers in certain clubs. Clubs do well when they have good coaches who make the sessions fun (love games). Need for coordination of clubs, schools and coaches. Plans for the season are in place – no additional support required.

**Finance:** Ross

* Confirmed payments of $16, 136.96 for September

Tennis 25,078.51  
Court Replacement 215,383.17

Executive 33,668.56

Development Levy 118,915.64

Restructuring Reserve 68,739.70  
Tournaments 325.38

* Draft Finance Procedures discussed with agreement
* Resolved to pay in cash the agreed accumulated interest amount/bar rates from Executive account to squash with proviso that squash pay regular monthly payments to the executive account. Ross/Eddy
* Ian to prepare response to squash to communicate the resolution above.

**Fundraising:** Kim

* Fundraising for Shirts – Motion for grant application
* Priorities discussed – website, club signage and access and Game Development Manager priorities.

**Mitchell Park Development & Maintenance:**

Maintenance and Development – See Facilities Operator report

**Junior:** Anna – TCR AP available for interclub draws

Discussed impact of Tennis Academy and other coaching taking place at Mitchell Park. Agreed that the Tennis Academy is positive for the HV by providing a pathway for talented players who are likely to stay in the game longer. Academy coaches are assisting club coaches e.g. Marc helping Wainui coaches with techniques for coaching. Participants in coaching at M Park are encouraged to join clubs to play interclub. **Recommendation that Clubs invite Senior Juniors to help with coaching at the clubs.**

**Senior:** Trevor

* Interclub format outlined. Entries into the women’s Division 1 are light with the doubles grade likely to have an impact. To be reviewed at the end of the season. Need to prioritise Divisional interclub and possibly schedule women’s doubles at an alternative time.

**Midweek: No report**

**Premier:** No report

**President:** Jan - Agreement in Principal – HVT approved an approach. Jan to contact Matt and Dru

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

**Tennis Central/Tennis NZ:**

**Other Business**