



Hutt Valley Tennis

PO Box 45017,
EPUNI.

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email: admin@huttvalleytennis.co.nz
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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
HELD ON MONDAY 5th SEPTEMBER 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.
Minutes approved Dru/Jan with inclusion of June accounts to be added

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

Correspondence:

Inward:

Current building repairs update:

Facilities manager report – Shane Jackson

Maintenance – List of Trusted suppliers provided (if supplier give high price they will be off the list) – getting more than one quote for jobs under \$1000 is slowing the repair work

Squash work status

Plan for repair of damaged floorboards wasn't discussed.

Finance: Ross

- Confirmed payments of \$7220.33 for August

Balances of accounts	August
Exec Account	33,617.20
Interest	30.39
Transfer from cheque	0.00
<u>Transfer to Cheque Account</u>	<u>0.00</u>
Balance	33,647.89

Cheque account 2,957.84

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- Crowe Horwath Management Letter Response discussed and agreed upon by squash and tennis
- Crowe Horwath Audit Fee – cost over runs – squash will discuss with auditors as quote provided and changes made considered part of normal auditing processes.
- Executive Committee Processes for approval of payments discussed and agreed

Future plans

Debrief AGM – more warning and checking of motions needs to be done before sending these out.

Extrenson of facilities operator contract discussed – squash and tennis are very happy with the performance of Facilities Operator - there may need to change contract conditions when contract runs out in April 2017

Transition Committee

Reduction in cleaning over the summer already occurs – 3 weeks off in January.

Commentary: Other items



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS
HELD ON MONDAY 5th SEPTEMBER 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, Kim Massam)

Apologies: Kim Massam

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

Minutes Approved with addition of June account balances to be added Anna/Jan

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

Correspondence:

Inward:

- Tennis Central Region Annual Report

Outwards:

- HVT Annual Report

Reports:

Agreed that existing Chairperson Jan Milne to continue in this role. Not sure of the difference between president and Chairperson roles

Complex Manager: Shane

- Written Report - Courts 3 & 4 update

Strategic Issues - See Presidents Report for background information

- Roles of committee members and Executive Committee to be confirmed – possibility of getting extra help from Duke of Edinburgh or tertiary students.
- RFP for Building to tender to be drawn up by subcommittee– Access to site (toilets), Selection Panel SG, proposal for gym not to go ahead.
- Facilities Operator Contract 2017-9 – agreed that existing contractor be included in negotiation for new contract
- Game Development Manager Role for year 1 was agreed on – to be finalised so that funding requests for the position can go ahead

Finance: Ross

- Confirmed payments of \$13 286.80 (including transfer for four months contributions to Executive account) Jan /Dave.

Tennis	35,061.59
Court Replacement	215,249.01
Executive	33,647.59
Development Levy	118,841.57



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Restructuring Reserve	68,596.93
Tournaments	312.60

- Crowe Horwath Management Letter – change to processes discussed
- Approved access to Hutt Valley Tennis accounts and signatory rights be given to Brenda Hood Moved Ross Bisley/seconded Trevor Dine

Fundraising: Kim

- Fundraising for Shirts – Motion for grant application
-

Mitchell Park Development & Maintenance:

- Lights repaired , sand added to new courts 1&2 to even out bounce. Excess sand removed from courts 4 – 13
- Open Day at Mitchell Park to be held on Sunday 18th September
- It would help to have a volunteer maintenance person to help identify and repair issues around the centre.

Junior: Anna

Senior: Trevor

- New seasons format to be decided once team numbers and feedback from interclub conveners meeting is held.

Midweek: Brenda

- Plans for the 2016-7 Season outlined – new competition starting with teams included from outside Hutt Valley

Premier: Proposal for changes to post Christmas competition has been circulated to clubs with premier teams

President: Jan – Promato Training - done

Calendar: To be updated this month for the new season

Tennis Central/Tennis NZ: AGM held

Other business



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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 for repair of damaged 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
<u>Transfer to Cheque Account</u>	<u>0.00</u>
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



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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.

Minutes Approved: 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.



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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 Principle – 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



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 for repair of damaged 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.



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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 were 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.



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HELD ON MONDAY 5th DECEMBER 2016 AT MITCHELL PARK
6.45pm

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

Apologies: Tony, Jimmy, Ross

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:

Outward:

Current building repairs update:

Facilities manager report – Shane Jackson

Squash work status

- Estimates received for revarnishing and repair of floorboards as minutes in previous meeting. Agreed that work will not start until tennis are ready and agreed amount for repair to be paid to tennis.

Finance: Ross

- Approval of Accounts for November – No report as Ross is in Australia

Future plans

Insurance claim to be lodged with relevant parties (EQC or insurance company) for damage to squash courts by November earthquake.

Commentary: Other items

Squash AGM has been postponed to 19th December – Jan invited to speak at the meeting

The Community Funding trust have a variety of resources on their web site to help sports bodies with fundraising

Attachments



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 5th DECEMBER AT MITCHELL PARK
7.30pm

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

Apologies: Anna, Kim, Ross

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

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

Correspondence:

Inward: Tennis Central Final Strategic Plan

Outwards: Newsletter to the Clubs

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

Reports:

Complex Manager: Shane

- Written Report

Strategic Issues

- Skype Tim Shannahan at 8 pm by Skype – discussed possibilities ways of sharing knowledge such as court maintenance, Tennis New Zealand have a draft of resources for clubs including this
- plan to bulk purchasing agreement – difficult to manage but not against idea
- Insurance claim – check if EQC are right body to claim against
- Memorandum of Understanding with clubs in Tennis Central
- Strategic plan redone to emphasise clubs more
- Sport Wellington funding not taken up
-
- MPS AGM meeting moved to 19 December confirmed
- Concept drawing for Mitchell Park expense of \$18 000 approved – this will allow another organisation to be able finish the planning process.
- Discussion over action for agreement for squash

Finance: Ross

- Approval of accounts for November - No report as Ross is in Australia
- Squash settlement to meet cost of repair to floorboards damaged and 50:50 of revarnishing rest of the area agreed to Dave/Toni
- Presidents Grade invoicing – hybrid teams identified and will be invoiced separately

Fundraising: Kim not present report presented

Mitchell Park Development & Maintenance:

Maintenance and Development – See Facilities Operator report



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Junior: Anna report presented

Senior: Trevor

Some confusion over the number of Hutt Valley teams being promoted to the Premier grade after Christmas

Midweek: Brenda

Premier: No report

President: Jan

Calendar: Any updates?

Tennis Central/Tennis NZ: Forum on 22nd November Feedback

Other Business



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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
HELD ON MONDAY 13th FEBRUARY 2017 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.
Approved minutes of December Dru /Jan

Matters Arising. Matters arising to be considered within the body of the meeting.
Fundraising booklet provided to tennis from squash.

Correspondence:

Inward: HCC – David Bassett has be appointed as a Mitchell Park Trustee once again

Outward:

HVT Letter to Mitchell Park Trustees requesting meeting with MPS and HCC for Agreement in Principle

Current building repairs update:

Facilities manager report – Shane Jackson
Earthquake damage report provided showing structure Ok
Require a quote to fix crack to squash court wall

Squash work status

Dru provided Jan with the FPS Fundraising Book to copy and return.

Finance: Ross

- Approval of Accounts for November, December, January
- Brenda to invoice squash for fix to damaged floorboards
- Jan to contact Auditor and check pricing. MPS reps to support smooth preparation of accounts by the MPS Treasurer.
- Bill Werry to send copy of MPS AGM Minutes to HVT
- Confirmed payments
- Confirmed payments of \$12, 254.46 for November Tony/Jimmy
- Confirmed payments of \$9, 445.73 for December Jan/Dru
- Confirmed payments of \$4, 447.34 for January Tony/Jimmy

Balances of accounts	November	December	January
Exec Account	33,685.99	33,702.60	33,712.30
Interest	16.81	9.70	10.34
Transfer from cheque	0.00	0.00	0.00
<u>Transfer to Cheque Account</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Balance	33,702.60	33,712.30	33,722.64
Cheque account	28,726.60	27,467.24	25,983.25

Future plans

Letter provided during the meeting by Dru: Agreement in Principle and funding can't be agreed to by squash committee to be voted on at a general meeting of squash members.



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Squash funds are declining with no definite date for departure provided.
Meeting with Sportsville on 19 February.
Tennis to put forward their views to squash committee meeting on 20 February.

Commentary: Other items

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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS HELD ON MONDAY 13th FEBRUARY 2017 AT MITCHELL PARK 7.30pm

(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.
Minutes approved Eddy/Dave**

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

Correspondence:

Inward:

Hexangular Tournament Information from TCR – Jason Kane to coordinate for HVT

HCC – David Bassett has been appointed as a Mitchell Park Trustee once again

Design of parking/outdoor integration with Mitchell Park for the downsized building from Cheryl Robilliard.

Invoice from tennis umpires association.

Outwards:

HVT Letter to Mitchell Park Trustees requesting meeting with MPS and HCC for Agreement in Principle

Senior Interclub Newsletter

Mike Mercer – New role, Mark Curr is the current contact with HCC

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

Reports:

Complex Manager: Shane

- Written Report

Strategic Issues

- Skype Tim Shannahan at 8 pm by Skype – 5 minutes (Toni to connect t.shannahan). Explained the Performance Coaching program for TCR. Club Spark club membership system looked at as a replacement for Promato is being assessed. TNZ CEO resigned – TNZ Strategic plan on hold
- Grant Funding for Architectural Fees is still to be sought. Jan to notify Rowbotham and Boyd of delay in contract by 2 further months.
- Parking Design for the new building – discussed and agreed on recommendations made for next iteration of the plan.
- Squash AGM – report on the AGM and intention to vote at SGM on whether funds are to be moved to FPS and or provided to HVT.
- Recap on plan for the year - funds, coaching and Game Development. Support for coaching funds into the clubs via HVT Grant applications
- Agreement in Principle - MPS advised today that they cannot commit to an Agreement. Discussion as to next steps for HVT and what to say to the MPS committee at their meeting on the 20th March.

Finance: Ross

- Confirmed payments of \$22 375.48 for November Ross/Dave
- Confirmed payments of \$38 234.79 for December Ross/ Kim



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- Confirmed payments of \$4599.37 for January Ross/Anna

• Balances of accounts	November	December	January
• Tennis	5,100.91	35,103.24	35,114.01
• Court Replacement	215,600.97	215,662.99	215,729.17
• Executive	33,702.60	33,712.30	33,722.64
• Development Levy	119,035.89	119,070.13	119,106.67
• Restructure reserve	68,809.21	7,851.89	77,875.78
• Tournaments	615.65	5,275.46	321.95

- Brenda has invoiced balance of interclub fees to clubs for Presidents Grade
- Audit – auditor meeting to be arranged
- UHTC asked about the counting of new members for affiliation fees. All new members before April 30th will be charged affiliation fees in the next financial year.
- Invoice from tennis umpires association for the Xmas tournament. Could pay for a volunteer to do the course. Agreed to put up fees for the tournament by \$5. The participants, parents and tournament organisers appreciate a trained independent person to make rulings. Anna to notify Audrey of this.

Fundraising: Kim

Marc Paulik funding request declined – as they have received one this year

Game development position to also cover complex development

Signage and gate lock grant progressing with contact to clubs

Mitchell Park Development & Maintenance:

Maintenance and Development – See Facilities Operator report

Quote for weather proofing crack is to be sought by Shane

Quotes for replacement of courts 3 & 4 difficult to get because of having separate suppliers for each job. Proposed that separate jobs this be managed by project manager to move forward

Junior: Anna – April Tournament is the Hutt Valley Tennis Championships – Anna/Jan to contact Jacob Emery.

Senior: Trevor – Report provided

Interclub started. Scheduling issue on Waitangi Day has caused discontent as teams were inflexible over rescheduling matches. Trevor to resolve.

Fun Tournament planned for the 8th April.

Midweek: No report

Premier: No report

President: Jan

Calendar: No updates

Tennis Central/Tennis NZ: See skype call summary

Other Business



Hutt Valley Tennis

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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
HELD ON MONDAY 6th MARCH 2017 AT MITCHELL PARK
6.45pm

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

Apologies: Jimmy

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

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

Correspondence:

Inward: Notice of meeting with Mitchell Park Trustees, HCC Councillors and Officer, MPS and HVT Committee members on 21st March 2017

Outward:

Current building repairs update:

Facilities manager report – Shane Jackson

Water heating and plumbing repair and quote approved

Quote for fixing of the crack in squash court exterior wall to be sought by Shane.

Squash work status

Special General Meeting will be postponed until further clarification of legal position by squash is established.

Finance: Ross

- Confirmed payments of \$8 194.82 for February Ross/Tony

	February
Exec Account	33,722.64
Interest	9.05
Transfer from cheque	0.00
<u>Transfer to Cheque Account</u>	<u>0.00</u>
Balance	33,731.69

Cheque account 22,951.69

•

- Brenda Hood to prepare the Financial Accounts this year.
- Draft budget to be prepared this year by Brenda– based on last year – any adjustments required to be discussed. Current budget on track this year.

Future plans

Squash to prepare a letter by the end of the week in response to tennis legal opinion letter.

Agenda and papers for the meeting with Mitchell Park Trustees, Councillors, Council Officers. Possible attendance by a Tennis Central Representative.

Meeting with council and trustees to try and resolve moving issues on 21 March - squash and tennis to add items to agenda they want to discuss.



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Commentary: Other items

Attachments



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS HELD ON MONDAY 13th FEBRUARY 2017 AT MITCHELL PARK 7.30pm

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

Apologies: Trevor, Kim, Anna

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 MPS - cannot commit to the Agreement in Principle drawn up by the HCC.
- Advice from lawyer re: Constitution
- Concern raised by LHTC re: use of courts by the Presidents Grade on Sunday Morning and invoicing.
- Invitation to be involved in the Schools Festival of Tennis – invited Wainui coaches - no response
- Jacob Emery – provided the entry form for the Hutt Valley Championships – approved by Trevor, Anna – on website.
- Notice of meeting with Mitchell Park Trustees, HCC Councillors and Officer, MPS and HVT Committee members on 21st March 2017

Outwards:

- HVT Letter to Mitchell Park Squash regarding the interpretation of the Constitution by lawyers. (Approval for the letter was by email by HVT Committee members and 1 by phone)
- Letter to Marc Paulik congratulating him on being Tennis NZ Performance Coach of the year.
- Letter sent to Andy Wheeler thanking him for his contribution to coaching at Mitchell Park over the past 5 years.

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

Reports:

Complex Manager: Shane

- Written Report
- Approved request by Tennis Academy to have use of tournament office when required for due to bad weather
- Quote for court 3 & 4 to be finalised – with centrally managed contract required

Strategic Issues

- Meeting MP Trustees, 2 City Councillors, HCC Officer, MPS Committee and HVT Committee moved from 13th to the 21st March at 5.30pm at Mitchell Park. What would you like on the agenda? Update to clubs. TCR Rep at the meeting.
- Review of performance in the Annual Plan postponed

Finance: Ross

- Confirmed payment \$14, 440.02 for February Ross/Brenda



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-
- **Balances of accounts** **February**
- Tennis 35,123.44
- Court Replacement 215,787.09
- Executive 33,731.69
- Development Levy 119,138.66
- Restructure reserve 77,896.99
- Tournaments 267.02
-
- Approved Brenda Hood to prepare the Financial Accounts this year and be the key contact with the Auditor Toni/Dave
- Invoicing for presidents grade.discussed – for joint teams – the team captain to be invoiced and collect from members rather than club invoiced.
- Budget for next financial year to be worked on by Brenda and Ross

Individual tennis seniors tournament 20 – 24 January –

- Club interest sought for hosting. Should be no problem at this time of the year

Fundraising: Kim

Grant applications filed this month

Gate locks

Pelorus funding to be applied for architectural design

Lion Foundation apply for funding the Game development officer

Mitchell Park Development & Maintenance:

Maintenance and Development – See Facilities Operator report

Junior: Anna

Senior: Trevor – apologies sent

Midweek: Brenda – Tournament?

Premier: Last round this week

President: Jan - no report

Calendar: Any updates?

Tennis Central/Tennis NZ: Tim Shannahan

Other Business



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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
HELD ON MONDAY 3rd APRIL 2017 AT MITCHELL PARK
6.45pm

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

Apologies: Jimmy

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

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

Correspondence:

Inward: Meeting Notes from March 21st 2017 with Trustees, Matt Reid, 2 tennis Reps and 2 squash reps
Insurance quote
Letter from squash in response to Tennis legal opinion

Outward: HVT Audit is booked for the 6th June

Current building repairs update:

Facilities manager report – Shane Jackson

Squash work status

Invoice for Floor repair discussed - squash committee not in full agreement with amount in minutes. Squash have agreed to \$2500.

Electrical work for Oven and lights and hot water to go onto this years expenses.

Finance: Ross

- Confirmed payments of \$24 432.20 for March Ross/Tony

	March
Exec Account	33,731.89
Interest	14.82
Transfer from cheque	20,000.00
<u>Transfer to Cheque Account</u>	<u>0.00</u>
Balance	53,748.51

- Cheque account 14, 831.89
- Approve Terms of Engagement for the Auditor - Auditor fees raised to \$3500 – Xero and last year's audit. Tony to check with Auditor if consolidation of accounts is required and get back to committee by the end of the week.
- Draft budget presented and agreed to in principle subject to some adjustments for insurances

Future plans

Meeting proposed after 23rd May to discuss an Agreement in Principle

Commentary: Other items



MINUTES FOR MANAGEMENT COMMITTEE MEETINGS
HELD ON MONDAY 3rd APRIL 2017 AT MITCHELL PARK
7.30pm

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

Apologies: Eddy/Toni Kim

Approved minutes of February Dave/Brenda

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:

- Meeting Notes from March 21st 2017 with Trustees, Matt Reid, 2 tennis Reps and 2 squash reps
- Flo Perret – Hexangular results 1st Taranaki, 2nd Wellington and 3rd Hutt Valley.
- Jamie Tong – TNZ Strategy development session - invitation for 1st April to attend session in Akl
-

Outwards:

- HVT Audit is booked for the 6th June

Reports:

Complex Manager: Shane

- Written Report

Strategic Issues

- Skype Tim Shannahan at 8 pm by Skype – cancelled
- Try and gain agreement in Principle and Constitution with clubs position we are taking.
- Contract with Thump Sports is being discussed – Thump Sport to consider any adjustments they require.
- Fundraising for the Building - Approximately 300K is needed.
- Marc Paulik offered to provide a coaching the coaches program fro clubs.

Finance: Ross

- Confirmed payments for March of \$ 6335.25 Ross/Brenda
- **Balances of accounts March**
- Tennis 35,133.88
- Court Replacement 215,851.23
- Executive 53,746.51
- Development Levy 119,174.07
- Restructure reserve 77,919.85
- Tournaments 267.10
- Draft Budget for 2017-18 presented with deficit – contains depreciation for new courts
- Approved terms of engagement of the auditor – 13th April Brenda to sign the letter



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Fundraising: Kim

Grant applications filed this month

Mitchell Park Development & Maintenance:

Maintenance and Development – See Facilities Operator report

Junior: Anna – Junior prize giving and fun tournament arranged for Sunday

Senior: Trevor – Prize giving and fun tournament arranged for Saturday

Midweek: Brenda

Premier:

President: Jan - no report

Calendar: Any updates?

Tennis Central/Tennis NZ:

Other Business



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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
HELD ON MONDAY 1ST MAY 2017 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.
Approved minutes of April Tony/Dru

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

Correspondence:

Inward:

Outward: HVT Audit documents sent to Crowe Horwath

Current building repairs update:

Facilities manager report – Shane Jackson

Squash work status

Finance: Ross

Agreed payment for the repair of the floor to squash of \$2500 to be paid to tennis.

Agreed 2018 budget amounts and apportionments as presented subject to amounts for rates and insurance being adjusted once new amounts are known.

- Confirmed payments of \$13 928.03 for April Ross/Tony

Balances of accounts	April
Exec Account	53,748.51
Interest	14.43
Transfer from cheque	0.00
<u>Transfer to Cheque Account</u>	<u>0.00</u>
Balance	53,760.94

Cheque account 9,060.23

Future plans

A special general meeting for Mitchell Park squash members to be held on 3 May to vote on squash pledging funds to Fraser Park Sportsville once squash move into their premises. Tennis committee invited to attend.

Commentary: Other items

Attachments



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS
HELD ON MONDAY 1st MAY 2017 AT MITCHELL PARK
7.30pm

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

Apologies: Trevor, Brenda

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

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

Correspondence:

Inward:

- Letter from Mitchell Park Squash - response regarding liabilities when they exit Mitchell Park
- Jamie Tong – TNZ Strategy Documents for Discussion

Outwards:

- HVT Submission to council on the Annual Plan 2017-8
- Forwarded request from TNZ for participation numbers

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

Reports:

Complex Manager: Shane

- Written Report

Strategic Issues

- Skype Tim Shannahan at 8 pm by Skype –
- Asked about TNZ Strategic Planning – including more casual play options
- NZ Tennis CEO to be announced
- College sport decline discussed
- Nominations for Tennis Central Volunteers required
- Architects drawings to be completed.

Finance: Ross

- Confirmed payments for April of \$ 23 296.55 Ross/Anna

Balances of accounts	April
Tennis	55,146.96
Court Replacement	215,909.18
Executive	53,760.94
Development Levy	119,206.07
Restructure reserve	77,940.77
Tournaments	267.17

- Approval of the Budget and apportionments for 2017-18 subject to changes in amounts for rates and insurance



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Proposed that affiliation fees to be paid for in full by clubs on November 20 – Ross to submit remit for AGM for this.

Fundraising: Kim

Grant applications filed this month

Mitchell Park Development & Maintenance:

Maintenance and Development – See Facilities Operator report

Approved that % 000 be spent on a contract for employing a fund raiser for tennis. This is expected to last approximately 6 months with Shane reviewing the success of this initiative.

Junior: Anna – successful prize giving held – no organised play at the event.

Senior: Trevor – apologies sent

Midweek: Brenda - Tournament organised and Winter Interclub

Premier:

President: Jan - no report

Calendar: No updates

Other Business



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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
HELD ON MONDAY 12th JUNE 2017 AT MITCHELL PARK
6.45pm

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

Apologies: Jimmy

Minutes of previous committee meeting having being circulated earlier, to be taken as read.
Approved minutes of May Jan/Ross

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

Squash work status

Squash membership numbers for the auditor sent through.

Mitchell Park Squash members voted to provide Fraser Park Sportsville with \$50K with some provisos including agreement by Hutt Valley Tennis

Finance: Ross

- The split of 60:40 for recent electrical repairs was not agreed to by squash – general rule is expenses are paid according to split unless agreed otherwise.
- Payment for floor repairs of \$2500 has not been made – squash to discuss with treasurer
- Confirmed payments of \$4770.33 for May Ross/Tony

Balances of accounts	May
Exec Account	53,780.94
Interest	17.01
Transfer from cheque	0.00
<u>Transfer to Cheque Account</u>	<u>0.00</u>
Balance	53,777.95

Cheque account 7,283.25

- Approved Budget for 2017/18-subject to adjustments for insurance and rates when quotes come in.
- Sauna repairs and drinking fountains fully squash
- Wormalds bill to be split 60:40 squash:tennis
- Complete documents for the auditor.

Future plans

Notification of the HVT AGM – Monday 21st August

Squash to provide their legal advice to discuss -



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- To appoint an auditor for 2017-18 – Crowe Horwath A quote from Kendons for audit to be sought to compare with current auditor

Meeting proposed after 23rd May to discuss an Agreement in Principle – put on hold.

Commentary: Other items

Attachments



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AGENDA FOR MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 12th JUNE 2017 AT MITCHELL PARK
7.30pm

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

Apologies: Kim, Dave

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

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

Correspondence:

Inward:

- Tournament Calendar being finalised by TNZ and TCR – asked to submit our dates
- Coaching Courses - TNZ

Outwards:

- HVT Accounts prepared by Brenda Hood sent to auditor

Reports:

Complex Manager: Shane

- Written Report
- Tennis Seniors

Strategic Issues

- Skype Tim Shannahan at 8 pm by Skype – strategic direction discussed
- Submission presentation to HCC by Jan and Anna – went well with no time for questions
- MPS SGM and Agreement in Principle - plans.
- Approved - Architects drawings to be started now that FPS is going ahead
- 2017-18 HVT Committee – Confirmation of existing committee
- Interclub and Finance Meeting to be held on Monday 17th July – survey of interclub participants to be designed and circulated.
- Annual Report – timeframes – draft to be available 10 July circulate Friday 28th July - 3.5 week before the meeting. Include Club reports.
- Love Tennis Promotion

Finance: Ross

- Confirmed payments for May \$3778.27 Ross/Eddy

Balances of accounts	May
Tennis	55,164.41
Court Replacement	215,977.50
Executive	53,777.95
Development Levy	119,243.79
Restructure reserve	77,965.43



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Tournaments 267.25

-
- Donation from the Forties club of around \$2200 received as they no longer have enough members to continue
- HVT accounts sent to auditor
- Approved the Budget for 2017-18 – Ross/Jan
- Approved the funding of a fundraiser of \$5 000 initially and further \$ 5 000 depending on performance, Shane to manage.Jan/Craig
- Proposed Affiliation Fee increases of \$1 for each member and \$10 development fee for senior members and \$5 for junior members

Fundraising: Kim

Grant applications filed this month

Mitchell Park Development & Maintenance:

Maintenance and Development – See Facilities Operator report

Junior: Anna

- Post season meeting with Convenors
- Junior Ops meeting 22nd June

Senior: Trevor

Interclub Plans – ladies doubles to be moved to Sunday?

Midweek: Brenda

Premier:

President: Jan - no report

Calendar: Any updates

Tennis Central/Tennis NZ: Tim Shannahan – see above

Other Business



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MINUTES FOR EXECUTIVE COMMITTEE MEETINGS
TO BE HELD ON MONDAY 3rd JULY 2017 AT MITCHELL PARK
6.45pm

(Members: Tony Gambitsis, Corey Love, Ross Bisley, Jan Milne, Craig Eves, Jim Canning)

Apologies: Tony

Minutes of previous committee meeting having being circulated earlier, to be taken as read.
Approved minutes of May Jan/Ross subject to squash representative approval

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

Correspondence:

Inward: Audit quote from Kendons

Outward:

Current building repairs update:

Facilities manager report – Shane Jackson

Squash and tennis tournament in July school holidays – Shane coordinating requirements

Header tank to be fixed

Squash work status

Work has officially started on Fraser Park building to contain 6 glass back courts and expected to be completed early 2019.

Corey will keep tennis up to date with progress and aims to get a satisfactory outcome with tennis on departure.

Finance: Ross

- Confirmed payments of \$20 669.61 Ross /Corey
- Squash need to be informed on their proportion of the bill when there is not an even split on bill.

Balances of accounts	June
Exec Account	53,777.95
Interest	13.17
Transfer from cheque	0.00
<u>Transfer to Cheque Account</u>	<u>20000.00</u>
Balance	33,791.12
Cheque account	9606.79

- Confirmed that auditor to remain as Crowe Horwarth
- Bill for Yellow pages received two years in arrears – investigate correspondence on this and advise.

Future plans

To appoint an auditor for 2017-18 – Crowe Horwarth –the quote from Kendons was similar to Crowe Horwarth so no advantage in changing.

Commentary:

Attachments



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MINUTES FOR MANAGEMENT COMMITTEE MEETINGS
TO BE HELD ON MONDAY 3rd JULY 2017 AT MITCHELL PARK
7.30pm

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

Apologies: Dave, Trevor, Anna

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

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

Correspondence:

Inward:

- PAOS – Car park Design
- Coaching Courses – TNZ
- Be part of LOVE TENNIS this year!
- Communications about Straits Challenge not able to proceed and possibility of Hawkes Bay Rep Fixture
- Marc Paulik – request for funding of Juniors to tournament.
- TCR Club Forum Notification
- Minutes of Ops meeting

Outwards:

- Architects contract signed and to be completed 21st August
- Notice of HVT AGM

Reports:

Complex Manager: Shane

- Written Report
- Tournament committee to be organised across all tournaments
- Extra sand on courts 1 & 2 added to improve consistency of bounce

Strategic Issues

- Skype Tim Shannahan at 8 pm by Skype not held only brief chat.
- Interclub and Finance Meeting scheduled for Tuesday 1st July
- New committee members – Tournament Committee – a couple of prospects for replacements
- PAOS – Car Park Design – viewed and looks as though it meets requirements

Finance: Ross

- Confirmed payments for June \$46 845.85 Ross/Brenda

Balances of accounts	June
Tennis	15,172.99
Court Replacement	249,282.41
Executive	33,791.12
Development Levy	119,278.09



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Restructure reserve 82,988.58

Tournaments 837.37

Moved that read only access to tournament accounts be given to tournament organisers Audrey Daly and Michelle Fisher

Fundraising: Kim

Grant applications filed this month

Mitchell Park Development & Maintenance:

Maintenance and Development – See Facilities Operator report

Junior: Anna

- Ops meeting 22nd June

Senior: Trevor

Interclub Survey

Midweek: Brenda

Premier:

President: Jan - no report

Calendar: Any updates

Tennis Central/Tennis NZ: Tim Shannahan – see above

Other Business



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