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 forrepair ofdamaged 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

Transfer to Cheque Account 0.00

Balance 33,647.89

Cheque account 2,957.84

* 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.

Extrension 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**

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.**

MinutesApproved 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 theis role. Not sure of the difference between president and Charperson 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

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**