

**Minutes/Notes**: of the BLTC Strategy & Planning s-c meeting held on Wednesday 22nd Aug @ 12:00PM

**Present:** Jalpa Lai, Jane Timmis

|  |  | **ACTION** |
| --- | --- | --- |
|  | **Apologies for Absence**  |  |
|  | **Survey:****BLTC Survey Full Committee report:**JL had sent Full report – agreed ready to go to Committee with Members report**BLTC Survey Members report:**JT & JL have been liaising re Members report Agreed format, charts & content all looks goodSome charts need updating – JL to update & send to JTJT suggested an Executive Summary added – agreed – JT to compose and add for JL to reviewWhen all updates completed JT to send for Committee to review and comment on/agree at September 10 meetingWebsite – JT sent a couple of links to JL | JTJLJTJT |
|  | **Website:**JL requested sites that are good/appealingJL to update Committee on proposed website updates | JT/AllJL |
|  | **Vision & Strategies Document (Strategy Aims & Goals) & Development Plans**With aim to produce Vision & Strategies Document to progress with each area1. Management & Operations –Aim & Goals complete – to complete Development Plan
2. Finance – JT to help progress with Finance s-c
3. Membership – JT met with JR – to complete & send to JR for final review
4. Competitive Tennis – JT updated that met with tennis s-c sub group – to complete & send to tennis s-c for final review
5. Social & Tennis Events – – JT to update & send to PL for initial review & then onto S&TE s-c for final review
6. Tennis Development Programs -- JT updated that met with tennis s-c sub group – status: to complete & send to tennis s-c for final review
7. Facility Management & Development – JT to help progress
8. Communication & Marketing – JL/JT reviewed and agreed updated version – ready for issue to Committee
 | JTJT/Finance s-cJT/Tennis s-cJT/PL/S&TEs-cJT/Tennis s-cJT/H&G s-c |
|  | **AoB**JT raised that PL had asked about whether S&P s-c would be producing Roles & Responsibilities for all s-cs. It was agreed that Roles & Responsibilities for each s-c would be useful but it is for the s-c to produce  |  |

**NEXT MEETING: TBD**

**Agenda:**

* An issues from the Survey
* Review The Management & Operations Development Plan
* Review status of all remaining strategy aims/goals/Development Plans
* Identify next actions from Survey