**MEETING HELD ON WEDNESDAY 15 DECEMBER 2021 AT 17H30 AT BYFLEET LTC LTD**

**PRESENT Chairman** James Nash

**Secretary** Peter Gelardi

Pam Lansdell

Howard Olney

**Minutes** Joan Hovelmeier

|  |  |  |
| --- | --- | --- |
| **1** | **MINUTES OF THE MEETING DATED 10 NOVEMBER 2021** | **ACTION** |
| **a** | **Approval of previous minutes**  The Minutes of the meeting 10 November were approved. | **Info** |
| **b** | **Matters arising**  There were no matters arising |  |
| **2** | **LEGAL** |  |
| **a** | **Status**  JN to locate the documents defining the club’s current legal status, for the records. | **JN** |
| **b** | **Revised AGM date**  Because of recently expanded strategic options it will take a great deal of preparatory work to be in a position to put a clear, concise and costed set of options before the members. It was agreed to move the tentative date for the next AGM to 11 February 2022 but this would be subject to the considerations outlined in 8a below. | **Board** |
| **c** | **Articles**  PG has done a draft of changes to the Articles/Rules. Lucy is reviewing them, this is ongoing. PG to follow up with Lucy.  Due to Covid it may mean that a meeting may not be an option, and that an email be sent to members with a proxy form for members to vote on the proposed changes to the Articles. JN to discuss this with Alan Genzel. | **PG/JN** |
| **d** | **Members may be paid for technical work.**  **It was resolved** that, henceforward, members who are asked to do specific pieces of work, in line with their professional competence, may invoice the club for this work at a pre-agreed rate. Any arrangements of this nature must be declared to members at an early opportunity and summarised annually. | **Board** |
| **3** | **CLUB MANAGEMENT** |  |
| **a** | **ManCom report**  ManCom report is due to be submitted next week. Essentially, JM is picking up all the issues detailed in the November ManCom. | **JM** |
| **b** | **Revised Org Chart**  PG laid out a minor revision to the Organisation Chart. A copy of the new chart is attached as an appendix. This change was approved. |  |
| **c** | **Office Admin issues**  No issues arising, working well. The move of the filing system into One Drive was continuing. | **JH** |
| **4** | **FINANCE** |  |
| **a** | **FinCom Report**  The Board approved the new report on cash deposits and availability. Bruce Shaw has done some transfers, as agreed with the FinCom. |  |
| **b** | **Bank mandates**  Eve Gunn has been asked to follow up her mandate with Lloyds. | **JH** |
| **c** | **Year end Accounts**  PG was disappointed that BWB had still not finalised the 20-21 year end accounts. He has spoken to Catherine Barnard about this. The draft figures should be produced within the next week. | **PG** |
| **d** | **Budgets**  JM is finalising the budget. PG reported that, on current projections, without an increase in membership subs, the new budget model indicated a likely loss, and cash drain, for 21-22 of £40,000. So, membership fees will need to increase.  The FinCom will do some work on this and come back to the Board with a proposal in January once they have clear figures from JM on cost of the 10 year maintenance schedule. | **FinCom**  **JM** |
| **5** | **TENNIS** |  |
|  | **TenCom report** |  |
| **a** | The minutes were accepted. |  |
| **b** | **Head Coach**  PL updated the Board on the Head Coach induction. JN stated that he would like him to be more visible outdoors. |  |
| **c** | **Coaching Plan**  Head Coach is working with JM on a plan to improve the member experience, recruit new members and improve club income from coaching over time. This will be presented to the Board in early 2022. | **JT/JM** |
|  |  |  |
| **6** | **MEMBERSHIP** |  |
| **a** | **MemCom report**  Elizabeth had not yet produced a final version of the minutes of the first MemCom under her chairmanship.  JN updated the board with some of the ideas that were raised. | **EW** |
| **b** | **Website and marketing development**  JN requested a budget to promote the club. | **JN** |
| **c** | **Membership development project**  PG wanted to know what progress was being made towards simplifying the membership levels to remove the fogginess around ‘Family membership’.  JN suggested looking into a Corporate membership package. | **JN** |
| **d** | **Social development**  The plan for this awaits the resolution of several project decisions. |  |
| **7** | **FACILITIES** |  |
| **a** | **FacCom Report**  A formal meeting will take place in the new year. In the meantime, JM was dealing with facilities management. | **JM** |
| **b** | **Staff**  It was agreed that the grounds staff were working well. |  |
| **c** | **Courts 4/5 lights planning application**  The planning application has been submitted. | **PG** |
| **d** | **New Path**  The path is now completed, save for minor snagging. It is looking good. | **JM** |
| **e** | **10 year maintenance schedule**  JM is working on the maintenance schedule. Now urgently required. | **JM/PG** |
| **8** | **STRATEGY** |  |
| **a** | **StratCom report**  The Board noted the latest StratCom minutes and that none of the four major projects currently under consideration (Articles, Land, Padel, Pavilion/Clubhouse) were ready for presentation to members – all for different reasons (see below). On top of this, there was considerable uncertainty about whether the Covid situation would allow a successful in-person presentation event in January, or AGM in February.  A decision on meeting timings and what to put to the AGM will be made at the next meeting. |  |
| **b** | **Land Acquisition**  Pyrford Developments, who own ‘Plot 2’, north of the car park, have reduced the size of the plot now offered. The Land Purchase sub-committee has responded with a reduced offer price. The owner has not responded to the new offer. It is therefore now possible that this deal will not be ready to put to members in January, giving the necessary notice prior to the AGM. | **PG/JN** |
| **c** | **Padel project**  Ed Bowen and John Morbey have been useful in researching this further. JM is consulting with the LTA regarding current usage figures.  The Board accepted the StratCom advice that the padel project should not be added to the list of strategic options for members to vote on at the AGM this year, as the list of items requiring decision was already long enough.  However, PG would continue to work on both the business model and the implementation options for this project. | **PG/JM** |
| **d** | **Pavilion/Clubhouse project**  There was considerable debate regarding the new pavilion design.  HO and PL were due to present a design and costed proposal (Proposal 1) but this was still not ready. PG had already put forward an alternative, costed, proposal (Proposal 2).  The absence of Proposal 1 meant that the Board agreed to defer a decision on this until the following meeting.  However, there was an agreement not to put forward two pavilions of slightly differing at the AGM” this would reduce confusion and workload at this initial stage. | **HO/PL/PG** |
| **a** | **ANY OTHER BUSINESS**  PL produced example of boards which could be used to present proposals to members at meetings. It was agreed that these would be suitable and that PL should acquire the necessary quantity. | **PL** |
|  | The meeting ended at 19.00.  The next meeting will take place on Wednesday the 5**th January 2022 at 17.30.** |  |

