

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 07/08/19

Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Jac Wardrope, Sarah Shand, Tony Verry, Stu Dawson, Ian Smith, Alby Hailes, Luke Donovan, Stacey Margerison, Bruce Taylor, Suzanna Taylor, Eric Forster	
Apologies	Anna Lee	
Inwards Correspondence	Nil	
Outwards Correspondence	Nil	
Committee Position Appointments:	Bruce outlined that transparency and respect is needed at all meetings moving forward.	Committee Meeting Chairperson – Bruce Taylor Minute Taker/Secretary – Alby Hailes Maintenance Manager – Stu Dawson

<p>Review of Previous Minutes:</p>	<p>It was questioned by new committee members how container sponsorship was moved and approved by the committee at the previous meeting. Sarah spoke to a document being tabled regarding sponsorship costs and that Gary would then move forward to negotiate sponsorship for the containers and come back to the committee for the final approval of any sponsorship deals - the same happened. Stu would like it stated in the minutes that a 'payment plan' similar to that which Sotheby's has signed onto and NOW are in the process of negotiating had not been presented to the current court sponsors. Sotheby's container sponsorship contract has been signed and NOW is in the interim process, with Gary still involved in negotiation. The previous committee had voted to move forward with NOW as the sponsor of the second container. TWO POINTS ESTABLISHED: - new committee needs to see the contract from Sotheby's plainly stated in writing - and need the proposal and a draft contract from NOW in writing to consider whether or not this will be signed. We will not be agreeing to anything until all committee members *Sarah will speak to Gary Wise about the Sotheby's contract and any information he has about the NOW proposal. He cannot to commit to anything without the sign-off by the committee.</p>	<p>Previous minutes moved by Sarah Shand - True and Correct Seconded: Bruce Taylor Nil abstentions</p>
<p>President's Report:</p>	<p>Nil – read @ AGM, President = Sarah Shand</p>	
<p>Treasurer's Report:</p>	<p>Nil – read @ AGM, Treasurer = Suzanna Taylor</p>	
<p>Club Captain's Report:</p>	<p>Nil – read @ AGM by outgoing CC Gary Wise, newly appointed Club Captain = Stacey Margerison</p>	
<p>Membership Manager's Report:</p>	<p>Membership ends 31st August, keys will work until end of October (crossover period while people renew memberships). Established that non-playing members can only play tennis at 3x Saturday club days, and beyond this must become full paying club members. Some people have been paying a casual fee online to attend club days if non-members.</p>	
<p>Coach's Report:</p>	<p>Nil</p>	

<p>Junior Coordinator's Report:</p>	<p>Hitting sessions have been adjusted to be more engaging for juniors and coaches alike. There is a revamp of Saturday sessions in process. Junior Interclub is coming up, with Monday 9th September being the start of Monday singles, dress-up theme etc. Club Championships for Juniors have been organised to run on a single day (rather than spread over weeks). Holiday programme this coming holidays. Coaching for coaches on 1st September. New wristbands/headbands for junior members.</p>	
<p>Funding Resolutions:</p>	<p>Nil</p>	

AGENDA ITEMS:

LOVE Tennis Weekend:

- Court Allocations:
 - Court 1 - good tennis (juniors/seniors) - Tony to organise
 - Court 2 - vintage racquet tennis
 - Court 3 - Harry agreed to do ball machine
 - Court 4/5/6 - hot shots (junior coaches), cardio tennis (Jac) and tennis express (Janine)
 - Court 7 - serve speed gun
 - Court 8 - drop shot drill
 - Court 9 - wheelchair tennis (Jay)
- Music - will use our own speakers/UE booms; Rotary raffle - they will run but donate proceeds to us (Sarah to coordinate); BBQ – Stu will run
- ?Business vs business challenge (with sponsor involvement)
- Tony mentioned that we need to promote this and push it hard with the club members. Newspaper article to be published on wheelchair tennis and its involvement in the LOVE tennis weekend
- Sub-group allocated to coordinate the running of this weekend: Stacey, Jac, Ian, Luke, Sarah

Spring Doubles (14th September):

- Luke to sort out getting entries etc. Prizes being sorted by Stacey - Suzannah and Tony can provide some wine, traditional draw format

- Traditional draw format, prizegiving will be in marquee on courts, TSA being used for football prize-giving

TSA:

- Delegates on the TSA have been Ian, Stacey and Sarah - 20th August for AGM, Alby agreed to be 3rd delegate in place of Sarah

Tennis Eastern:

- Suzannah and Sarah will attend meeting on Monday - calendar for Tennis Eastern completed, need to adjust a date for one of our Junior events

Courtside Containers:

Roofing/Decking

- Roofing Quotes Discussed (sourced by Stu)
 - Archgola (steel curved roofing), \$17,500 for 5x6, \$30,000 for 5x10
 - Douglas Outdoor (curved aluminium roofing, mould-resistant), \$12,000 for 5x6, \$18,500 for 5x10
 - Bay Shades (flat roofing, separate poles, 3 degree slant, aluminium, with very small company sign) \$7,500 for 5x6, \$13,200 for 5x10
- Of the 3 options discussed, it appears that the Bay Shades flat roofing option is the most practical, affordable and desired option.
- Stacey raised the valid point that decking should be a priority before we invest in roofing/coverage for the area adjacent to the containers.
- Greg has agreed to (with assistance) provide the labour for deck installation free of charge. A quote has been provided from Place Makers.
- Sarah mentioned that concreting which is currently there cost a fair amount when it was first laid, and would seem redundant if decking was placed. It was acknowledged by all that the containers were not in the picture when the concreting was laid.

Moving of Containers – will happen in approximately 2 weeks, and Stu will reposition the coaching shed as needed.

Electrical work - need to approach Charlie (the same man who has done work in the past). Jac agreed to contact Charlie.

Containers to be temporarily painted as currently poor ball visibility.

Container Liquor Licence - Sarah will follow-up with Gary to ensure this has been secured.

Jack moved motion to investigate deck further and get multiple quotes (minimum 2 quotes, 5x6 and 5x10).

Seconded Stacey. All in favour except Sarah, one abstention.

Bruce moved motion to give Greg permission to spray paint the containers Iron Sand, with good finish, subject to contracts first being reviewed with regards to the sponsors (will need to liaise with Gary Wise ASAP regarding contracts).

All committee in agreement.

GENERAL BUSINESS:

Club Posters

- posters for the club have been made (240x A4, 50x A3) - Alby to be refunded (\$115.66 in total)

Tennis Balls

- Tennis Eastern has said to use Technifibre balls, going to Luke's house once delivered, junior balls, \$5000 worth of balls on their way
- Suzannah will follow-up on Tennis balls with Thump Sports (will update Luke)

LED Lights

- All members in agreement to apply for funding for LED lights for courts 7/8/9 - awaiting a further quote coming from Charlie - electrical work)
- Suzannah will action/minute/send it out once full quotes are in and application ready to be sent

Club Maintenance:

- Shade sails - coming down in wind; Shades for umpire chairs have been organized; Court 1 net needs to be fixed (Jac to facilitate this)
- Hardcourt Cracking:
 - ? is them saying the base was insufficient when the courts were put in, which has resulted in the cracking true or not
 - previous committee members state that the early potential for cracks was not mentioned at the time of installation
 - Jac to contact company who put down the court surfaces, and request a face-to-face meeting with himself and Bruce, and beforehand liaise with Greg about ?warranty and contract from installation

Constitutional Changes:

- Sarah mentioned the possibility of a constitutional change in terms of outlining different types of club members
- Bruce stated that ALL COMMITTEE MEMBERS are to read the constitution and we will address the rules of the club at next meeting as a priority

Actions stemming from this meeting:

1. ALL COMMITTEE MEMBERS to read the constitution and address the rules of the club at next meeting as a priority
2. Sarah will speak to Gary Wise about the Sotheby's contract and any information he has about the NOW proposal and these will be presented to the committee at the next meeting. Sarah will also follow-up with Gary to ensure the liquor licence has been secured.
3. LOVE Tennis Sub-group of Stacey, Jac, Ian, Luke and Sarah to continue to move forward with organising this event
4. Distribution of new club tennis posters around the region in preparation for the upcoming season

5. Spring Doubles – Luke to organize entries and Stacey to sort out any remaining prizes
6. Stacey will talk with Greg and get multiple quotes for the cost of installing a 5x6 or 5x10 decking area adjacent to the containers
7. Suzanna to follow-up with Thump Sports regarding tennis ball shipment and update Luke
8. Suzanna to source final quote and complete application for LED lighting for courts 7/8/9
9. Jac to liaise with Greg regarding contract/warranty paperwork from hardcourt installation and then contact installation company and request a face-to-face meeting regarding the early cracking of these courts
10. Jac to facilitate the fixing of the net on Court One

Meeting CLOSED @ 20:30

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 04/09/19

Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Jac Wardrope, Sarah Shand, Tony Verry, Stu Dawson, Ian Smith, Alby Hailes, Luke Donovan, Stacey Margerison, Bruce Taylor, Suzanna Taylor, Eric Forster, Anna Lee	
Apologies	Nil	
Inwards Correspondence	<p>Tigerturf – Free Assessment of synthetic tennis courts – reports on condition and life left in the courts. Is the Club interested?</p> <p>Pay2Play – keen to come to Club and discuss and demonstrate new email system works and also an update on how auto membership renew system works. Also email from Pay2Play regarding connection/ethernet issues.</p> <p>Email that TopNotch no longer wishes to sponsor Court 9. DropShot also no longer wishes to sponsor Court 8. Court 4 also available.</p> <p>Letter from Ian Whale read.</p>	<p>To take up Tigerturf on their offer of free assessment.</p> <p>To determine sponsorship for Courts 4, 8 and 9 (\$600/year + \$100 + GST upfront, family membership included)</p>
Outwards Correspondence	Letters and emails sent to Gary Wise, NOW and TUMU ITM.	<p>Inwards/Outwards Correspondence as true and correct.</p> <p>Moved by Stacey Margerison, seconded by Anna Lee.</p> <p>All in favour.</p>

Review of Previous Minutes:	No matters arising from previous minutes.	Previous minutes moved by Bruce Taylor - True and Correct Seconded: Sarah Shand Nil abstentions
President's Report:	Nil	
Vice President's Report:	Discussions had regarding progress of club. Correspondence had around containers.	
Treasurer's Report:	The Treasurer has circulated the Financial Report to the Committee prior to the Committee Meeting and is attached to the Minutes. The Treasurer put forward a motion that the Financial Accounts for 3 months ended 31 st August 2019 for Greendale Tennis Club be accepted. The Treasurer put forward a motion that the purchases for 3 months ended 31 st August 2019 be ratified for payment.	Proposed By: Suzanna Taylor Seconded By: Bruce Taylor All in favour. Carried. Proposed By: Suzanna Taylor Seconded By: Luke Donovan All in favour. Carried.
Club Captain's Report:	The Club Captain has circulated their Report to the Committee prior to the Committee Meeting and is attached to the Minutes. Nil questions or comments from committee.	
Membership Manager's Report:		
Coach's Report:	Coaching coaches – last week, 25 coaches went through this to improve structure on Saturday mornings Promotion of LOVE TENNIS via schools	
Junior Coordinator's Report:	The Junior Coordinator has circulated their Report to the Committee prior to the Committee Meeting and is attached to the Minutes.	

<p>Funding Resolutions:</p>	<p>It was resolved that a request be made to the North and South Trust Limited for funding towards tennis balls for juniors and seniors for the amount of \$2,808.00.</p> <p>It was resolved that a request be made to the Pub Charity for funding towards the cost of replacing the existing floodlights with LED lights for courts 7,8 and 9 for the amount of \$20,000.</p> <p>It was resolved that a request be made to One Foundation for funding towards the cost of replacing the existing floodlights with LED lights for courts 7,8 and 9 for the amount of \$9,552.00.</p>	<p>Proposed By: Suzanna Taylor Seconded By: Anna Lee All in favour. Carried.</p> <p>Proposed By: Suzanna Taylor Seconded By: Stacey Margerison Carried</p> <p>Proposed By: Suzanna Taylor Seconded By: Stacey Margerison All in favour. Carried.</p> <p>I certify that this is a true and correct copy of the adjacent 3 resolutions passed by the Committee of the Greendale Tennis Club Incorporated at a meeting on Wednesday 4th September 2019.</p>
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GENERAL BUSINESS:

Containers (Fit out, liquor licence, contracts update):

Southerby's Contract:

- tabled by Bruce, has been signed by Gary Wise on behalf of the club.
- Discussed that it was signed by Sarah Shand at a previous meeting. Noted that Suzanna, Sarah and Luke have signing rights regarding bank accounts, but has not been clear on who has signing rights for things such as contracts.
- Need to invoice Southerby's for the agreed sponsorship amount (\$2000 upfront).

NOW Sponsorship:

- Need to make decisions regarding NOW sponsorship

- Have proposed a green colour for their container, had previously been agreed that containers would be painted black with green on the ends and below the line of sight (of tennis ball) if desired by NOW. Final colouring and design must be agreed upon by the committee before proceeding. – an issue arose today where painters turned up to paint the container, which had not been agreed upon.
- Proposal read by Bruce – containers, club signage, NOW contributing equipment, reduced rates for NOW internet, sponsorship for club increased proportional to NOW sign-ups from members
- Contract – ownership of container with GTC, \$2000 upfront, \$2000 each renewal date annually, priority for renewal, leesee responsible for signage and painting of container – club to approve this before it happens etc. (full contract read to all). Contract more or less the same as Southerby's.

TUMU ITM Sponsorship:

- They are interested in being involved with club sponsorship
- Tumu ITM signs to go up for Love Tennis Weekend and Spring Tournament

Quote for canvas shade between the two containers tabled by Luke -> 9x5m, \$3000 each, 10-year warranty, fence would need additional support poles to hold this up. *Agreed by all that Luke is to set up a meeting with the person who has provided the quote for this canvas shade.*

Furniture sponsorship has been proposed, and will be kept in mind moving forward

Agreed that no changes are to be made to containers prior to any contracts being signed.

Agreed that Bruce will continue to talk with now regarding their contract for the container (and any additional parts of their proposal).

Agreed that Bruce will also pursue discussion with TUMU ITM regarding club sponsorship in other areas.

Bruce moved resolution to move forward to get an application for liquor license for the 2nd (West) container.

Sarah Seconded. Carried.

President and Vice-President or Treasurer (minimum 2 signatories) to have signing authority on contracts relating to the club – needs to be updated in constitution.

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Constitution/Club Rules:

- Moved to the next meeting for review

Job Descriptions:

- Suzanna to send out all job descriptions to relevant committee members to fill out and edit (Maintenance, Treasurer, President, Secretary, Vice-President (Chairperson))

LOVE Tennis Weekend:

- Jack to organise coaching for Court 4
- To touch base with Gary to check that Court 8 is being organised
- Wheelchair tennis – need to contact Amy from Badminton to facilitate this, will liaise with Sarah to do this
- BBQ and slices to be provided for food, Sarah to MC
- Agreed to stagger starting times of courts (every 20 minutes)
- Power meant to happen for this weekend – Jac/Bruce to organise
- Photographers from Napier Girls', juniors on gates to greet new members
- Sarah to organise sunscreen, defibrillators sorted, new members who pay on the weekend get \$10 discount
- Blue box for registrations and another box for raffles

Membership Subs:

- Jac has had a couple of emails regarding different membership options. Exchange students will get different rate if here only 6 months - to be a case by case basis if members wanting a discounted rate. Bring it to the committee to decide.

Other General Business:

- Suzanna to email Luke primary secondary school champs dates to book out courts. Friday to be back up day. 6 courts until 10am, 9 courts from 10am.
- Tennis Eastern AGM - 16th September 6pm onwards - JP, Suzanna and Sarah to remain on the Tennis Eastern board on behalf of GTC
- Jac asked Monday singles is moved from 5.00 - 6.15 to 4.45 to 6.00 and that we start term 4 (not finish the term) with 3 Mondays which disrupts coaching, and Luke and Jac's clients. Bruce to meet with Luke and Jac and anyone else from the committee to sort this.
- Stacey to get quotes for new rubbish bins down on the far bay.
- Stu to fix lock in women's changing room.
- Luke to collect Gary's club key and give to Tony Verry.
- Stacey will do up a new roster for Saturday club days.

Actions stemming from this meeting:

1. To take up Tigerturf on their offer of free assessment.
2. To determine and sign-off sponsorship for Courts 4, 8 and 9
3. Suzanna to follow through with funding requests for lights and tennis balls
4. To send invoice to Southerby's for upfront container sponsorship (\$2000)
5. Luke to set up a meeting with the person who has provided the quote for the canvas shade to go over decking
6. ALL COMMITTEE MEMBERS to read the constitution and address the rules of the club at next meeting as a priority

7. Bruce will continue to talk with NOW regarding their contract for the container (and any additional parts of their proposal).
8. Bruce will also pursue discussion with TUMU ITM regarding club sponsorship in other areas.
9. Bruce to get an application for liquor license for the 2nd (West) container.
10. In future - President and Vice-President or Treasurer (minimum 2 signatories) only people to have signing authority on contracts relating to the club – needs to be updated in constitution.
11. Suzanna to send out all job descriptions to relevant committee members and email Luke about court booking for tournament
12. Various jobs to be done prior to LOVE Tennis weekend
13. Bruce to meet with Luke and Jac regarding Monday Singles
14. Stacey to get quotes for new rubbish bins and do new club day roster
15. Luke to collect Gary's club key

Meeting CLOSED @ 20:40, Next meeting @ 19:00 on Wednesday 2nd October, 2019

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 02/10/19 @ 1900

Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Tony Verry, Stu Dawson, Ian Smith, Alby Hailes, Stacey Margerison, Bruce Taylor, Suzanna Taylor, Anna Lee, Eric Forster	
Apologies	Jac Wardrope, Sarah Shand, Luke Donovan	
Inwards Correspondence	Canterbury Sports Wholesale Gear Pamphlet 'A Night @ the Races' – 1 st November, Tennis Eastern fundraising event, money will go back into the tennis community – will distribute around the members New Court Allocations: Court 2 – Property Brokers, Court 8 – The Fruit Shop, Court 9 – Luke Donovan	
Outwards Correspondence	Letters regarding termination of individual court sponsorships (x2) Funding applications for lights and tennis balls sent	
Review of Previous Minutes:	Suzanna contacted man from Tiger Turf and followed up with email, awaiting response and time for them to view the courts No other matters arising from previous minutes.	Previous minutes moved by Bruce Taylor - True and Correct Seconded: Anna Lee Nil abstentions

President's Report:	Nil	
Vice President's Report:	Nil	
Treasurer's Report:	The Treasurer has circulated the Report to the Committee prior to the Committee Meeting and is attached to the Minutes. Subs due 31 st October. Southerby's have paid for container sponsorship. Job Description update	Proposed By: Suzanna Taylor Seconded By: Bruce Taylor All in favour. Carried.
Club Captain's Report:	Nil specific report	
Membership Manager's Report:	Nil report	
Coach's Report:	Nil report	
Junior Coordinator's Report:	The Junior Coordinator read their Report to the Committee at the Committee Meeting and is attached to the Minutes.	
Funding Resolutions:	Nil	
TSA:	Nil meeting in interim ?exclusive day/s to be proposed for each club to host prizegiving or similar throughout the year that is booked in advance – Ian to bring up at the next TSA meeting	
Tennis Eastern:	AGM happened since last meeting New Havelock North and Nelson Park representatives Looking into courts at Sports Park in Hastings	

GENERAL BUSINESS:

Southerby's Contract:

- Shelving and 'For Sale' signs not appropriate, will discuss adjustments to their design proposal

NOW Sponsorship:

- Bruce has met with NOW, new design layout for containers.
- They were placing emphasis on growing relationship with Greendale over the first 3 years of their sponsorship term, wanting to gradually build on this moving forward, e.g. tshirts, bottles, WIFI, security cameras
- Discussed branding that they shared and would like to be used in promotional material for the club
- NOW keen for branding on gates - is not going to happen at this stage, open to further discussion in the future if relevant
- NOW wanting a 'concession' discount membership for their staff members

Agreed the Bruce will negotiate with NOW around the 'concession' discounted membership as part of the contract/an addendum, no more than 15% +GST discount. All in favour.

Liquor Licence:

- Appears that this task will require consent from council (who own the land), provision of plans for container fit outs, food, ages etc. – going to be a significant and time-consuming process
- Bruce will discuss this with council members to see what support there may be for this
- In the meantime, members are to operate as responsible adults, but under no circumstances operate as 'hosts' – agreed that on a general Saturday should support TSA and drink at clubrooms until liquor licence is given (bar tender will be present from 3pm), but will once a month host a BBQ down at the courts and not use the TSA liquor facilities (Stacey to communicate this with Bar manager at TSA)

Constitution/Club Rules:

- Membership Types
 - Sarah's request to introduce special membership fee for non-playing members – this is present in the constitution, but only for past-playing members – determined that we would like to amend this in the constitution so that people do not need to have previously been playing members to become non-playing members
- President and Vice-President or Treasurer (minimum 2 signatories) to have signing authority on contracts relating to the club – needs to be updated in constitution.
- Constitution changes can only happen at AGM or if special meeting is called
- Suzanna, Alby and Bruce have reviewed their job description and made adjustments, others to do the same

Shade Sail:

- Luke has been in contact and has draft drawings from producer, distributed around the committee members
- Discussed and agreed that the current set up of shading, with an addition of one other would be a better option

Spring Tournament:

- Finished too late – needed to start earlier in day
- Need to adjust scoring - was possibly too much (two sets and tiebreak)
- Tournament planner – would be more simplified if people entered via this and then could view the draw beforehand
- Need to publish the draw beforehand and have print-outs for people to view draws on site
- Need to have timeline in preparation for tournaments and more help on day
- Board to show progress for when next games will be on court
- Establish a working group to run the next Spring Tournament - ? change date to last weekend of school holidays next year

Other General Business:

- Honours board to be updated with names, and for Luke to go to the engraver's who made initial board to get quotes for boards for doubles/mixed doubles/life members – Bruce will discuss with Luke
- Courts 7/8/9 – court manufacturer's will be in Hawke's Bay in November and Eric to get in touch and meet with them at this time
- Newsletter – for Luke to do (part of his contract), Club Captain's report, market the upcoming social events etc.
- John Penny would like to be involved in new gateway if one is installed in the future at the courts
- BBQ down at courts – gold coin donation or similar, people get some food (e.g. burgers vs sausages)
- Committee will endorse that once a member gets to 90 and wants to hold a social event/birthday celebration, would get venue hire for free at the TSA
- Bruce to continue with contact with TUMU ITM around potential future sponsorship
- Eric proposed subcommittee to go through Constitution and determine what needs to be altered – Eric, Bruce and Suzanna to form this
- Coaching contracts – need to have some form of more solid performance measures, Bruce/Suzanna will look into this further

Actions stemming from this meeting:

1. Bruce to further negotiate NOW contract and feedback to Southerby's about container design – aiming to have both containers painted by the next meeting. Also for discussion with council members around liquor licensing
2. Will discuss with TSA that once a month will not need TSA bar facilities as will hold post-club day session on the courts
3. Ian to bring up at next TSA meeting ?one day per year for each club to have exclusive use of the TSA facility
4. Constitution subcommittee to meet
5. Bruce/Suzanna to look into clearer coaching performance measures for contracts
6. Honours Board update process to begin

Meeting CLOSED @ 20:50, Next meeting @ 19:00 on Wednesday 6th November, 2019

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 09/10/19 @ 1200

Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Tony Verry, Stu Dawson, Ian Smith, Stacey Margerison, Bruce Taylor, Suzanna Taylor, Anna Lee, Jac Wardrope, Luke Donovan, Eric Forster	
Apologies	Alby Hailes, Sarah Shand	
Inwards Correspondence		
Outwards Correspondence	Email - To Tennis Eastern regarding premier interclub.	
Review of Previous Minutes:	No matters arising.	Previous minutes moved by Bruce Taylor - True and Correct Seconded: Anna Lee All in favour. Carried.
President's Report:	No formal report	

Vice President's Report:	NOW contract in place - discount code is NOW2019. Coach and Junior Co-ordinator contracts being worked on. Bruce has been nominated for chair of Tennis Eastern. He has accepted.	
Treasurer's and Financial Report:	The Treasurer has circulated the Financial Report to the Committee prior to the Committee Meeting and is attached to the Minutes. The Treasurer put forward a motion that the Financial Accounts for October for Greendale Tennis Club be accepted. The Treasurer put forward a motion that the purchases for October be ratified for payment.	Proposed By: Suzanna Taylor Seconded By: Anna Lee Carried.
Club Captain's Report:	No formal report	
Membership Manager's Report:	Membership report circulated prior to meeting.	
Coach's Report:	Jac @ Porritt Primary School running Hot Shots (for first time) Im running all Luke @ NGHS with Year 9 girls (they received funding for this) HB Womens Team Wednesday @ Greendale Kennedy Park HBJO – courts @ club used for 4 days (blocked out on Pay2play). Greendale Junior Open Jan 15th - 18th 2020.	
Junior Coordinator's Report:	Saturdays going well with new program, Mondays good numbers, 2 weeks of junior interclub going well. 4 teams involved. Black and White Saturday coming up.	
Funding Resolutions:	Resolved that a request be made to the NZ Community Trust for funding towards tennis balls for Juniors and Seniors to the amount of \$2808.	Proposed By: Suzanna Taylor Seconded By: Carried.
TSA:	Meeting last month ?exclusive day/s was proposed by Ian for each club to host prizegiving or similar throughout the year that is booked in advance. Will be discussed in more detail at next TSA meeting, but appears to be some initial resistance from some TSA committee members. Bar lady can't be there until at least 4pm on Saturdays – Stacey to organize opening bar if needed.	

Tennis Eastern:	John Penny stepping down, as now on the Tennis New Zealand board. Race night postponed until March - proceeds go to juniors. Seniors will put on quiz night and funds go to seniors from this. Rep fixtures coming up in January (2) and February (1).	
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GENERAL BUSINESS:

Satellite Containers:

- **Liquor Licence/Alcohol Consumption** - Eric to source some more rules around liquor licensing in the next 2 weeks
- Stacey to ask some kitchen places for designs around the fit out of the NOW container. Then we will email members to see who is able to help with design etc.
- Agreement needs to be set in place around advertising around the containers (as well as marketing and advertising around the club).

Membership Payments

- Question raised of how to get members to pay fees on time. Suzanna to create an invoice through Xero to send out, people to let club know if not re-joining.

Sponsorship/Advertising:

- Net sponsorship - discussion around family membership rather than 1 adult or 2 kids. Having different tiered sponsorship net deals favourable.
- *Eric moved GTC has 2 tiers of net sponsorship, for extra \$200 they get a family membership (Platinum). Current sponsorship is Gold membership which stays the same. Seconded Tony Verry. All in Favour.*
- Advertising around the courts - conscious of other advertising around the containers which may interfere with Sotheby's and NOW contracts.

Other General Business

- Bruce to donate a laptop to the club to run happy days.
- Some gate codes not working, but this is sometimes to do with internet cutting out.
- **Club Day** - some issues at Saturday club days. Discussion around roles of committee members at club days. Bruce proposed that as of today, club days are run by a club member who will be instructed on how to use the computer system. Very easy to use.
Bruce to chat to members around court etiquette.
- **Honours Board** – same colours/lettering as current singles board, just different titles – Men's Doubles, Ladies Doubles, Mixed Doubles, Under 19's. Anna Lee, Stacey Margerison to manage with help of Luke and Ian.

Actions stemming from this meeting:

1. Suzanna to do membership invoice through Xero
2. Bruce to chat to members around court etiquette on club days and donate a laptop to club to run happy days
3. Eric to source some more rules around liquor licensing in the next 2 weeks
4. Stacey to ask some kitchen places for designs around the fit out of the NOW container

5. Anna/Stacey/Luke/Ian to coordinate new honours board

Meeting CLOSED @ 1330, next meeting @ 19:00 on Wednesday 4th December, 2019

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 04/12/19 @ 1800

Greendale Tennis Club Inc.

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Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Tony Verry, Stu Dawson, Ian Smith, Stacey Margerison, Bruce Taylor, Suzanna Taylor, Anna Lee, Eric Forster, Alby Hailes, Sarah Shand	
Apologies	Jac Wardrope, Luke Donovan	
Inwards Correspondence	Rejection Letter from one foundation – application for LED lights NZ Community trust – requested quote from Rebel Sport for tennis balls James Guilford – wanting to sponsor a court Tiger Turf – assessed courts, all in good order relative to age, pile depth – 9mm 1/2/3, 13mm 4/5/6 – tend to replace courts when pile depth is approx. 4-5mm Senior Tennis Hawke's Bay – wanting court hiring April 2020, prepared to pay \$25/court excl GST, also wanting full use of kitchen and facilities – Bruce has spoken to TSA, appear happy with same, Paul Evans (bar manager) doesn't think there should be any additional cost to us for using TSA facilities, need to provide them with a quote Fraser Holland – January prizes for junior tennis WIFI – booster in Southerby's and NOW container (DECO kit) – will likely be delayed awaiting Chorus to install lines connection	Moved by Eric Forster Seconded Stacey Margerison All in favour. Carried.
Outwards Correspondence	Corrected dates of court 4/5/6 to Tiger Turf (Feb/March 2013) Wayne Smith emailed – TSA membership details, invoice received, payed	

Review of Previous Minutes:	No matters arising.	Previous minutes moved by Bruce Taylor - True and Correct Seconded: Stacey Margerison All in favour. Carried.
President's Report:	No formal report. Put forward motion to give 'player's rights' to those previous members currently playing in America, given she has had to pay for membership as per constitution. Wheelchair Tennis – put forward motion to approach CCS to apply for funding a wheelchair initiative	Proposed By: Sarah Shand Seconded: Alby Hailes Carried Proposed By: Sarah Shand Seconded: Suzanna Cave Carried
Vice President's Report:		
Treasurer's and Financial Report:	The Treasurer has circulated the Financial Report to the Committee prior to the Committee Meeting and is attached to the Minutes. The Treasurer put forward a motion that the Financial Accounts for November for Greendale Tennis Club be accepted. The Treasurer put forward a motion that the purchases for November be ratified for payment. Invoices sent out for membership, have had more memberships payed but still some remaining to be paid. Relayed those not joining to Jac. Still some affiliation fees to pay, should be less towards Tennis Eastern as they have received some funding which will go towards reducing this	Proposed By: Suzanna Taylor Seconded By: Eric Forster Carried. Proposed By: Suzanna Taylor Seconded: Stacey Margerison Carried.
Club Captain's Report:	No formal report. 1 st in interclub mixed competition, through to final – need to arrange courts for Final (need 1 bay of courts) – Sarah will schedule courts as Kennedy Park competition on same weekend	
Membership Manager's Report:	Not present at meeting. No formal report.	
Coach's Report:	Not present at meeting. No formal report.	

Junior Coordinator's Report:	Two more Junior Saturdays left for year. One more Monday singles. Restart first Saturday after resumption of school. Holiday programme prior to Christmas. Club Singles Champs – Sunday 8 th March at this stage Black & White day went really well.	
Funding Resolutions:	Resolved that a request be made to the NZ Community Trust for funding towards tennis balls for Juniors and Seniors to the amount of \$2808.	Proposed By: Suzanna Taylor Seconded By: Carried.
TSA:	Next meeting on Monday – Ian to discuss sole usage proposal again, need a new bar worker	
Tennis Eastern:	Kennedy Park tournament coming up (Hawke's Bay Junior Open) – need to encourage players of all abilities to compete in this, graded so level doesn't matter, green dot ability included – will be BBQ with this New chairman – Bruce, Board member for Waikato-Bays - Sarah	

GENERAL BUSINESS:

Satellite Containers:

- **Fit out/kitchen design in the NOW container** – Stacey has met with various joinery/kitchens companies, awaiting quotes still; Tony also to get quote from Tumu/Placemakers as will likely be much cheaper (e.g. kitset); bench space for fridge etc to go under
 - Bruce made the point that if we apply for liquor licensing will likely need a sink, ?portable waste water container, work in progress
- **Liquor Licence**
 - To hold a Special General Meeting to amend Constitution to allow for a Liquor Licence in the constitution – need to give notice to all members about this
- NOW to come up with security camera quotes

Membership Payments

- Discussed issues with reduced numbers of juniors at present (currently down by 49 people) – suggestions made to make things less disjointed when starting the season next year – to have tennis continue through the October holidays/labour weekend somehow

- Special General Meeting to adjust membership definitions in constitution – need to give notice to all members about this (in tandem with liquor licence amendment)

Maintenance

- Court One net – to be fixed.
- Sail has been shifted.
- Club equipment tracking, box of balls has gone missing, ball count is well down on what it should be – need to change lock to cage/equipment (as same as toilets currently)
- *Proposal made for sign in/out system for equipment and to change lock on equipment cage – all in favour of motion, Stu to organise a new lock and keys*

Other General Business

- **Use of Computer on Club Day** – some complaints regarding this (?uneven abilities) but general feeling is that it works well if somebody using it knows how to. Has only been used for 1 month so far, need to give it more time. Plan to continue with computer into 2020 for now (next 3 months or so then re-review).
 - Compromise suggested – for committee member to be present for initial hour to organise everything, greet newcomers etc, then member can run for rest of the time
- *Proposed to make a suggestion box – committee undecided on this – in the interim any member issues/feedback to be directed to Stacey or Bruce (regarding club day, club issues etc.)*
- Stacey to send out club newsletter
- Easter 2020 court hire – Suzanna to send off quote to Victoria
- Coach's Contract amended and sent to Luke – Luke wanting to discuss some components of this
- Ongoing concerns about condition of hardcourts – Eric called Plexipave today, no reply yet, will follow-up.
- Honours Board – Anna to get this measured up for above trophy cabinet
- LEDs – request an extension, look at saving re affiliation, and look at additional sponsorship for LEDs
- Xmas BBQ – raffle book, for future club BBQs, 21/12/19, Stacey to liaise with Sarah – club to supply buns/bubbles/ham, members bring a plate

Actions stemming from this meeting:

1. Provide quote to Senior Tennis Hawke's Bay for event including court/facility hiring April 2020 (\$25/court per day + GST)
2. To bring up how we can improve the introduction of tennis at the start of next season at the March AGM – less disjointed, continue with tennis throughout October holidays/labour weekend for juniors as possible to improve membership numbers
3. Sarah to approach CCS to apply for funding a wheelchair initiative
4. To arrange Special General Meeting to amend constitution with regard to membership definitions and liquor licencing – late February 2020 – therefore as next committee meeting is February, will need to be prepared with what exactly is to be proposed/discussed at SGM at the February committee meeting
5. Stu to organise new lock and keys for equipment cage
6. Eric to follow-up with Plexipave about hardcourts
7. Anna to continue to organise honours board
8. Stacey and Sarah to liaise about upcoming Xmas BBQ (21/12/19)

Meeting CLOSED @ 2000, next meeting @ 19:00 on Wednesday 5th February, 2020



2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 04/12/19 @ 1900

(with discussion with Simon Cowan prior to committee meeting)

Discussion with Simon Cowan (prior to committee meeting – from 18.30 until 19.00):

Club Ladder:

- Simon discussed the purpose of the ladder – to give clear direction for juniors to move up and compete, challenge seniors etc.
- Based off configure rankings, made some tweaks as well based on how people go against others normally in Greendale
- Discussed Bruce's thoughts in absentia – says it has been messy in the past
- Eric mentioned making sure it doesn't put too much pressure on juniors
- Was discussed that it should be an opt-in ladder if we are to do it, making it a positive thing
- Question as to whether it should be part of match hub or not – decision made it will be part of match hub
- Sarah Shand proposed that we go ahead with the club ladder system proposed by Simon (with just a couple of tweaks to be made by Luke and Stacey) – all in favour

Interplanetary Doubles:

- Doesn't have to be exclusively men's and ladies' doubles – instead discretionary based on the team captain's choice for playing order/combinations
- Simon is in charge of organising fill ins to try and keep teams balanced
- 6 team competition, will issue Simon 6 cans of balls (1 for each team) for the competition
- Will discuss in the committee meeting later tonight how it will work in the context of coaching running simultaneously when there is a drizzle of rain etc. – still for competition to go ahead clearly, will discuss at rest of meeting about who gets court priority in adverse weather.
- To start this Monday

Grunters/Grinders:

- To continue with current system (at end of club day)
- Is going to discuss with those involved if they want to do some sort of prizegiving/BBQ etc. at the end of it

Club Hedge

- Wanting to chop it back on courts 7/8/9 bay – will initially look a bit messy/woody but will grow back to look better – all in agreement for this to happen – to get others to help if he needs manpower for this

<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Tony Verry, Stu Dawson, Ian Smith, Stacey Margerison, Suzanna Taylor, Eric Forster, Alby Hailes, Sarah Shand, Luke Donovan	
Apologies	Jac Wardrope, Anna Lee, Bruce Taylor	
Inwards Correspondence	<p>Letter from Napier City Council – lease for courts is due for 10-year renewal from 1st November 2020 – Suzanna could not find lease on the records so phoned them and they will send out documentation to renew the lease, Eric can then read over the documentation and be prepared for signatures</p> <ul style="list-style-type: none"> • Stu mentioned bringing up Liquor Licence as part of this process – will await lease and then assess whether or not we should discuss this with council in tandem with this process <p>Received Easter Tournament Info from Victoria Kerrison – will discuss in General Business</p> <p>Letter from IRD – was incorrect as everything has been paid on time, so Suzanna is in contact with them, wrote a letter with evidence showing everything was paid before due date</p> <p>Money for balls from NZ Community Trust has not been released yet – Suzanna is following up with that – in the interim will still order the balls</p>	<p>Moved by Eric Forster Seconded Stacey Margerison All in favour. Carried.</p>
Outwards Correspondence	<p>Letter to IRD Communication with NZ Community trust (phone) Communication with Napier City Council (phone) Emails/correspondence with Simon Cowan</p>	
Review of Previous Minutes:	No matters arising.	<p>Previous minutes moved by Sarah Shand - True and Correct Seconded: Stacey Margerison All in favour. Carried.</p>

<p>President's Report:</p>	<p>No formal report. Great Greendale Junior Open here, worked really well, good weather</p>	<p>Proposed By: Sarah Shand Seconded: Alby Hailes Carried</p> <p>Proposed By: Sarah Shand Seconded: Suzanna Cave Carried</p>
<p>Vice President's Report:</p>	<p>Not present at meeting. Bruce sent out email prior to meeting – read by all. Things to discuss further in general business.</p>	
<p>Treasurer's and Financial Report:</p>	<p>The Treasurer has circulated the Financial Report to the Committee prior to the Committee Meeting and is attached to the Minutes.</p> <p>The Treasurer put forward a motion that the Financial Accounts for December and January for Greendale Tennis Club be accepted.</p> <p>The Treasurer put forward a motion that the purchases for December and January be ratified for payment.</p> <p>Reasonable amount in cheque account, awaiting until we look at financing lights before we consider any term deposits.</p>	<p>Proposed By: Suzanna Taylor Seconded By: Eric Forster Carried.</p> <p>Proposed By: Suzanna Taylor Seconded: Stacey Margerison Carried.</p>
<p>Club Captain's Report:</p>	<p>See formal report attached. BBQs on Club Days (once/month) will start from March onwards, everyone has been busy.</p>	
<p>Membership Manager's Report:</p>	<p>Not present at meeting. See formal report attached.</p>	
<p>Coach's Report:</p>	<p>No formal report. Discussed coaching trip up to Auckland, good sessions with Judy Murray etc., had some kids who got to play on the professional courts, good experience Greendale Junior Open – clashed with Wellington tournament and not an ideal time for everyone – possibly to change the date for next season</p>	
<p>Junior Coordinator's Report:</p>	<p>Coaching for coaches done – Sarah cooked breakfast Started back with Saturday/Monday hitting, interclub entries coming through</p>	

	Bring a friend this Saturday – could do with some helpers for this from 8.30-10.30am – for joining as members they sign-up online but pay the half membership fee (Ian will inform people of this process) Thump Sports doubles and Junior singles coming up	
Funding Resolutions:	None.	
TSA:	Sole usage for clubs on one day/year proposal brought up by Ian and majority of people against this. But happy for a formal proposal to be made by Ian and can be voted on. Harriers now know their AGM cannot start till after 7pm on the Saturday they normally have it We have sole usage of clubrooms for National Seniors Easter Event	
Tennis Eastern:	AGM for Tennis Waikato Bays – on 1 st March 2020, in Rotorua, Sarah is planning on going	

GENERAL BUSINESS:

Interplanetary Doubles

- After discussion, agreed that it would be decided on the day between coaching groups and doubles comp players who gets the astro courts if drizzle mid-play – likely that Simon will cancel interplanetary for the evening if there is drizzle or rain predicted.

Club Champs

- Not pulling names out of the hat this year, people can choose who they play with
- Saturday 14th March – Singles for Club Champs, compass draw, entries close March 1st (A & B after first round)
- Saturday 21st March – doubles for Club Champs, compass draw, entries close March 1st (A & B after first round)
- Sunday 22nd March – mixed doubles for Club Champs, compass draw, entries close March 1st (A & B after first round)

Entranceway Gate/Maintenance

- Need to improve internet – need to get formal quotes, to go back to NOW see what they will do it for vs Pay2Play
- Also need to talk to John Penny about new keypad
- Luke to get 3x quotes for new entranceway, Stu and Luke will converse about this – to get this done in the next month or two, to email committee and can approve this instead of discussing quotes at committee formally, can do working bee to help with this.
- Also to sort support structures for the shades and 3x shade sails (from Mitre 10) as part of this – committee all in favour of this happening and Stu to go ahead with this. Also to get some people to paint fence

- *Sarah Shand proposed Motion that Stu have the authority to organise concrete for entranceway, new shade sails and struts/stabilisers for these by Wednesday 4th March (next meeting) and that Sarah will organise new keypad with John Penny. Seconded Alby Hailes. All in Favour.*

NOW Container Kitchen

- Quotes discussed, club to get a flatpack kitchen for installation, keeping it simple. Will need to get quotes for a fridge. Stacey and Stu to manage this project.

LED Lights

- Credit from Tennis Eastern we could use towards this
- Also some money from Kennedy Park tournament
- Courts 7/8/9 - \$31,000 - have been given \$15,000 from Pub Charity, \$1000 + \$3000 from Tennis Eastern, leaves \$12,000 to pay for these courts from Greendale Accounts
- Courts 4/5/6 – Eastern & Central Community Trust – will apply to them for quote for middle bay (May or November is when you can apply)
- Looking at last week of February for installing court 7/8/9 lights – with Cory's etc.
- Stu to move old lights to his shed – potential to put old lights on Trade Me and if that fails will need to take old lights to scrapyard
- *Suzanna moved a motion that we go ahead with the lights for courts 7/8/9, using the money from Pub Charity, Tennis Eastern and Greendale paying the remaining \$12,000. Seconded Alby Hailes, all in favour except Tony Verry who abstains.*

Easter Tournament (Seniors)

- Need catering with sandwiches, toasted sandwiches, food/coffee etc. – opportunity for us to make some money from this
- We have enough people that can run this – Alby and Sarah can organise this – manage food, liaise with Gary Wise, roster etc.
- Eric to talk to Raiseys about electrolyte stuff to sell and also will sell water from Greendale stall
- Luke to approach The Apple Press for ?some product to sell
- Bar – to be open from midday, can't take it down to the courts – Stacey will sort it out with TSA booking the bar
- Need to have spare net bands, winders etc. Each court needs scoreboard (sorted). ?Need new nets – will look into this before the event. Scoreboards to also be moved.
- They need someone to help run the actual tennis play who knows the club etc. – will talk to Simon about this
- Health and Safety – need to complete these forms (Stu will do this), also to supply nearest defib

Reserve Grade Interclub

- Will do best to start these games at 3.30pm. Club will try to get them on as soon as possible, can warm up etc. on any spare courts but club members using courts prior to this time will not be kicked off.

Balls – approx. 20-30 cans of club balls went missing a few weeks back over the course of a two-week period, no idea where they went, new lock being made for

Stephen Cook Memorial Tournament

- On Saturday 4th April 2020, club to put on BBQ for this.

Special General Meeting

- Plan to discuss club member fees, affiliation fees, liquor licence and older members fees. Plan for SGM to take place on Sunday 19th April 2020 at 4pm. Will be re-discussed at March meeting and advertised to members who can attend if they desire.

29th February 2020 Tournament

- wanting to pay for courts for this tournament, juniors to start play at 4pm on Saturday, asked if Club day could start at 12.30 and finish approx. 3.30pm. Also to book courts for Sunday morning.

Actions stemming from this meeting:

1. Luke to contact Thump Sports about new wind protector
2. Suzanna to follow-up with NCC, IRD and NZCT and to go ahead with initiation of process for installing new lights in courts 7/8/9
3. Luke to get quotes for entranceway and converse with Stu
4. Sarah to organise new keypad with John Penny
5. Stacey/Stu to continue with kitchen fitout progress
6. Alby & Sarah to run/organise food for Easter weekend (Eric to contact Raiseys and Luke Apple Press)
7. Eric to chase up re: Plexipave courts cracking
8. Stu to clean up maintenance shed and get rid of unnecessary gear

Meeting CLOSED @ 2055, next meeting @ 19:00 on Wednesday 4th March, 2020

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 04/03/20 @ 1800

Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Stu Dawson, Ian Smith, Stacey Margerison, Eric Forster, Alby Hailes, Sarah Shand, Luke Donovan, Jac Wardrope, Anna Lee, Bruce Taylor	
Apologies	Tony Verry, Suzanna Taylor	
Inwards Correspondence	TNZ Club conference/feedback received.	
Outwards Correspondence	Letter sent to Napier City Council regarding lease.	
Review of Previous Minutes:	To alter month of February Minutes from December to February. No other matters arising.	Previous minutes moved by Stacey Margerison - True and Correct Seconded: Stu Dawson All in favour. Carried.
President's Report:	No formal report. Went to Tennis Waikato Bays AGM. New lights excellent.	
Vice President's Report:	No formal report.	

Treasurer's and Financial Report:	<p>The Treasurer has circulated the Financial Report to the Committee prior to the Committee Meeting and is attached to the Minutes.</p> <p>Bruce Taylor, on behalf of The Treasurer (in absentia), put forward a motion that the Financial Accounts for February for Greendale Tennis Club be accepted.</p> <p>Bruce Taylor, on behalf of The Treasurer (in absentia), put forward a motion that the purchases for February be ratified for payment.</p>	<p>Proposed By: Suzanna Taylor Seconded By: Eric Forster Carried.</p> <p>Proposed By: Suzanna Taylor Seconded: Eric Forster Carried.</p>
Club Captain's Report:	No formal report. Some matters to be discussed in general business.	
Membership Manager's Report:	No formal report. 5 new members signed up last week. Numbers ?down approx. 20 from one year ago (going off February report, may have made up numbers from bring-a-friend). Need to look at ways in which we can improve this for next year.	
Coach's Report:	No formal report. Good results from juniors recently. Double Header Weekend and Holiday Programme coming up.	
Junior Coordinator's Report:	Regained 22 members from bring-a-friend. Various other competitions happening.	
Funding Resolutions:	None.	
TSA:	We have sole usage of clubrooms for National Seniors Easter Event. Bar will be open. Nil else to report.	
Tennis Eastern:	<p>Regional Courts proposed – to discuss further in General Business</p> <p>Universal Tennis Ranking (UTR) – had been discussed at meeting, discussed with coaches.</p> <p>Code of Conduct – issues arose from trip away to Christie Cup in Wanganui – now formalising a code of conduct. Emphasised importance for Greendale members to not associate with anything that would bring the club into disrepute.</p>	

GENERAL BUSINESS:

Hardcourts Maintenance

- Eric has discussed with Plexipave man, coming on 15th March, Eric to call again to arrange time, Jac will be available to meet with them.

- General feeling is that we should set aside some funds for hardcourt maintenance every couple of years (Maintenance Contract)
- The goal would be to try and improve surface before April Easter Tournament but may not be realistic.

Honours Board

- Has been completed, just getting the names engraved on it.

Club Champs

- Food – BBQ and beverages to be organised
- To round people up for entries

Entranceway Gate/Maintenance

- Stu suggested that we keep the gate the same width, knock off the bar that's in the way, trim bushes and still concrete inside and outside the gate. Agreed by all that this should be the plan.
- Sarah to get a hold of John Penny about new keypad

Player Misconduct Concerns

- Discussed 'in committee' and not to be formally minuted.
- Outcome of discussion that Bruce will have discussion with members concerned and report back to committee on outcome. There needs to be a formal code of conduct for members to read (physical copy to be placed in the TSA/containers) – can base this on Tennis Eastern code of conduct – Bruce to organise.

NOW Container Kitchen

- Will be ready in time for Club Champs. Kitchen should arrive on 7th March. Will likely need to buy a few things for the kitchen.
- Sarah to organise induction plate.
- *Stacey Margerison moves that we purchase the necessary kitchen accessories prior to club champs. Seconded Eric Forster. All in favour. Carried.*

LED Lights

- Have been installed on Courts 7/8/9 – looking good.

TNZ Club Conference/Feedback Poll

- Feedback poll sent out – prize for club that has most members that fill out feedback survey
- Club Conference – agreed that Greendale should send one member to this. Sarah to supply dates – Bruce happy to go if this works for him.

Tennis Eastern Race Night

- Should send link for this to club members – Luke will do this

Special General Meeting

- Plan to discuss club member fees, affiliation fees, liquor licence and older members fees. Plan for SGM to take place on Sunday 19th April 2020 at 4pm.

- Constitution needs to be updated – Eric will have this ready by 19th April for SGM
- Club Liquor Licence to be applied for if passed via SGM – will need to make the passing of this a component of the constitution
- Constitution subcommittee will need to meet prior to SGM
- Bruce Taylor to speak with NCC about special liquor licence for Spring Tournament

Hawke's Bay Junior Representatives

- Mancy going to Nationals in Christchurch – Greendale keen to support them – *proposed by Suzanna Taylor (in absentia), seconded by Luke Donovan, all in favour, carried.*
- Parents of Alex Cave and Penny Forster have declined financial support from Greendale.

Actions stemming from this meeting:

1. Eric to contact Plexipave to determine exact time for meeting on 15th March 2020 – Jac to meet with them.
2. Stu to measure area for honours boards
3. Eric to finish draft of constitution for SGM 19th April 2020
4. Bruce Taylor to speak with NCC about special liquor licence for Spring Tournament
5. Bruce to get code of conduct from Tennis Eastern to base Greendale COC on
6. Sarah to organise new keypad with John Penny
7. Stacey/Stu to continue with kitchen fitout progress – awaiting delivery on 7th March

Meeting CLOSED @ 1915, next meeting @ 19:00 on Wednesday 1st April, 2020

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 03/06/20 @ 1800

Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Stu Dawson, Ian Smith, Stacey Margerison, Eric Forster, Alby Hailes, Sarah Shand, Bruce Taylor, Tony Verry, Suzanna Taylor	
Apologies	Luke Donovan, Jac Wardrope	
Inwards Correspondence	Email contact from Plexipave – will next be returning in Summer at this stage – Eric to ask for specific quote Email from Paul Evans about booking courts for fundraiser event June 17th	Approved by Stacey Margerison Seconded by Anna Lee
Outwards Correspondence	Email to NCC about ?lease reduction in light of Covid-19 GST Return done by Suzanna – significant amount Email to NCC director of services – Bruce to meet with them June 9 th , will check about inclusion of courts on planning for Taradale sports area	Approved by Stacey Margerison Seconded by Anna Lee
Review of Previous Minutes:	No matters arising.	Previous minutes moved by Bruce Taylor - True and Correct Seconded: Sarah Shand All in favour. Carried.
President's Report:	TNZ Report: National Affiliation Relief – Kids under 12 free and 30% reduction for members LOVE tennis campaign – will be no cost to club/region for running this (covered by TNZ)	

Vice President's Report:	Tennis Eastern – continued development of junior development programme, exciting prospects, plan to re-access courts at Onekawa	
Treasurer's and Financial Report:	<p>The Treasurer has circulated the Year-End Financial Report to the Committee prior to the Committee Meeting and is attached to the Minutes.</p> <p>The Treasurer put forward a motion that the Financial Accounts for Greendale Tennis Club be accepted.</p> <p>The Treasurer put forward a motion that the purchases for this period be ratified for payment.</p> <p>Will investigate funding applications for November</p>	<p>Proposed By: Suzanna Taylor Seconded By: Bruce Taylor All in favour. Carried.</p> <p>Proposed By: Suzanna Taylor Seconded: Bruce Taylor All in favour. Carried.</p>
Club Captain's Report:	No formal report.	
Membership Manager's Report:	No formal report.	
Coach's Report:	Formal report read aloud in absentia. Coaching going well with good numbers participating. A number of juniors involved in the Tennis Eastern Junior Development Programme	
Junior Coordinator's Report:	Saturday mornings went well. Junior Club Champs results reported. Planning for junior prizegiving at start of next season. Greendale junior closed went well.	
Funding Resolutions:	None.	
TSA:	Nil to report	
Tennis Eastern:	As above in Vice-President's report.	

GENERAL BUSINESS:

Covid-19

- Things have generally been going okay but some members have been very relaxed with Covid-related measures in place. Has worked well on the most part. To leave signing-in measures for now until any updates from Government level. Thanks to Stacey for all her work during this period.

Club Champs

- Discussion raised around whether or not Hamish/Andrew/Albert are eligible to play in the club champs – points raised from both sides of the argument, brought up the fact they are not full paying members currently, nothing in constitution specifies this scenario, appears it should be at the discretion of the committee.
- Also raised issue about whether or not there should be new entries to club champs since the date has been deferred due to Covid-19.
- June 13th/14th Weekend, start time 10am, no club day this weekend. Entries close 10th June – re-open to all paid members.
- Stacey asking for approval for funds for food for the weekend – approved by all (BBQ/pizzas).

*Eric moved the motion that any paying member can enter the club champs now that the new date has been proposed (including those who have been playing in the US if they pay a proportional membership fee). Four in favour, Three against, Sarah Shand and Anna Lee abstain. **Motion carried.***

The current committee has made a one-off decision on this matter as a consequence of the Covid-19 lockdown scenario, this is not to be seen as a precedent for future decisions of this nature.

Honours Board

- Plan to delay until upcoming club champs results determined – will contact manufacturers to inform.

Rubbish Removal

- Proposal from member Simon about rubbish removal: plan to approach Waste Management/JJ Richards about organising wheelie bins etc. and quotes for rubbish removal – Bruce to do this. May end up delaying until October when council is planning to change to wheelie bins.

AGM Date

- Wednesday 29th July 2020, 6.30pm, Anna to put this in the paper

Quarterly Newsletter/Monthly Bulletin.

- Had been mentioned in coaching contract previously proposed, this has not been signed.
- Discussion had and all in agreement for there to be a monthly bulletin – specific dates so it does not lapse, submissions by a certain date and then distributed on a certain date.
- Decision it is a committee obligation, not to be in the coach's contract, a committee member will be delegated at all times to be in charge of this and collate things - Bruce happy to take responsibility for this at this stage

End of Season Awards

- Junior and Senior prizegivings together – 4.00pm Saturday 1st August 2020

Paul Evans Charity Event

- Happy for him to use these courts on 17th June

Constitution

- Eric has made a draft constitution and done an excellent job.
- Eric to distribute to committee and will be discussed at next meeting.

Containers

- Stacey proposing new flooring for the containers. Stick-on vinyl floor quoted at either \$600 or \$890 for each container.
- *Stacey Margerison put forward a motion that we install water-proof flooring down in both containers, with a budget of \$1800.* Seconded by Eric Forster. Motion deferred to next meeting – committee members will inspect and make a decision at a later date.

Stephen Cook Memorial and Spring Tournament (29th August 2020) dates decided (cash for prizes for Spring Tournament) – will put this to Tennis Eastern
To discuss Spring Tournament further at next meeting.

Actions stemming from this meeting:

1. Stu to measure area for honours boards
2. Eric to speak with plexipave about possible quotes
3. To discuss future Covid-type management if situation is to reoccur
4. Anna to arrange advertising of AGM in newspaper
5. Stacey to advertise club champs entries to members, closing Wednesday 10th
6. Bruce to increase Facebook access and posting privileges
7. Bruce to be responsible for Monthly bulletin – to begin at start of regular season
8. Bruce to approach Waste Management/JJ Richards about quotes for rubbish removal
9. Eric to arrange meeting with NCC about general club liquor licence
10. Eric to distribute new draft constitution to committee and will be discussed at next meeting
11. Bruce to speak with Luke about America players having some support and also sharing wisdom/experience to other juniors

Meeting CLOSED @ 2000, next meeting @ 19:00 on Wednesday 1st July, 2020

2019/20 COMMITTEE MEETING MINUTES

Location: TSA Clubrooms, Date: 01/07/20 @ 1800

Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay



<u>AGENDA</u>	<u>DISCUSSION</u>	<u>ACTION</u>
Present	Anna Lee, Stu Dawson, Ian Smith, Stacey Margerison, Eric Forster, Sarah Shand, Bruce Taylor, Tony Verry, Suzanna Taylor, Jac Wardrope	
Apologies	Luke Donovan, Alby Hailes	
Inwards Correspondence	<p>Quote from Plexipave for the resurfacing of the 3 hardcourts - \$19440.75. (Hard courts installed beginning of 2017).</p> <p>Letter 8/6/20 from NCC in response to my email asking for some rent relief. Apologies for the delay. They will consider rent relief if certain criteria met –if the club has experienced financial stress and material hardship due to COVID-19. Club unlikely to receive any relief due to the conditions.</p> <p>Email 16/6/20 – 30% reduction Tennis NZ affiliation fees for Seniors and no fee for Juniors next season and TNZ funding in full for the Love Tennis campaign.</p> <p>GST Refund - \$7163.13.</p> <p>Letter of complaint. To be discussed under General Business - Membership.</p>	<p>Approved by Anna Lee Seconded by Tony Verry</p>

Outwards Correspondence	<p>Email to NCC – thank you. NOW Invoice \$848.13 – approved for payment. Email to Dorothy Lumsden requesting the return of all unused Ladies Interclub balls as the season ended early due to Covid-19.</p>	<p>Approved by Stu Dawson Seconded by Stacey Margerison</p>
Review of Previous Minutes:	<p>Was brought to the committee’s attention that the vote which happened re membership last meeting was incorrect, to be discussed later in meeting - Membership. Bruce to follow up with Luke the American Players mentoring/talking to our Junior Membership All other matters are still current and will be raised in General Business.</p>	<p>Previous minutes moved by Bruce Taylor - True and Correct Record Seconded: Eric Forrester All in favour. Carried.</p>
President’s Report:	<p>TNZ Report: Club Champs a success. National Affiliation Relief – Kids under 12 free and 30% reduction for members LOVE tennis campaign – will be no cost to club/region for running this (covered by TNZ)</p>	
Vice President’s Report:	<p>No formal Report</p>	
Treasurer’s and Financial Report:	<p>No Financials as The Treasurer is currently working through the audit with Simon Cowan. The Treasurer raised the issue of the NOW Coach’s shirt being a “loose agreement”. Our coaches received 30 shirts back in December 2019 and we have just received an invoice for \$1700. Suzanna has gone back to NOW and they have adjusted the invoice to a 50/50 split leaving us an invoice of \$848.13 which committee unanimously agreed the payment of.</p>	<p>Proposed By: Suzanna Taylor Seconded By: Anna Lee All in favour. Carried.</p>
Club Captain’s Report:	<p>Thanked everyone for their involvement in Club Champs. It was an awesome weekend and was amazing to see so many of us involved in helping out in its running over the weekend. Club Days have been great although a little slower over the past two weeks due to rain.</p>	
Membership Manager’s Report:	<p>No formal report.</p>	

<p>Coach's Report:</p>	<p>Formal report (as follows) read aloud in absentia. Feedback we have had regarding the club champs has been nothing but positive. It was a fantastic weekend and some great tennis was played. We will be running a tennis camp second week of the holidays. 9.00am to 12.00pm Monday to Thursday. Quite a bit of interest from the kids we coach. I have updated the website with all sponsors now plastered all over it (On the home page is a slideshow as well as a page dedicated to our Sponsors. A facebook post thanking/promoting our sponsors will be out this week, that also applies to Greendale's Instagram page. If I have missed a sponsor or somethings missing off the website please just let me know and It can be fixed within a day or so. Looking forward to the Spring Tournament, currently working with Stacey and Stu on the poster. (Attached) I will be promoting it and rounding up entries from other clubs. No reason why it can't be bigger than the Club Champs weekend! Fantastic having a major sponsor already on board with it. Thanks Stu. Hawkes Bay Residentials doubles coming up, playing in that with Dan Rowe, Jac is playing with Jono Fall and i know a number of other Greendale members are also playing it The junior development squad I have been running as part of Tennis Eastern has been going really well over the past month and I know there are more coaching initiatives in the pipeline from Tennis Eastern which is exciting for the clubs and the bay.</p> <p>As you are all aware Gemma and I expecting a baby in the next month or so, I will do my best to be at the upcoming meetings, prize givings and tournaments. The last 4 Wednesdays has been anti natal classes and our little one is due the day of the AGM! So, my apologies for lack of attendance.</p>	
<p>Junior Coordinator's Report:</p>	<p>No formal Report</p>	
<p>Funding Resolutions:</p>	<p>None</p>	
<p>TSA:</p>	<p>Stacey and Ian spoke of the Harriers intention of nominating Wayne Smith for a Life Membership to the TSA. He has been a wealth of knowledge and support over the years and will be missed when he resigns at this year's AGM.</p>	<p>Proposed by Ian Smith Seconded Eric Forrester AI in favour. Carried.</p>

<p>Tennis Eastern:</p>	<p>Rose Bowl 12/13 September. Love Tennis 10/11 October with the aim to promote new members and allow winter codes to have finished their seasons. Junior Development program – Bruce and Sean spending time over the past few months on this. Now involves 4 levels and TNZ are supportive of this. Includes having a lead coach overseeing the program and other coaches running different areas. Interviews will be held for Lead Coach Position. Challenges with some coach’s qualifications and ITF Level1 being signed off/completed. Some resistance from a few coaches in preventing this happening. Bruce sorting through these issues. Christie Cup trainings/trips/expectations have been discussed at length. Things will be different moving forward. Rowe Light Final is to be played between Greendale Hooper and CHB. Date TBA Slam Dates have been confirmed – refer to Tennis Eastern Calendar which will distributed soon. NCC – Bruce trying to find a way to have access to the Onekawa Courts to take the pressure off local club courts. Currently getting resistance from Netball, work in progress. National COVID-19 survey – if we see/receive it please fill it out.</p>	
<p>Maintenance Manager:</p>	<p>Has stabiliser bars for where the shade cloths are in between end two bays. No issues arising at this stage.</p>	

GENERAL BUSINESS

CLUB CHAMPS SPONSORSHIP

- Discussion re the Facebook post of a major sponsor being named for club champs with no discussion being had at committee level. Nothing was received and current sponsors of the club were not mentioned. This type of thing must go through committee. Bruce to discuss with those involved.

CONTINUOUS SPOUTING HAWKE’S BAY OPEN DOUBLES TOURNAMENT 2020

- Thanked Stu for his sponsorship of this.
- Luke is heading the organisation of the tournament.
- Discussion round table of the poster of what looks better and ensures the sponsor is seen. Stu to have final say. Stacey to do changes, run past Stu and send to Luke for distribution.
- Luke to circulate poster to clubs and regions etc. Put up copies and start promoting and planning.

- Sarah mentioned Luke may be busy with arrival of bubs and to call out to us if he needs help with the tournament.
- Liquor licence – needing constitution to be changed so we can apply – Eric to report back ASAP to Stacey as this is vital for our tournament.

JOB DESCRIPTIONS

Maintenance Manager and Presidents job description distributed prior to meeting.

- Both happy with them but now with the knowledge they were general ones, not specific to us, they will add and make a few changes and bring back to new meeting. Suzanna to collect final drafts and ensure they are loaded onto the GTC website prior to the AGM.

CODE OF CONDUCT

- Bruce has been working on a Code of Ethics for Tennis Eastern and this includes a behaviour code which the coaches have signed off. Greendale could also look at adopting this. Bruce to write something up and bring back to committee.

MEMBERSHIP

- Stacey was approached and asked how much to become a member. After a discussion Jac will communicate with this person and request he fills out a membership form and the committee will get back to him with an amount once other issues around membership have been resolved.
- A letter of complaint was received and read. It questioned the decision of some players being able to enter club champs, who had, until just prior to club champs, not been financial members of the club. A significant discussion followed. The committee resolved there had been errors in current processes and although the constitution states “the election to membership of the Club shall be in the hands of the committee, three-fourths of whose votes shall qualify an applicant for admission as a member” this practice had not been followed and not for many years. It was agreed for Eric and Bruce to respond to this complaint. It was also resolved the committee will put out an apology in the next newsletter regarding current practices of accepting new members. Going forward new members will be voted on at committee meetings and will require three-fourths of the vote in favour.
- A motion was put forward requesting one of the above memberships be revoked due to it not being in the welfare of the club. This was discussed and it was resolved that since the membership in question was invited to join and play club champs from a member of the committee, it was the process not the member at fault. The motion was not seconded and therefore no vote was required.

AGM

- Wednesday 29th July 2020, 6.30pm, Anna to put this in the paper
- Luke to advise internally and attach voting papers etc.
- Club Fees – alterations to these need to be passed at the AGM. Eric moved that the fees remain the same for the coming season and the club retains the minimal savings passed on by TNZ.

Eric Forrester/Anna Lee
Unanimous

CONSTITUTION

- Eric spoke to the new draft constitution specifically membership details.

Student Membership – An individual who is 18 or over and enrolled in tertiary education, Student ID must be current.

Junior Membership – An individual enrolled in a school or under 18.

Family Membership – 2 Adults and any dependants under 18.

Over 65's Membership– Discounted membership for those over 65

Married or co-habiting couple Membership – Missing from document – to be discussed at sub-committee

Honorary Membership - Missing from document – to be discussed and defined at sub-committee

Committee is holding fees as they are for the coming season. Suzanna put forward an idea of introducing a schedule for fees in the constitution, makes it easier to change fees in future years. Sub Committee meeting to discuss the constitution changes and feedback to committee.

CLUB CHAMPS

- Committee discussed in depth who should be eligible to enter club champs.
The draft constitution permits the committee to set player eligibility for competitions such as club champs. This can be changed annually by committee.
Eligibility will also be added to conduct of rules (to be drafted)

COACHING

- Bruce to discuss clause 47 with Luke.

STEPHEN COOK MEMORIAL

- Saturday 1st August 2020, followed by Prizegiving.
- Stacey to purchase prizes for the winners.

PRIZEGIVING

- Junior and Senior prizegiving together, courtside 4.00pm Saturday 1st August 2020
- Ian to purchase chocolates for junior prize winners and gifts for our volunteer coaches.
- Stacey to purchase wine/chocolate for all Senior prizegiving.
- Anna to organise collection of cups and their engraving
- Most improved and Club Spirit was voted on, unanimous.

Actions stemming from this meeting:

1. Bruce to speak with Luke about the American players re mentoring/speaking with our junior membership.
2. Bruce to write letter on behalf of tennis to Harriers in favour of Wayne Smith's Life Membership.
3. Bruce to discuss with involved party/s Club Champs Sponsorship post oversight.

4. Stacey to finalise Continuous Spouting Hawke's Bay Tournament poster and give to Luke.
5. Stu to give his Maintenance Manager Job Description feedback/changes.
6. Sarah to give her President Job Description feedback/changes.
7. Bruce to write a draft Behavior Code and bring back to committee
8. Bruce still looking into increasing Facebook access and posting privileges.
9. Bruce working on rubbish removal quotes.
10. Anna looking into having the Honors Boards updated and new ones delivered/put up
11. Anna to arrange advertising of AGM in newspaper
12. Anna to collect all cups and arrange engraving for prizegiving

Meeting CLOSED @ 2100, next meeting on Wednesday 29 July, 2020, following conclusion of AGM.

