



Nelson Bays Tennis Association
Draft Minutes of NBTA Executive Committee
7:45 pm, 17th July 2023
Venue: Richmond Tennis Club

<u>Present</u>	Maria Howes	NBTA Regional Coordinator
	Kate Robinson	NBTA Junior Convenor
	Liz Ewins	NBTA Senior Convenor
	Jim O'Grady	NBTA Administrator
<u>Apologies</u>	None	

Item 1: Logo

KR had met with Tina Rouhoff regarding a new NBTA logo. There were some minor changes suggested to the colours which were to be resolved. Once finalised and approved the design would be sent to Brightwater Footprint to print the pull up banners as per the quoted price \$525.00 + GST.

Item 2: Policy Review

It was agreed that the NBTA executive would review the code of conduct policy and any other policies pertaining to parental interference during competitions and tournaments. This would also include a review of any relevant disciplinary procedures. Review to be completed by the start of the new season in 2023.

Item 3: Receipts and Chart of Accounts

When sending in receipts and invoices JO asked that they be in PDF format with the appropriate code from the Chart of Accounts. JO to provide the committee with account codes for future reference.

Meeting Schedule

14 August 2023, 7pm Richmond Tennis Club.

Meeting Closed: 8:30pm

Confirmed as a true and correct record of proceedings.