

## Giffnock Tennis Squash and Hockey Club minute of meeting held on 3 April 2023

**Apologies:** Richard Cook, Vivienne MacLaren, Max Blanchflower, Janice Campbell, Gerry O'Hara.

**President/Actions:** objectives received so far from a number of cmte members are good; Gerard will circulate examples, then we can set out budgets to achieve them – for May meeting. To improve transparency and comms, minutes to be put on the website (taking out anything contractual, commercial or welfare related). Reports have been good on detail – these to go on Sharepoint the Friday before each meeting, especially if there are requests for actions.

**Action:** Gerard to circulate examples for objectives; reports to go on Sharepoint the Friday before each meeting (all). Christine to edit minutes for going on website each month. Budgets / financial projections to be submitted for June meeting to cover second half of the current FY; then full budgets to be set up from the new FY (all).

**Handovers** are ongoing; JHK has been very helpful to Stephen, he is thinking about how to delegate out more (Viktoria and Hugh can pick up more, but how to cover other tasks he did, like arranging for the bins to be emptied and brushing the courts?). On Welfare, RC is CWPO till Friday. DD has to complete 2 qualifications, is not yet fully aware of current concerns and doesn't yet have a means to log them. There is a PDF version of the Welfare policy – does RC have a Word version?

**Action:** DD to create a log and RC to share existing Welfare concerns, as well as all policies in Word versions, with her by Tuesday 11 April.

**Bar:** Jane reported that there are no figures for this time last year for comparison purposes (we don't have a full year of figures due to Covid and either having no bar manager, or frequent staff changes), but March was a good month. April has been quiet so far - when coaching not on, the bar is less busy. Jane is requesting a pizza oven, which would pay for itself in a few months and allow food to be provided when catering is not on. Jane and Gerard will work on making a business case for this, then run figures by Treasurer. There was discussion about extending the kitchen slightly and fitting a hatch; **Gary to get plans from Richard/the architect.**

Jane wants to promote Friday nights and Sundays in the club – chess is very popular just now, with coaches and juniors playing – maybe hold a chess (or other board game) tournament. The next newsletter will ask for donations of chess boards and other board games. Jane asked for a Costco card - £36 for this was approved by the Cmte.

**Actions:** get the plans for the kitchen, Jane and Gary to talk with the architect (include Stephen), and draw up a business plan. Newsletter to ask for donation of board games.

**Tennis:** there is a clash of the proposed Open/Members Day date of 17 June with the Jean McKenzie social Saturday and the Scotland v Norway football game – proposal to move back to 10 June – Viktoria to check with Richard and hockey section that they can accommodate this. The shared calendar is now live and **Viktoria will write instructions so everyone can use it**, to help coordinate events and avoid clashes going forwards.

**Requests for tennis spending:**

- 1.tension of fence wires (quote received of £898+VAT).
- 2.new kickboards £2,250+VAT (could be a sponsorship opportunity).

3.flood drains in lane £1,392+VAT (queries re who owns land/should council not be doing this?)

4.full rejuvenation of tennis courts to extend life by 2/3 years @ £1,500 per court.

Total cost c £16k. There were questions around whether this meant 2/3 years from now or 2/3 years on top of what remained of the court lifespan – if it means 5/6 years more life in courts, it would be worth doing. We need to get a quote for the full court replacement for comparison purposes – the financial pot is not big enough for everything that needs doing right now.

Programme marketing – we need to keep an eye on the ratio of sponsored members, if we are to have more; may need to look at/increase the criteria for sponsored members. We have space for junior members, but they will want coaching (mid-week sessions) and there are concerns that lack of orange ball coaching time is leading to members leaving for Whitecraigs – is there now too much emphasis on the performance side, causing issues with membership retention? James leaving will mean less weekend coaching and will impact junior members. Suggestion to replace him with two junior coaches at the same rate and get more coverage.

Mini courts are overdue for resurfacing; coaches have asked for clay instead of artificial grass, but this will be more expensive (£17k v £12k). Mini courts are also used for back to hockey sessions, and if we do convert them for Padel, this would work better with Astro grass. Kitted out properly, the mini courts could be better used. Unless there is a compelling argument for clay, the Cmte was more in favour of artificial grass, with a view to using for Padel. The mini courts bring in members/money but there is no sinking fund to replace them, so the sinking fund needs updated to take them into account. We may need to set up a working group to look at the sequencing of everything, including the CP development – Gerard, Ian, Viktoria and Jason all ok to be involved, maybe also Max and Derek to involve all sports.

**Action: Decisions deferred, RC to bring more detail/clarity on the plans for the next meeting – re clay v grass, with 2 quotes needed for all plans; all to bring thoughts on the balance we want for the Club, bearing in mind our objectives for a club at the heart of the community, building a lifelong love of sport, helping players at all levels to reach their potential.**

Discussion around bringing in sponsored members to help win Scottish Cups – other clubs do it, but it was agreed that we need more analysis of the benefits – will it bring in new members, keep girls beyond 14, retain coaches etc? Could we get sponsorship for the teams? Could matches be a Friday night feature that members come to watch, if promoted as such? Could we cover the cost for the first games and consider more at a later date? A bit more time to plan this properly would be good, as much is still unclear.

**Action: Gerard to speak to Richard about this to get more clarity, and if necessary agree through the finance approval process**

**Hockey:** re the St Ninian's pitches, Max and Gerard met with Scottish Hockey (SH) and Sports Scotland – they need resurfacing and floodlights – would cover the cost of floodlights 50-100% but not the cost of resurfacing; the SFF fund could cover resurfacing. £150k cost for a multi-use facility. We need the school to be involved – Max has written to the Head Teacher, still waiting for a reply. SH has been supportive and would come to a meeting with the HT – ours is the most realistic proposal they have currently; but this is going to be harder than initially thought. The Gents 1 team have won promotion and the Ladies 2 had a win with 13 seconds to go! No actions.

**Squash:** the club champs had been a good day, with lots of people watching and the streaming working well. The champions' board has not been updated since 2019 (nor for Tennis or President); trophies also need updated.

**Action: Gary to ask Richard for contact for updating boards and trophies; does Janice have time to follow up on this?**

**CP Development:** the ball is in the LTA court and the Council re getting the fencing done before handing over to us. Progress is good and nothing of real concern; **but there is a deadline in 20 days' time**, with costings needed.

**House:** Gary reported that the ladies' changing room has been patched up, needs just a final paint. The Gents' ceiling has been filled in, wood for the bench to be stained. All to be done later this week. A recent walk round showed hinges on the squash court doors to be replaced; maybe get a quote for glass doors. Cost for repair of the clock has been approved.

Query re mechanism of ordering/paying for items/repairs – Convenors have a limit of £250, with £500 able to be agreed by a group including President, Vice, Secretary and Treasurer; over £1k needs full Committee approval.

**AV:** to draw up a wish list, get a series of options and quotes to choose from. Noel to move the control cabinet, get an HDMI splitter?

Water leak issue with Bowlers – it was proving difficult to get a quote. Would be good to get 2 quotes. The Bowlers have not reached out on this.

Discussion of extending the bar into the hall – would need a building warrant, agreed to park this for now – this is all part of the need for sequencing, already identified.

**Finance:** Discussion around whether we should be looking for the bar to break even; we also want to keep members. Stephen agreed that break even is the target, and we want the bar to be open as much as possible and to keep prices low; loss to date has been around £10-20k a year. It could be argued that social member fees be considered bar revenue. Much for Gerry to think about, and clarify for the year to 30 November 2023. The bar has taken £30k over the first 3 months of the year; likely to be a loss of £5-10k, should reach £90k in year to end November; prices have been the same for some time now, will still be cheaper than other local establishments; Jane and Gerry looking at the prices of some wines. To monitor for 6-8 months, till the end of the FY. It is important to get functions back up and running, especially on Friday nights (one function a month will bring in £500-1k).

**Action: New bar prices to go live on 1 April.**

Use of the function room – supervision of juniors using the room for Playstation etc is currently the responsibility of parents, but they are usually in the bar and Daljeet is concerned that this is not safe – if a child was harmed, the Club would be liable.

**Action: we need to have a proper discussion about use of the function room; DD to look into regulations and make sure we're covered, then discuss use going forwards with Jane.**

**Finance:** Stephen is keen to purchase a basic accounting package @ £30-50 per month (such as Zero, which Stephen is familiar with, which can integrate with the till and other systems); this has been needed for years and all were in favour. On banking – who has access to what? Stephen has unfettered access and has set up a dual approval for all spending, so no one person can make

payments now. Gerard, Viktoria and Lisa have 'create only' access. Max and Derek should have access as well, so that they can pay coaches; Gerry has access, as bar convenor. Now, if there is spend on a bank card, Stephen will see it and ask for invoices, approvals etc – he plans not to be too controlling, and allow some flexibility (it may seem like more control to begin with, but will empower people going forwards, and allow tracking of spend and get better information to base future decisions on). Food is kept separate – Jane buys food, charges for it and can make a small profit; Re the pizza oven, part of the business case would involve how to get the outlay back through sales, with a % coming back to the Club until it is paid for. Stephen will look at authorisations, to be role based rather than on individuals.

More transparency is needed on tennis spending – on balls (with an estimated spend of £8k), coaching, tournaments, events etc. Squash and Hockey – difficult to break down into categories. There will be 3 categories for tennis, one each for squash, hockey and bar; budgets for each to be created for the year ending November 2024 - to be presented at the AGM. All this will take time now to set up but will bring benefits in future years.

The Zoom account has auto-renewed, but is no longer needed – **Stephen to cancel the Direct Debit and Richard to see if we can get some money back. All coaches to submit invoices; to be added to RC's spreadsheet.**

**Action: all to be aware of spending limits, with 4 cmte members (President, Vice President, Treasurer and Secretary) needed to approve spend from £250 to £1k. We need budgets for all sports areas and decide how to apportion membership fees by sport. Having budget categories will be key going forwards. All to come to the June meeting with projections of their spend over the next 6 months; Stephen will draw up a template.**

**Welfare:** DD has started to self-assess the Club against 8 standards for welfare. There is a lot in place but not always the right place, and we are behind where we should be. RC had circulated the code of conduct before the AGM but we need to be more explicit about getting people to review it (and we all need to sign it), and it needs to be separated from contracts. We need to agree a place to keep signed copies of contracts so we can access them if needed; 2 people from the Club should sign all contracts. DD should be informed about key events for all sports, when each season starts and ends etc.

**Action: Daljeet to draw up a list of processes.**

**Marketing/Comms:** the bar menu is now online. Website accounts have been looked at; 2 to come off; any new ones to be created? Some members to be set up and trained to use Wordpress. Regular updates to be sent to Jason. QR codes to be set up at the bar to allow visitors to be signed in as guests (with minimum information retained to comply with GDPR); the tablet is not practical but still needed where people don't have phones with them. Request to buy T shirts for the bar staff (2/3 each, total cost £290-300) – approved, so long as costs not well over £300. The newsletter to give info about signing in, as well as asking for games and providing a link to the lost property page, and inviting anyone interested in commercial sponsorship to get in touch.

**Social:** Anne reported that the casino night had been a great success. May events have had to be swapped round, with Open Mic night on 5 May, Poker Night on 19 May, Race Night on 12 May. All events to be listed in the events area of the website. Races are being sold for £30 and horses for £3 or £5 each. A proposal to be made for a disco for kids – will need adult supervision, max of 60.

**Action: any additions for the events poster to be sent to Anne.**

**Grounds:** the Bowling Club wants more effective signs to deter Redhurst customers from using our carpark; Fraser to work with them on this. Grant Kerr is taking a step back so need to update the role and get someone else to do it. No objections to removing the broken fencing from the middle of the carpark. A date for grounds clearance to be sorted out and publicised.

**Membership:** the graph always goes down in March but is within the usual levels for resignations. Outstanding payments to be chased by the next meeting, and those who don't pay get removed.

**Action: Details of new sponsored members to be sent to Hugh. Sponsorship letters to be sent out to all. Ian to confirm what the sponsorship deal includes.**

**App:** testing is in progress, with a soft launch agreed for the app in March with first hockey team and compete juniors in tennis taking part. All systems to be included and integrated, including Zero, finance and membership. To date, hockey has been using the app and testing it extensively. At the time of the meeting, tennis section had not started their testing / soft launch.

**AOB:** DD raised the subject of an induction pack, which would ensure consistency of handovers, that everyone has signed the code of conduct etc. Lisa has been pulling this together. This would prevent situations such as – if Daljeet had known about the CWPO having to do 2/3 courses before taking over, she could have completed them in advance. Some will be generic and some to be specific to roles. Role specs to be submitted first. Issues raised re ladies' team selections.

**Action: Induction pack to be completed by October, ready for the next AGM. Role specs to be submitted. Gerard to speak to Richard re issues over the ladies' team squads.**