



Committee Meeting Notes: 27th May 2009

To help keep members and indeed the Club's Committee informed of what's happening at West End the following are brief notes taken at the recent Committee meeting and updated since the Club's Open Day.

Club Organisation & Operation

A focus for the Trustees this year is incorporation, becoming a company limited by guarantee with charitable status. This has a number of advantages for the Club its members, Committee and Trustees. As part of this change to the Club the following will take place.

Incorporation Documents

- Memo
- Articles
- Accounts

"Constitution" Changes

- Dates for fees
- Under eight juniors
- Auditing of accounts

Special General Meeting

- SportScotland & LTA
- Registration (Oswalds)
- Property transfer

Succession planning is also on the Trustees agenda for 2009.

Charitable Status & Accounts

This year as part of OSCR's returns and accounts requirements the accounts were externally audited and this process will continue in future. (<http://www.oscr.org.uk>)

The Committee was reminded of OSCR's requirement that our charity status and number be included in all communications and stationery.

A cash flow projection for the year ahead was presented and from this it was seen that the sinking fund for court surface replacement should start in 2010.

Clubmark

As part of good practice development the Club is working towards Clubmark accreditation, which is supported by the LTA (<http://www.lta.org.uk/Articles/Clubs1/TennisClubmark>)

As part of this the Club will review and consider many topics including data protection, health and safety, child protection, employment law, licensing and insurance.

Website

The Club's website and member's email are recognised as great benefits to communication to and from the members, and everyone will be encouraged to make more use of these resources.

See <http://www.westendtennis.org.uk>

Notice Board

The Club's notice board is to be updated, weatherproofed and should include the following.

- Membership list
- Committee List
- Etiquette
- Keys (juniors)
- Floodlighting
- First Aid
- Visitors
- Court timetable

Tennis & Coaching – 2009

The teams at West End are doing well in some competitions this year with the gents reaching the knockout stage of the AEGON Scottish Cup.

All captains were reminded of arrangements for levies, balls, teas and floodlighting tokens, especially that the match balls should be passed on by the senior teams for the juniors.

The coaching plans for 2009 will be reviewed with Stewart and an outline contract will also be reviewed.

Membership & Open Day

A reminder note will be sent out to those members who have not rejoined for season 2009-10.

The Club's first Open Day, on 30 May was a great success with new family (2), adult (1), student (1), junior (1), weekday (1) and under eight (3) members joining.



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Fund Raising

It was agreed that of the dates proposed the Club's fund raising dinner dance would be held at the Invercarse Hotel, 31 October. The Andy Murray framed top will help with the fund raising.

Dinner dance – 31st October

Wimbledon Tickets

As part of the meeting the Club's process for allocation of Wimbledon tickets was reviewed and supported unanimously.

- Early in year club is notified how many pairs of tickets with a total cost and given option to accept in entirety.
- If we take up and pay in advance for the tickets - LTA advise re dates and courts.
- The criteria is that we can offer to current members, who have signed up or will sign up with British Tennis membership
- In the letter that was sent to everyone who joined prior to 1st May - members were advised that tickets were available and to let me know etc.

It was noted that the Club still has tickets for 4 July, Centre Court, Ladies Final and anyone wishing to apply for these should contact Amanda on 591263 by 5 June.

Court Surface & Lighting Project

Alasdair Macleod met with Allsports recently to carry out a retention survey and as a result Allsports will be back on site at West End to carry out the final defects works in June. To complete these works the courts will be closed on Friday thru to Saturday morning.

Courts Closed - Friday 5th June

With these works finalised the project is complete and the Trustees intend compiling a post-project report file which will be made available to other tennis clubs.

Court, Grounds & Clubhouse Maintenance

The grounds and court maintenance is working well thanks to Lewis and Jamie.

As part of the ongoing court development an application to extend the floodlighting curfew to 10:00pm will be made in the coming months.

The painting of the clubhouse with Brian Lundie is due to start soon.

A 1.8m fence will be installed on the north east boundary by Alpine Fencing and they plan to be on site week commencing 29 June.

A work weekend had been planned but this will be deferred until sufficient volunteers can be found to tackle some of those little jobs that need doing and which would make a big difference to the grounds and clubhouse.

Next meeting – Wednesday, 10 June 2009