**WOODBRIDGE TENNIS CLUB COMMITTEE MEETING**

**MINUTES**

**Thursday 16th Jan 2020**

**7.00 pm at 76 Old Barrack Road, Woodbridge**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Apologies for absence | None |  |
| 2 | Minutes of Last Meeting | Approved |  |
| 3 | Safeguarding and equality | Equality and diversity on the committee needs to be improved as best we can | ALL |
| 4 | Replacement for Linda | A number of members have been targeted and will be approached | ALL |
| 5 | Membership update | 166 Juniors and 224 seniors – the most for 10 years |  |
| 6 | Treasurers Report | Increased membership revenue this year from last year, even with extra one-off expenditure. Simon to get accounts audited shortly by John White. | SC |
| 7 | Marketing/Logo | New logo agreed. Thanks to Barnie Mills for his work | SE |
| 7 | Marketing/Logo | SE has spoken to Total Football re clothing – polo’s, hoodie, jacket, tracksuit bottoms. Addidas is the brand we are keen on ahead of Under Armour. Bulk order will be needed in April time and will host an online shop – club will hold 0 stock. Add to all club literature. | SE/JY/JM |
| 7 | Marketing/Logo | Membership cards – want to create a list of benefits for members with local businesses. Plan to offer for renewal this year. Machine would be c£300. To be collected from the club by members. | SE/SL |
| 7 | Marketing/Logo | Richard Ginger to promote the club through living in Woodbridge magazine advertorial and also choose Woodbridge | RG |
| 7 | Marketing/Logo | Use of Mail Chimp instead of tennis comms | RG |
| 7 | Marketing/Logo | Richard Ginger to draft a note for members about special anniversaries etc | RG |
| 7 | Marketing/logo | WTC charity event middle Sunday of Wimbledon 10-2pm with theme – Suffolk Mind? | JM/SL |
| 7 | Marketing/Logo | GBTW – JY/JM to make proposal | JM/JY |
| 7 | Marketing/Logo | Woodbridge Camera Club – could come and take photo’s for both parties advantage | RG |
| 8 | Coaching Update | Nothing New |  |
| 9 | Café Update | Opening Feb HT. JM and SL to meet with CEO | JM/SL |
| 10 | AGM Planning and Venue | Thursday 5th March 7pm. Deben Annexe if possible (SL to book). No increase in membership agreed. | JY/SL |
| 11 | Matters Arising not covered elsewhere | Use of the back room of the clubhouse once the lease is confirmed. Garden maintenance is required DF to action | DF |
| 11 | Matters Arising not covered elsewhere | AY to send an email to members using the old account. AY to check the defibrillator battery. SC to order the defibrillator case as soon as lease is sorted | AY/SC |
| 11 | Matters Arising not covered elsewhere | Court use in club sessions – Fixed number of courts to be booked for club sessions depending on the day with at least 1 court available for members to book. If numbers are high members are expected to join in. |  |
| 11 | Matters Arising not covered elsewhere | Agreed that JM should be provided club kit along with junior helpers, team players should be encouraged to buy kit, no club subsidy. | JM |
| 12 | AOB | Clubhouse lease – council offering 25-year lease on our part of the clubhouse, will match timeline with the courts. We may be liable for business rates, building insurance and repairs. Kurt and the council’s solicitor are working through a number of issues. Key for club is to have a 3-month notice period to protect the trustees. SL to contact trustees re the lease. | SL/KG |
| 13 | Date of Next Meeting | 12th March 7pm at Kurt’s House |  |