

Minutes of the Management Committee Meeting Held at 7.00pm on Wednesday 26 January 2011

Present: Graeme Norman, Natalie Sheridan, Pam Clark, Helen Ryan, Gabriel Pyc, Cathy Coleman, Inge Wisselink, Mary Harris, Clive Melling, Michelle MacGibbon

Apologies: Therese Russel, Laine Davis, Debbie Timmins

Absent: Peter Cairns

Minutes from Previous Meeting December 2010

It was moved and seconded as being a true and correct.

Pam/Helen

Matters Arising and Discussion:

- Squash Secure Space:
 - **Graeme** suggested partitioning upstairs room currently used by Amanda Butt. Action required:-
 - **Clive** will look at the space and give committee a quote. Ideally there will need to be 2 doors. **Tracey** to advise.
 - Amanda should be informed of proposal.
 - **Gabriel** to speak to Manu regarding getting a licence to sell – specifically need to know requirements eg. Fire safety. This will need to be ascertained before above renovations can be carried out.

- Companies Office Done **Cathy**
- Fundraiser Great night!

Correspondence – In

- Letter from Trillian Trust – need proof of expenditure. **Cathy**
- Letter of thanks from Bayswater Kindergarten
- Various pamphlets from contractors
- Notification from Auckland Council re permit for bathroom project.
-

Correspondence – Out

Nil

2.

Financial Report

- Cathy/Pam presented list of January accounts payable.
- The committee approved January payments (inc GST due 28 Jan).
- \$25,000 approx in current account.
- Cathy is chasing unpaid subs. She reports new members joining continually.

General Business

- New cleaner for the Club
 - Louise Booth has offered to clean club.
 - Need to negotiate her hours but would prefer 8 hours over 4 days (Mon, Tues, Wed & Thurs or Fri).
 - Suggest Monica (returning on Saturday mornings) cleans tables and floor etc when she finishes. She will be paid for her time.
 - **Cathy** to handle above arrangements/negotiations.
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- 75th celebration
 - Saturday 14 May
 - Tennis, squash & table tennis tournaments
 - Follow by afternoon tea (sandwiches)
 - Theme is 1930s (club's inauguration)
 - Invited guests (life members)
 - Dinner Saturday evening
 - Action points:
 1. Catering – suggest asking Simon Booth about this.
 2. Research history of club – **Tracey/Cathy**
 3. Prepare slide show/presentation of memorabilia, photos etc.
 4. Advertise in next newsletter. **Inge**
- Club Champs
 - Format (presented by Natalie). She will be tournament director (assisted by Laine Davis).
 - Starts Sat 2 April – finals Sunday 10 April.
 - Entries open 15 March and close 29 March.
 - Ten grades – open grade men's & women's singles/doubles/mixed
 - silver grade (non-interclub) as for open grade
 - gradings at discretion of tournament director!
 - Finals – doubles on Sat and singles on Sunday
 - BBQ to follow.

3.

- Prizegiving
 - same time as last year (June?)
 - combine senior and junior prizegiving.
- Bar
 - **Pete** to set up till.
 - **Graeme/Laine** to purchase a new fridge (approved by Committee).
- Club security
 - Hawkeye report on key users – if culprits narrowed down, committee will decide on a course of action. **Gabriel** to show **Cathy**.
 - Non-members' access is the coach's responsibility.
 - New members to purchase keys compulsorily with membership fees.
 - Existing members without key to be invoiced when subs renewed.
 - Side gate to be closed AT ALL TIMES.
 - Another mention in newsletter **Inge**
 - More noticeable signs on exit doors **Natalie**
 - Install doorbell (multiple)
 - Pay for security checks over Christmas holiday period.
- Committee approved \$90 for Natalie & Inge to attend one-on-one tuition with Webwidgets.
- Chelsea Cup – need kitchen helpers. **Natalie** to oversee.

Meeting Closed: 8.50pm

Next Meeting: 16 February

ACTION POINTS/THOUGHTS FOR NEXT MEETING:

- Manu space – quote for alterations **Clive/Tracey**
- Manu space – check on requirements **Gabriel** to speak to Manu/Matt
- Trillian Trust – response **Cathy** speak to Jenny
- Activities/Functions for 75th Anniversary of our Club (**see list of jobs above**)
- Till set up **Pete**
- Purchase fridge **Graeme/Laine**
- Club Champs – April 2011. **Nat**
- Cleaner **Cathy** to negotiate hours/days with Louise