

HERNE BAY PONSONBY RACKETS CLUB

COMMITTEE MEETING 1	Date	24 APRIL 2018
HBPRC OFFICE	Time	7PM

Present

Arie Dekker (AD)	Simon Holloway (SH)	Kylie McCracken (KM)	Emma Winstanley (EW)
Steve Livesay (SL)	Tim Marshall (TM)	Shayne Hubert (SH)	Peter Cross (PC)
Peta Drayton (PD)			

Apologies

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Distribution

All present	Jacqui Mustard	Club Members	
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| 1. | Actions from Previous Minutes | |
| 1.1. | Solution still required for secure cycle racks - council/AT will not provide | PD |
| 1.2. | Fire exit doors were fixed using fundraiser funds | Note |
| 1.3. | Outstanding interclub fees to be collected | SH/EW |
| 2. | Club Administrator Update | |
| 2.1. | Damaged bar stools/chairs to be removed from use. Investigate new/secondhand/surplus chair and stool options | SH/PD |
| 2.2. | Company fitting carpet to lower level to quote for solution to bar carpet | SL |
| 2.3. | Current photocopier contract ends June 2019. Ricoh has approached us - not to be renewed. New option to be sourced | KM |
| 2.4. | Shortage of bar volunteers: Approach interclub teams to take on a day(s) each and rotate. | SH/EW |
| 2.5. | There is a detailed sauna cleaning spec - review and get quotes | SL |
| 2.6. | Quotes to be collated for tiling of sauna floor with tiles already purchased | SL |
| 2.7. | Bathrooms require work to shower mixers and floor wastes - apply for grants to redo bathrooms rather than complete as maintenance. Sauna tiling to be included. | PD/KM |
| 3. | Finance | |
| 3.1. | \$22k income in April, down from \$42k in March (included \$12k grant for gym) | Note |
| 3.2. | Interclub invoices need to be issued and paid at start of season | JM |
| 3.3. | \$3k remains of NZCT grant for use on gym equipment (including specialist flooring) quotes to be compiled - liaise with Luke (PT) and issued to NZCT | AD/EW/KM |
| 4. | Tennis Update | |
| 4.1. | Winter interclub starts 6 th May - 2 mixed and 2 mens teams | Note |
| 4.2. | Top grade players have been secured and accepted monthly membership offer through winter meaning HBPRC can enter top team competition | Note |
| 4.3. | Club champs largely completed - \$640 generated, \$567 spent on prizes, \$73 profit. Note: Only half of entry fees were collected before the day – next year fees to be collected on entry. | Note |

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| 4.4. | Tournaments for the year to be planned by tennis sub-committee (TSC) led by SH | SH |
| 5. Squash Update | | |
| 5.1. | Winter interclub starts week beginning 30th April | Note |
| 5.2. | Next tournament - August | Note |
| 5.3. | club champs to be planned by squash sub-committee (ssc) led by Emma | EW |
| 6. Maintenance Report | | |
| 6.1. | Council drainage almost complete | Note |
| 6.2. | Maintenance list to be circulated to committee for discussion and prioritising | SL |
| 6.3. | Working bee to be held - date to suit winter tennis interclub. TSC to put forward dates. Steve to start Working Bee list and circulate to committee | TSC/SL |
| 7. General Business | | |
| 7.1. | Gym | |
| 7.1.1. | PT contract nearing signing. | |
| 7.1.2. | All gym membership fees go to club, PT pays monthly rent | |
| 7.1.3. | PT may have 3-4 PTs under contract to him | |
| 7.1.4. | \$10 non-member PT session fee to be paid to club - to be reviewed if non member usage is high | |
| 7.1.5. | Maximum membership is 80 – 100 members | |
| 7.1.6. | Contract to ensure gym members are getting good access alongside PTs | AD |
| 7.1.7. | Reference checks to be done | AD |
| 7.2. | Pilates contract to be rolled over | Note |
| 7.3. | Tennis Coaching contract has been rolled over 3 months while contract terms are being reviewed with David Mustard. Arie, Peta, Simon, Shayne to review asap | AD |
| 7.4. | Proshop direction/lease to be reviewed asap by: Arie, Shayne, Simon | AD |
| 7.5. | Tennis and squash to have more formalised sub committees: Tennis: Simon, Peta, Bronwyn, Mark, Arie. Squash: Emma, Tim, other members as required. | SH/EW |
| 7.6. | It was noted the juniors need to be more integrated into club - ideas to be discussed | ALL |
| 7.7. | Club Resourcing (including maintenance) workstream: Steve, Kylie, Peta, Arie | |
| 7.8. | CRM to be reviewed and investigated. This would also help with the management of non-member usage as above. Simon and Tim to lead with Kylie and Steve to input. | SH/TM |
| 7.9. | It was noted that any capital expenditure needs to be covered by grants and fundraising; All income is used on operational costs. | Note |
| 7.10. | Grants: PD to investigate possibilities with Sport Auckland, and Susie S (who has recent grant experience for Westend). Grants schedule to be updated and discussed at next meeting. | PD |
| 8. Next Meeting | | |
| 8.1. | Meetings to be every 5-6 weeks TBC. Next meeting date TBA | AD/PD |