**DRAFT**

Minutes of the Annual General Meeting e

held on 14th March 2017 at 7-45 pm at

the clubhouse

Present: There were 27 Members present. James Gasteen was in the Chair.

1 APOLOGIES

There were apologies from Jeremy de Pessemier, Conor Finegan, Ivan Savage, and Mark Alderson

2 MINUTES OF PREVIOUS AGM held 8th March 2016

The minutes of the AGM held 8th March 2016 were approved.

3 CHAIR’S REVEW OF THE YEAR

The Chair noted that there had been a substantial amount of behind the scenes work, particularly on the finance side, following the club’s incorporation, and by the former club secretary, Nigel Thorpe. The Chair thanked the pervious committee and particularly Nigel for his long-standing commitment to the club. Moving on the chair highlighted the following matters;

* Membership - The Chair aims to streamline where possible and make the club more effective as a business. This includes simplifying applications for new membership and attempting to make the process more frictionless. Membership is slightly down, at just below 600. This is a combination of expected “drop-off” combined with a dip in the expected number of new members in the summer months. There are presently 59 different membership “packages” and the committee has worked to simplify this and will continue to do so. The membership drive is also linked to marketing (below).
* Marketing – The Club is nearly a £100,000 annual turnover business and so the committee would like to professionalise marketing activities. The Club recently appointed a person to assist with marketing, on a trial basis, to try and raise the profile of the club and thereby increase membership. The club will look to increase email and social media marketing. It will also look to combine, where it can, member events with marketing opportunities, e.g. the Great British Tennis Weekend event and the Club’s participation in Dulwich Art Fayre. The Club will look to utilise its coaching offering to attract different types of players, without necessarily insisting on immediate membership (e.g. Cardio tennis)
* Social Matters – The Chair thanked the outgoing social secretary, Des MacMahon for his work for the Club. The main event in the past year was Finals Day, with live music and a b-b-q. The quiz night in May was a success, as was the Christmas Santa Tournament. There was also a joint social between Tennis and Croquet. Looking forward, it has been decided to hold the black-tie dinner every two years, rather than annually, as it is costly and not always profitable. The Club will look to hold some alternative spring event. There will be the Great British Tennis Weekend in May. Further events will be announced by the new social secretary.
* Finance- The Chair did not want to trespass on the treasurers report but let the club know that the treasurer, Jo Cheung, a qualified accountant and has been scrutinising the finances carefully. The Chair thanked the Treasurer for holding a pre-AGM open session to explain the new accounting basis of the club following incorporation, to interested members.
* Facilities -The Chair thanked Ivan Savage for the excellent work he had done as director of facilities, supported by Matt Cowie, in looking after the clubhouse, to include stocking the bar and freezer. The Chair explained that we need to re-surface courts 1 & 2 but the intended contractor had gone out of business. Thankfully no deposit had been paid. Alternative quotes are being obtained and timing of the works will be announced in due course but they do need to be resurfaced soon. There is an ongoing project to add LED floodlights to court 6 & 7 and the intention is to re-surface those courts when the lights are installed. The Club is going through the planning process with architect assistance and liaising with College Gardens as necessary. This will increase winter court capacity by 30%. The Committee has decided to place any consideration of a hitting wall on hold whilst it works on driving through the floodlighting proposal.
* Member Feedback – the Chair is keen to move away from “big” surveys to more regular and informal member updates (through the Chairs newsletter) and feedback on the same. Members were reminded they are free to raise any matters of concern with the Membership Director – Sarah Walsh.

4 TENNIS REPORT

The Chair read the Chair of Tennis’ report. Men’s team 1 & 2 had a good season. Men’s team 3 & 4 had slightly struggled. The remaining teams had effectively stayed put in their respective division. (No comment on Ladies teams?)

5 TREASURER’S REPORT

The Treasurer introduced herself to members. Accounts had been displayed in the clubhouse and the Treasurer had already run a few weeks earlier an open question and answer session for interested members. The Treasurer wished to highlight 3 areas;

* (1) Club incorporation (as of January 2016) imposed obligations on the club to undertake statutory reporting, so there are for the last period two sets of accounts had been prepared a) one for statutory reporting purposes and b) for reporting to the members.
* (2) A full review of wear and tear provision has been carried out. The key priority is to ensure there are sufficient funds to meet capital expenditure projects over the next 10-15 years. The review highlighted that that W&T provision needed to be higher and so £40,000 has been transferred from Members’ un-allocated funds to the W&T fund.
* (3) There has been a full review of expenses incurred during the previous financial year and a review of projected expenses for the forthcoming financial year. The treasurer’s focus is cost control, and making sure that social event’s at least break even.

The Committee has authorised a fee increase of inflation + 3% - total approx 4%, or £9 p/a which the Committee believes continues to represent excellent value to members.

The Treasurer took a number of questions from the floor, and in answer to questions confirmed the following

* We have assets of £181,000. £148,000 is allocated to the W&T provision and the balance of £33,000 to Members Funds to meet day to day operational costs for the club, contingency and any new projects.
* The floodlight project is likely to be funded from Members Funds if LED conversion was the adopted.
* The Treasurer believes there are sufficient funds allocated to W&T but that view is contingent on actual costs for wear and tear given the projections were made with certain assumptions on future costs which could be different from that actually incurred.
* The accounts have been subjected to independent review and have been signed off.
* It is accepted there are a number of unknowns in the future cost base but (as above) the committee is looking at a number of initiatives to increase membership from lapsed and new members. Some costs may come down (here the Chair interjected to explain by way of example that there is not yet the technology to convert existing floodlights to LED but that may come about in the next few years, will make conversion much easier, and should lead to a saving in lighting costs)

Members were invited to approve the club accounts and did so by show of hands vote.

6 ELECTIONS

There were no contested positions. Accordingly the following were elected, or had their appointments confirmed by the members present, to the committee;

|  |  |
| --- | --- |
| Club Chair | James Gasteen |
| Club Vice Chair | Alyson Fox |
| Executive Secretary (appointed) | Andrew Sheppard |
| Director of Membership  | Pam Kuepfer |
| Director Clubhouse & Grounds | Simon Godfrey |
| Social Secretary | Rupe Gupta |
| Member Representative | Sarah Walsh |
| Treasurer (appointed) | Jo Cheung |
| Chair of Tennis | Mark Alderson |
| Chair of Croquet | Clive Brook |

The Members also approved the following uncontested appointments;

|  |  |
| --- | --- |
| Men’s Captain | William Skidelsky |
| Ladies Captain | Aruna Iyengar |
| Mixed Captain | Elizabeth Rowland |
| Director of Juniors | Lorna Tidmarsh |

The Chair explained to members that the AGM also requires members to approve the appointment of the independent examiner of the accounts. The committee has identified Katrien Vandersteene who is prepared to act voluntarily. It was explained to members that she is a qualified accountant. Members were invited to approve her appointment and did so by a show of hands.

7 OTHER BUSINESS AND QUESTIONS

* Members expressed a desire for the clubhouse to be painted. The Chair confirmed that this was budgeted and would be going ahead this year.
* A number of members indicated that access to the club tournament should be barred to members who did not pay renewal subscriptions on time. The chair was sympathetic to this but felt carrot was a better approach than stick on this occasion
* It was suggested from the floor that the club should look to encourage legacies in Wills. The Chair agreed.
* A member suggested that the club should be better at setting out to members clearly its plans for the future in clearly identified timelines, e.g. the plan in 2, 5 or 7 years etc. The Chair took this on board.
* A numbers of members asked if courts 6 & & were to be resurfaced in the same surface. Some members expressed a strong preference for them to be re-surfaced as smash courts (as per courts 4 &5). It is a popular surface with some members, and reference was made to LTA guidelines suggesting that a 7 court club should have 2 playing surfaces only. The Chair understood the strength of some members' feelings but explained that there are very substantial cost implications. It would effectively triple resurfacing costs and ongoing maintenance costs would also be higher.
* Members raised some concerns about the lack of play on courts 1, 2 and 3 due to the south end of those courts frosting over, it being noted there had been particularly severe and prolonged periods of frost this year. The Chair explained that the committee were in the early stages of investigation into whether there is some sort of cost effective solution, e.g. something akin to a swimming pool cover, that could be purchased.
* Questions were raised about a hitting wall. The Chair referred to earlier comments and confirmed that the present priority is to locate a new contractor to re-surface courts 1 & 2, and the floodlight project and resurfacing of court’s 6 & 7. A hitting wall will cost approx £30,000 and is not therefore a priority before these projects are completed but will be kept under review.
* Concern was raised about increasing membership in the Advanced category, as Wednesday nights are already saturated. The Chair explained that the club is looking to increase membership across a range of categories. Whilst the obvious peak court times are busy the MyCourt data suggests overall utilisation and 39.3% and increasing school/junior usage, or perhaps corporate usage, could generate revenue.
* Chris Barker noted that female membership in the 20's/30 age range is an issue and needs to be looked at. He is undertaking Tennis Tuesdays for women in that age range. He is happy for that to be extended to 3-4 year old children

The AGM concluded at approx 10-pm.