

The Northumberland Club Executive Committee Meeting

Tuesday 5th December 2023 at 18:30 in the Back Lounge

Meeting Summary

In attendance: David Breakey [DB], Heather Dean [HD], Ryan Doran [RD], Alison Duncan [AD], Mark Haigh [MH], Chris Lott [CL], Rachael Oswald [RO], Mike Smith [MS] (chair), Fiona Twaddle [FT].

Also present: Mandy Tulip [MT] (General Manager)

1. Apologies for absence

Martin Clark [MC]

2. To elect a chairperson

Mike Smith volunteered to stand as chair and was unanimously elected as chairperson.

3. Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed to be a true reflection of the meeting.

Matters arising:

- i. Car park work:
Andy has carried out some patch work on the carpark. He's waiting on a response from Northumbria Roads to get a quote for some further tarmac work.
- ii. Members behaviour:
Signs still to be installed. There haven't been any incidents of note in the last month.
- iii. Availability of tennis courts on weekday evenings:
The weather has altered the court bookings for the past couple of weeks. MT has a meeting with JH tomorrow and will discuss this so that there is time to plan. The principle is that there will always be one court available for members to book.
- iv. Outdoor Clock:
Andy Dawson has sent round a mock-up of a new clock. Agreed to go with this with the date 1974; to enquire about a bigger size.
- v. The letter of support for the auditors was provided, with thanks to Chris Lott.
- vi. Badminton:
MT has met with some badminton players to discuss the management of club play sessions. The discussion has been to open the option of an advanced club play session on a Monday, and a more advanced session on a Wednesday. Marilyn will manage this.
- vii. Indoor court temperatures:
This has been actioned.

4. Questions for the General Manager

- i. MT is drawing up the club calendar from January to March.
 - To start marketing the Burns Night event. To put this in the newsletter.
 - JH is planning the pre-season Sunday training sessions. To then plan the date of a social event.
- ii. Planning update: Discussion on the pricing model for padel courts.

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iii. League fees:

The Executive Committee is exceptionally disappointed to hear about the behaviour of some members over the paying of league match fees. There are some individuals who have deliberately not paid their match fees.

A range of different options were discussed.

iv. Badminton: Discussion of hall time.

v. Changing rooms: Discussion around future work.

5. Safeguarding and Health and Safety.

Discussed. Safeguarding policies are continuing to be updated.

6. Planning Update

Discussed.

7. Finance Update

The Management Team will start to implement capital improvement plans as we approach the end of the financial year (kitchen and changing rooms).

RO and MT are looking into depreciation rates. Finances were discussed at the JLC; RO will write to the NLTA.

8. Operating Agreement and Governance Documents

Noted that MS, RD, MT, CL and MC attended a really positive JLC about one month ago. We started the process of looking at the operating agreement but took the opportunity to review all of our governance policies.

The club has a constitution, bye laws and club rules. Through the last few audits, we are comfortable with the fact that we are not a private members club, however, there are many ways in which we operate like a private members club. It would be much more effective to have a single consolidated document. The concept of the Governance Document would be to modernise the way that we operate as a club. This adds more details to many areas in the way that we run.

Noted that overall control still lies with the NLTA through the Operating Agreement. The hope is to have the Operating Agreement and Governance Policies updated by the end of the Financial Year (31st March 2024).

9. Reflections from the AGM

Positive meeting; the Open Forum discussion was a positive one.

10. Any Other Business

- To proactively remind people (during the longer summer break) that they can join for a month at a time.
- Staff will continue to monitor access to the lounges.

11. Date and Time of Next Meeting

Tuesday 9th January 2024 at 18:30 in the Back Lounge.