

AGM MINUTES

AGENDA

- Minutes of Last Meeting
- Secretaries Report
- Presentation and Approval of Accounts (Motion 1)
- Election of Officers (Motion 2)
- Membership Fees for Coming year (Motion 3)
- The Club taking over the Management of the Centre (Motion 4)
- Any Other Business

Attendance: –, Kate Gifford, Pat Balogun, Tom Ulicsak, John Connolly, , Zeni Sekabanja, Sandra Sekabanja, Sola Adesalu, Sam Mhangami. Pat Turner, Ashley Martin, Denis McMillan, Milton Gayle, Valda Visinskyte, Damian Wilson and Debbie Reynolds attended from the Council.

Apologies: – Eliana Bruni, Steve Cahalan, Nicola Donnelly and Jackie Hodge.

- **Minutes** - Went through actions from last meeting 23rd July (17) - (updates given in table below).
- **Secretary's Report** - See Appendix 1 – Progress against targets. On the whole good progress is being made with the summer camps going exceptionally well. Emphasis on getting the floodlights in as soon as we can. Need to plan out juni- or competitive sessions. New coach, Umran Ali will be in place from October half term.
- John presented the summer camp programme, very positive news with record numbers. It was noted that the Community Coaches could be used more in these sessions to improve. A discussion about the Community Sports Coaching Scheme (CSCS) occurred. Over 700 hours of coaching delivered to over 1,500 children with more than 12,000 attendances. However, problems included the low engagement of schools. A number of actions arising (see table). Observed that all sports working in schools face similar problems.
- **Approval of accounts** – noted lower than expected membership income, may be due to the large number of renewals occurring after April. Page numbering would be tidied in final version. Accounts will be displayed on the website.
- **Membership Fees** – Agreed to keep fees at current levels. A membership scheme may need to be set up for players at the new Geraldine Mary Harmsworth (GMH – by Imperial War Museum) site.
- **The Club taking over the Management of the Centre** – Trust being set up in April in principle the Club, maybe with Sports Action Zone or another partner, could take over the running of the Centre. New Director of Parks likely to be appointed in Dec / Jan which would allow detailed discussions to take place.
- **AOB**
 - Jack Petchey Scheme – voting forms for Leader Award handed out.
 - Mixed Doubles tournament
 - Car parking – noted that Kate was working on this.
 - A small present was given to Pat Turner along with a big thank you for all her help in getting the club set up and the advice and support she has given over the last three years.

APPROVALS – the following motions were approved.

1. That the audited accounts be approved
2. Officers – re-election of the following executive officers (unopposed)
Chair - Kate Gifford Treasurer - Pat Balogun Club Secretary - Tom Ulicsak

Re-election of the following Committee members (unopposed)

Events Officer - Eliana Bruni Tournaments Officer - Sam Mhangami Parent Representative - Sola Adesalu
Communications Officer - Joint Sandra and Zeni Sekabanja Junior Representative - vacant.

3. Membership Fees - to remain the same
Membership fees should remain at current levels with a review taking place when floodlights are installed. All memberships renewed / applied for from January 2008 should be valid until April 2009.
4. That the Club should pursue negotiations to take over the running of the BPTC from April 2008.

NEW ACTIONS FROM THE MEETING

Nos.	Topic	Action	Who	Action Date	Status	Notes
18.1	Junior - Competitions	Meeting of key parents and John to plan programme / allocate tasks.	John C / Sam K / Sola A	October	Open	Also invite Alex Pavanello and Charles Hubbard Jnr.

Southwark City Tennis Club: Meeting AGM Mon 24th Sept 2007 (Meeting nos 18)

Nos.	Topic	Action	Who	Action Date	Status	Notes
18.2	Governance	Need for junior representative.	Zeni / Sandra S	October / Nov	Open	Talk to older juniors about taking this role on.
18.3	Junior: CSCS	Refocusing of schools programme needed.	John C / Ashley M / Denis McM	October	Open –	1) to see if any schools will join the British Schools Tennis Association and compete in leagues Coach would take on a number of the roles from October half term onwards. 2) organise tennis coaching course for teachers. 3) bring schools to Burgess Park 4) Introduce new six week programme. 5) schedule monthly coaches meeting.
18.4	Facilities	Invite Groundwork to next meeting to talk about Trust status.	Tom U	Next meeting	Open	

ACTIONS FROM PREVIOUS MEETINGS (updates in blue underlined)

Nos.	Topic	Action	Who	Action Date	Status	Notes
17.1	Publicity	Production of short video to promote the club to potential sponsors.	Eliana / Clive Brown	September	Open	Actions to include short video of event on 28/7.
17.2	Facilities: Furniture	Centre to investigate options for purchasing 'picnic' style benches to stay outside.	FdS	August	Open Also an offer for the Club to be consulted on purchase of internal furniture.	Would give parents and spectators somewhere to sit.
Fa004	Facilities	Windbreakers – require fence strengthening.	Club / SC		Open	Quote received about £90 per post so cost is approx £5.5k. To be included with bid for floodlight funding.
6.9	Facilities: Storage	External Equipment Storage:	John / SC		Open	Ask for space in external cupboard as well. Awaiting planning permission
15.2	Facilities	Shutters, key barrels (indoor cupboards), Centre plan, picnic tables, key fob. Cutting back vegetation. Installation of water cooler. <u>Disappointingly little progress</u>	FdS	Various	Open. Centre plan – request made that the Centre come up with a longer term plan for the facility, to cover scheduled annual maintenance (pressure washes, leafblowers, floodlights, shutters), any improvements (water fountain) and staffing / opening hours.	Club offered to help with a procedure to lock up if Centre is short staffed and possibly to run Centre on one evening, maybe with club staff member put on Contract to Council to comply with any regulations. Still no key fob or replacement keys. Fabian agreed to get back to us by 15 June. See update on facilities meeting 16/7

Southwark City Tennis Club: Meeting AGM Mon 24th Sept 2007 (Meeting nos 18)

Nos.	Topic	Action	Who	Action Date	Status	Notes
15.9	Junior	Recruitment of additional schools for September Community Sports Coaching Scheme programme.	JC	ASAP	Open	JC met with Vernon; move to work with more schools via 6 week taster schemes in Sept. <i>Cobourg, Victory and Gloucester are interested and now a need to finalise arrangements.</i>
15.10	Funding: Sponsorship	Letters to firms.	EB	Next mtg	Open	<i>See action 17.1 about film.</i>
Fu001	Funding – grants and charities	Applications. 1) Walworth / Camberwell Community Council. 2) Aylesbury New Deal funding.	ND / Tom / Sandra Sekabanja	Ongoing.	Also need to fund the floodlights.	Developers most promising source of fund for floodlights. 2) Awards for All application for GMH site. <i>Review Every Child Matters scheme.</i>
15.8	Funding	Aylesbury New Deal Funding	TU / ND	Next month	Open	Met with Shelley Ross; Denis McMillan coaching at Aylesbury.
12.2	Indoor tennis centre	Initial research – now meet with Lambeth. (meeting with Nigel Robinson from Southwark held)	KG	Next meeting	Open	Lambeth contacts are Binnie Crookes. Lahdi Ajaji. Meeting held with Rodney Craig and second at Lillian Bayliss centre.
12.4	Clubmark accreditation		TU / Issie Beesley (LTA)	Next meeting	Open	Documentation submitted to our national governing body. All items finished; pending LTA ratification.
11.1	Junior	Identify teenagers that wish to help / enrol on Tennis Leaders programme	MC	1/9/6	Open	4 names sent to the LTA. Manuel interested just turned 14. No new courses from the LTA.
10.5	Club	Confirm coach licensing for Milton.	JC	3/7/6	Open	Should be sorted by September.
6.2	Club: Twinning Idea	Twining with Clichy, France.	<i>Kate Gifford</i>	10/1/06 <i>Oct 07</i>	Open	Only one reply from Clichy received. <i>Try to visit Club on next visit to Paris.</i>

ACTIONS CLOSED

12.5	Mini Tennis Accreditation	Arrange visits with Mark Padfield.	JC/ Mark Padfield (LTA)	End year	<u>CLOSED</u>	Pending assessment by LTA. Passed inspection in May
12.3	Annual Report	Update for publication	TU	Next meeting	<u>CLOSED</u>	Apologies for delay
16.1	Events	Organisation of events	Eliana	Various	<u>CLOSED</u>	Event on Sat 28th July 1-5pm.
16.2	Staffing	Committee meeting	Committee and Sports Development	ASAP	<u>CLOSED</u> with non-voting members from the LTA.	TDO offered 6 month extension. Interview panel for Head Coach is Ikani Agabi, Sam Mhangami, Tom Ulicsak and Kate Gifford
15.5	Facilities	Draft agreement between Centre and Club	TU / FdS	Prior to floodlights	<u>CLOSED – best to consider this as part of the Trust status.</u>	Short document to formalise some aspects of relationship..
15.1	Facilities	Quote for water cooler.	JC	28/3/07	<u>CLOSED</u>	Facilities meeting 16th July agreed Centre would do this.

APPENDIX ONE – PERFORMANCE AGAINST TARGETS 2006/7

In our second year from April 2006 to March 2007 we set a total of 16 targets in our Development Plan again divided into 3 areas, more players, better players and enablers. **Achieved 7 targets but missed 9 (5 missed targets carried over).**

More players

	Achieved
● 150 participants at the summer training camp in Burgess Park.	✗ 117 attended over the five weeks.
● 60 participants in total at the Easter and half term training camps at Burgess Park.	✓ 37 attended so far. Easter Hols : 25, May Half Term : 12 Oct 06 & Feb 07 = 26. total = 63
● 1,500 participants at junior sessions at schools during term time.	✓ June 06 onwards 150-200 per week (term time only) to March 2008/9
● 110 participants from other priority groups	✗ 77. Over 50s: 6. Disability 28, Offenders :28 & 15 in girls and women squads.
● 50 participants at the LTA's Play Tennis open events at BPTC.	✓ CTC Launch Day: 60
● Club membership reaches 420.	✗ Membership currently stands at 360.

Better players

	Achieved
● Organisation of a tournament as part of Surrey LTA's mini tennis programme.	✓ Four tournaments held. U10, U12, Orange & Green.
● Southwark Junior Open Tennis Championships.	✗ Southwark Singles Tournament scheduled for May 07
● Junior League Tennis - Boys U12 & U16 sides, Girls junior side.	✗ Surrey Leagues not viable (travel time & high standard of opponents). Part met - Organised Lambeth Southwark Winter Junior league matches for U12s.
● Senior Tennis – second men's team in National league, ladies' side in Southwark league.	✗ Still only one men's team (2 wins out of 4) but now a women's team (0 wins out of 4). Winter 2007 had two mens and two mixed teams in Southwark doubles league.

Enablers

	Achieved
● Upgrade of floodlights at BPTC (from two to six courts) including attraction of funding.	✗ Technical visit in June 2006 indicated a budget of some £100,000 is needed as well as a planning application. Planning application to be submitted.
● Coaching for teachers course.	✗ Unfortunately Surrey LTA organiser left in Summer 06, we will have given details of schools and will pursue.
● Four volunteers trained as LTA Assistant Tennis Coaches. One volunteer as a Development Coach.	✓ Two volunteers taking DCA course (Nov 06) awaiting publication of LTA training dates in October 2006. Eliana, Zeni, Ikani, Sandra.
● £3,000 in external grant funding raised.	✓ Follow up Local Network Fund grant and Jack Petchey funding are pending.
● Allocation of £2,000 to junior coaching activities with partners outside of BPTC.	✓ Money allocated to Highshore School (disability). Indoor scheme at Salmon Centre. .
● Extension of the plan from March 2008 to March 2010.	✗

Mini Tennis accreditation (carried over)

✗ Mark Padfield from the LTA needs to come down twice to review our Saturday coaching.

Achievement of Clubmark status (carried over)

✗ Everything achieved except LTA visit.

Other achievements outside of the plan

Support for court coating and practice walls.	✓ The club provided technical advice to the Council to achieve these.
CSCS Involvement	✓ 2 coaches in schools, additional coach by Oct 06
CTC Challenge	✓ 2 coaches & 3 players attended event in Southampton

APPENDIX TWO – PERFORMANCE TO DATE AGAINST TARGETS 2007/8

In our third year from April 2007 to March 2008 we set a total of 14 targets again divided into 3 areas, more players, better players and enablers. We also carried over 5 targets. Half way through the year we have so far **achieved 6 targets out of 19.**

More players

175 participants at the summer training camp in Burgess Park.
70 participants in total at the Easter and half term training camps at Burgess Park.
1,500 participants at junior sessions at schools during term time.
120 participants from other priority groups

Achieved

✓ 210
On target so far.
Easter 2007 / May half term and October half term & Feb 08.
On target so far.
Equivalent to teaching 50-60 different classes of kids.
Men's O50 group. // Disability groups
Advantage Girls programme
Open days in April 2007 and in July.

60 participants at the LTA's Play Tennis open events at BPTC.

Better players

Continuation of a tournament as part of Surrey LTA's mini tennis programme.
Continuation of support to Community games and Southwark Junior Open Tennis Championships.
Junior League Tennis – Boys U12, U14 & U16, U18 sides.
Two Girls junior sides

Achieved

From April 2007 we have hosted U14, Red, Orange and U14 age groups. Green in early October will complete the programme.

Alternative events to be planned.

Summer Little League team (undefeated) – final in October.
Winter 2007 Surrey teams – U10 & U11 Boys and U10 girls.
Decision on Southwark – Lambeth Winter League.
National league entries start in Jan 2008.

Senior Tennis - third men's team in National league, first ladies' side in National league.

✓ Kept at two teams in National League but also entered two mens' teams in Surrey Winter League. Ladies team in Surrey league & National League. Also 1 men's and 2 mixed doubles teams in Southwark League. (e.g. 12 teams entered in leagues in total, 6 in both summer & winter).

Enablers

Plan for upgrading tennis courts in public parks in Southwark and identification of funding.
Retention of funding from Southwark Council, currently some £30k per year.
Allocation of £4,000 to junior coaching activities with partners outside of BPTC.

Achieved

Will look at this in January 2008.

Further 3 Volunteers trained as Assistant Tennis Coaches. 3
Volunteers trained as Development Coaches.

✓ Service Level Agreement being entered into for 2007/8.

On target.

Tanner Street programme £1,800.
Salmon Centre (Peter Minet Trust - £1,500)
Geraldine Mary Harmsworth (£3,500 in year).
Level 1 Tennis Assistants – Sam Mhangami, Niyi Bello and Gabriel Gudino.

£5,000 in external grant funding / sponsorship raised.

✓ £8,179 grant for Geraldine Mary Harmsworth.
£3,400 from Jack Petchey scheme.

Now also a Level 2 Community Coach award
Level 3 DCA – Ikani Agabi.

Other achievements outside of the plan

Mini Tennis accreditation (carried over)
Achievement of Clubmark status (carried over)
Club membership reaches 420. (carried over)

✓ Mark Padfield (LTA) accredited our programme in May 07.
LTA are getting back to us early October.

On target.

Membership currently stands at 400.
Current fundraising (estimate including VAT is £125k). Planning permission obtained. **LATE A PRIORITY**
Note – will do this about January time when future of Burgess Park is clearer and new Head Coach fully in place.

Upgrade of **floodlights at BPTC** (from two to six courts) including attraction of funding. (carried over)
Extension of the plan from March 2008 to March 2010. (carried over)