

HERNE BAY PONSONBY RACKETS CLUB

COMMITTEE MEETING	Date	16 October 2018
HBPRC OFFICE	Time	7PM

Present

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

Apologies

Distribution

All present	Jacqui Mustard	Club Members	
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Action

1. Finance

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| 1.1. | Financials are at 2017 levels | Note |
| 1.2. | Monthly operating costs is approx \$10-\$12k | Note |
| 1.3. | Money raised at casino evening (2017) is being kept for maintenance issues | Note |
| 1.4. | Main issues are the loan (ongoing), and cashflow. We currently break even but there is nothing additional to that in the system. It was noted that this is fairly typical for a club of this sort. | Note |
| 1.5. | Bar takings are well down in recent months | Note |
| 1.6. | Club received approx \$20k in grants last year, and the fundraiser lump sum | Note |

2. Gym

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| 2.1 | Membership going reasonably well; some rental income coming in but attracting trainers difficult. | Note |
| 2.2 | Reporting in system to be improved. | AD |
| 2.3 | Equipment position now stable. Luke has funded small items (approx. \$3k) and cross equipment (approx. \$3k). The club continues to rent 2 pieces of cardio equip and owns the remainder. | Note |
| 2.4 | Luke to work with Jacqui on a grant to fund the purchase of equipment (from Luke). | AD |
| 2.5 | Luke has stopped paying rent under his agreement. Other trainers are paying rent directly to the club. New agreement with Luke required once we have purchased equipment through grant. No rent to be paid to/from Luke and the club until this is resolved. | |

3. Club Manager Role and Responsibilities

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| 3.1. | Aspects of the role seen as important to the club operations:
Grants (applications and/or assistance in providing materials required – could be applied for by someone other than the CM or committee member)
Administration
Memberships
Bar – could this be privatised? Committee to look at how this might look and impact on financials.
It was noted that any proposal for change would need to be put to the membership.
CRM Systems – TM/SH currently reviewing potential CRM systems and will make a recommendation | |
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for a new system to be implemented
Programme coordination and Business Development

All to be further discussed at the next committee meeting.

4. Maintenance

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| 4.1. | There have been issues with doors and overflow to roof – all now repaired | Note |
| 4.2. | Bar floor: SL to purchase new steriliser (current one is leaking) and SH to made good the floor. Steriliser to be purchased from fundraiser money. SH to complete work as part of sponsorship Agreement. | SL/SH |
| 4.3. | Tennis courts 1 and 4: Tiger Turf to report. PD to request contact name from Maynard Sports for independent review and advice. | PD |
| 4.4. | Damaged tennis net to be replaced. | SL/JM |

5. General Business

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| 5.1 | Further meetings to be scheduled for the year. | PD |
| 5.2 | GC to look at squash tournament schedule and determine which ones are best to enter.

HB Open to be retained | GC |
| 5.3 | Committee is to look into new approaches to memberships – eg. Flexible memberships with options; programmes based - to meet the changing needs of potential members. This requires a better flow of information and new systems of CRM (as above) | ALL |
| 5.4 | Arie to talk to physios about space available at club to rent and what they would require | AD |

6. Next Meeting

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| 6.1 | Tuesday 30 th October 7pm | |
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