



RESEARCH TENNIS CLUB

ANNUAL GENERAL MEETING 2nd AUGUST 2017

Meeting Opened at 1945 hours.

WELCOME: - President Mike Paterson warmly welcomed and thanked the members for attending the meeting.

PRESENT: - Mike Paterson, Cheryle Lavender, Peter Ampt, Glenn Eaton, David Underwood,

APOLOGIES: Peter Sardi, Ben Marlborough, Daryl Kennedy, Jo Marshall, and Merryn Wilson

MINUTES FROM 2016 ANNUAL GENERAL MEETING:

Read by President Mike Paterson.

The minutes are confirmed as a true and accurate record of the 2016 Annual General Meeting.

Moved: Cheryle Lavender Seconded: Glenn Eaton

BUSINESS ARISING FROM 2016 AGM:

Nillumbik Council Lease

President Mike Paterson informed club members that the current lease with Nillumbik Council was up for renewal with a number of changes such as club boundaries & fences, water tank maintenance, court upgrades / rebuilding of courts etc needing to be clarified before signing of the lease.

In the new lease a number of previous council responsibilities have been changed to the club's responsibility. This would significantly increase our maintenance costs.

Moved: Peter Ampt Seconded: Cheryle Lavender

REPORTS

President's Report

In summary, President Mike Paterson reported the following:

Overall the Research Tennis Club has had another successful year in maintaining costs and we were able to keep the membership fees the same.

As a committee we are always looking at areas that we may be able to reduce costs.

Mike expressed his frustration with the lack of attendance at the Annual General Meetings (AGM).

Planning an AGM takes a lot of time to organise and prepare. It is this time of the year that we must comply with our Constitution and have our Annual General Meeting. If an AGM has to be cancelled because of poor attendance; another AGM would have to be scheduled so that the business of the incorporation can be presented.

Over the 9-month period we haven't had any major works as per the previous year.

The Research TC newsletter hasn't been issued as often to the members as per the previous year as there is a lack of members putting up their hand to help.

It's a pity as Cheryle had put a lot of hard work into the newsletter; hopefully we may be able to get it up and running again.

A lot of work goes into this newsletter and it is sent out by email. PLEASE take the time to open the email and read about what is happening around the club.

I would like to thank the committee members for donating their time in running the club. They are: -

Cheryle Lavender - Secretary

Peter Sardi - Vice President,

Peter Ampt - Treasurer

Glenn Eaton - Membership Secretary / DVTA Delegate / Website & Social Media Coordinator

Daryl Kennedy - Saturday morning BBQ & Club Shirts Coordinator

Ben Marlborough – Junior Coordinator

David Underwood – Topline Tennis Coaching

Jo Marshall has once again done a great job in raising money for the club by selling the Entertainment Books.

We need members to put their hands up to help on the committee. More hands make light work. The committee understands that most members only want to play tennis but there is a very small, tired group of volunteer members that are working hard behind the scenes to keep the tennis club organised, maintained and running well. None of our committee will be able to or intend to continue this indefinitely.

Moved: Glenn Eaton Seconded: David Underwood

Treasurer's Report

The Annual Financial Statement, Profit & Loss Statement, Treasurers Report and signed declaration for the year ending June 2017 is attached to the minutes.

In summary, Treasurer Peter Ampt reported the following:

Total Income:	\$35,715 (a decrease of \$14,572 from the \$50,287 of 2016 mostly due to a \$11,639 decrease in membership subscriptions).
Total Expenditure:	\$24,359 (a decrease of \$8,056 from the \$32,415 of 2016 mostly due to the large 2015 expense for the concrete apron and seats).
Net Profit:	\$11,356 (a decrease of \$6,516 from \$17,872 of 2016).
Assets:	
Bank Account	\$8,419 (includes Key deposit money held of \$2,900)
Cash in Tin	\$59

Term Deposit 1: \$34,393
(an increase of \$441 from the \$33,952 of 2016)

Term Deposit 2: \$75,994
(an increase of \$16,740 from the \$59,254 of 2016).

Total Assets: \$118,865
(an increase of \$15,945 from the \$102,920 of 2016).

Liabilities: Nil

Major Expenditures for the year included:

Court Maintenance: \$6,232

Balls: \$4,630

Electricity: \$3,593

Moved: Cheryle Lavender Seconded: Mike Paterson

Membership Report

In summary, Membership Secretary Glenn Eaton reported the following:

A slow start to the new financial year with less than 150 renewed memberships, down approx 100. My Tennis still has a number of problems especially with family memberships. Glenn is considering setting up on My Tennis a junior membership package starting next financial year that will include 6 months junior membership plus ball money so there is one payment per season.

Moved: Peter Ampt Seconded: Cheryle Lavender

Coaches Report

In summary, Topline Tennis Director & Head Coach David Underwood reported the following:

The coaching year of 2016-'17 has been a successful one. We have been operating our usual class times on Mondays, Tuesdays and Wednesdays with all coaching classes booked to capacity. Across the board we have experienced solid growth through the program to make 2016-'17 a very successful year.

As part of Topline Tennis's marketing strategy Research Tennis Club is promoted through 15 schools in the Diamond Valley on a weekly basis, we have found that this has helped enormously over the years to keep the profile of the coaching program high in the local area.

The amount of interest in playing Saturday morning competition from coaching students at Research is very strong. We have created an effective feeder system for students taking lessons with Topline Tennis at Eltham Leisure Centre and St Helena Tennisplex into the Saturday morning competition program at Research.

In closing I would like to thank the club for their support throughout the year in helping to grow the coaching program at Research.

Moved: Glenn Eaton Seconded: Peter Ampt

ELECTION OF OFFICE BEARERS:

President Mike Paterson declared all committee positions available for nomination.

Position	Name	Nominated	Seconded
President	Mike Paterson	Cheryle Lavender	Glenn Eaton
Vice President	Peter Sardi	Mike Paterson	David Underwood
Treasurer	Peter Ampt	Cheryle Lavender	Glenn Eaton
Secretary (Club & Incorporation)	VACANT		
Membership Secretary	Glenn Eaton	Peter Ampt	David Underwood
DVTA Delegate	VACANT		
Social Coordinator	VACANT		
Club House Monitor	VACANT		
Website/Social Media Manager	Glenn Eaton	David Underwood	Peter Ampt
Maintenance Coordinator	Glenn Eaton	Mike Paterson	Cheryle Lavender
Coaching (Contract)	Topline Tennis – David Underwood		
General Positions			
Club Shirt Coordinator	Daryl Kennedy	Glenn Eaton	Cheryle Lavender
Saturday BBQ Coordinator	Daryl Kennedy	Glenn Eaton	Peter Ampt

COMPETITION COORDINATORS:

DVTA Monday Night	Jo Marshall
HDTA Tuesday Ladies	Deb Mallard
DVTA Tuesday Night Men's	Peter Sardi
NENTG Wednesday Night Ladies	Linda Turner
DVTA Thursday Night Men's	Mike Paterson
NEJTA Saturday Morning Juniors	Home Coordinator – Ben Marlborough

GENERAL BUSINESS:

Safeguarding Children Guidelines

From 1st January 2017 The Victorian Child safety Standards applied to clubs, associations & coaching businesses.

From 1st August 2018 the legislation has been amended for Working With Children Checks (WWC Checks). In particular the definition of direct contact, oral, written, electronic and face to face Tennis Victoria has just released a Child safety Policy and resources including guidelines. Changes also include removal of 'supervised' contact definition.

Tennis Victoria plans to have information sessions later this year.

Use of SMS Messaging to Members

On average less than 50% of club e-newsletters (Mailchimp) are being opened by members and the My Tennis communication portal is unreliable, often it doesn't work. Approximately only 50% of members have elected to receive notifications from MY Tennis.

This makes it very difficult to communicate with members especially at membership renewal time, AGM notification and other club news.

SMS Broadcast is a SMS service site available to send bulk SMS to members. It costs 3.7cents (ex gst) per SMS (4 cents inc gst). They currently offer a 47% discount for first time purchases of credit that never expires i.e. 2,000 SMS costs \$80.

Glenn may be able to integrate SMS messaging into the website (will need a membership database) using an API gateway.

OTHER ITEMS:

Nil.

Meeting closed at 2120 hours.

NEXT ANNUAL GENERAL MEETING: July 2018



RESEARCH TENNIS CLUB

TREASURERS REPORT FOR YEAR ENDED JUNE 2017

The Annual Financial Statement for the year is attached to the minutes.

In summary, Treasurer, Peter Ampt reported the following:

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	(an increase of \$441 from the \$33,952 of 2016)
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	(an increase of \$16,740 from the \$59,254 of 2016).
Total Assets :	\$118,865
	(an increase of \$15,945 from the \$102,920 of 2016).
Liabilities:	Nil

Major Expenditures for the year included:

Court Maintenance:	\$6,232
Balls:	\$4,630
Electricity:	\$3,593

Term deposit No 1 invested for 7 months, due November 2017.

Term deposit No 2 invested for 7 months, due February 2018.

Terms will be reviewed through the year to ensure best returns and provide for future upgrade funding as required.



RESEARCH TENNIS CLUB

RESEARCH TENNIS CLUB INCORPORATED
 PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30 JUNE 2017

Income	
Ball Sales	\$ -
NEJTA Sat Juniors	\$ 2,350
DVTA Mon Mxd	\$ 1,630
DVTA Tue Men	\$ 1,700
DVTA Thu Men	\$ 1,440
DVTA Fri Juniors	\$ 400
Ladies, Wed Night	\$ 900
Ladies, Tues Day	\$ 300
Ladies, Thurs Rubbers	\$ -
Tennis Victoria	\$ 745
Vic Health Grant - Nets	\$ -
Club Shirts / Caps	\$ -
Coaching Fees	\$ -
Court Hire	\$ 1,200
Interest	\$ 2,182
Saturday BBQ/drinks	\$ 1,302
Juniors NEJTA Sat	\$ 1,450
Membership	\$ 19,766
Choc Drive/Raffles	\$ -
Entertainment Books	\$ 350
Donations, Grants,	\$ -
Total Income	\$ 35,715

Expenses	
Balls	\$ 4,630
Clubhouse Mtce	\$ -
Clubhouse Cleaning	\$ 1,272
AlSCO/ Fem Toilets	\$ 200
Consumables/Groceries	\$ 333
Court Nets	\$ -
Court Equipment	\$ -
Courts - Flash Tennis	\$ 1,877
Courts - Court Technics	\$ 1,760
Courts - Lights/Electrical	\$ 132
Courts - General maint	\$ 2,464
Fines	\$ 30
Flowers/Gifts	\$ 99
Grasscutting etc	\$ -
Govt.charges/Cons Affairs	\$ 266
Grounds Cons	\$ -
Defibrillator	\$ 129
Shade Cloth	\$ -
Club Sign	\$ 352

Locksmith/key Lock	\$	-
Metwood Trading	\$	146
Nillumbik	\$	100
Postage / Stationary	\$	137
Team Entries / Fees/Troph	\$	-
DVTA	\$	640
HDTA	\$	122
NENTG	\$	195
NEJTA	\$	1,190
Saturday Morning Coord	\$	2,700
Concrete Aprons & seats	\$	-
Tennis Victoria	\$	1,565
YV Water	\$	-
M'bship Admin	\$	-
Electricity	\$	3,593
Bank Fees	\$	-
Club Tshirts	\$	427
Website	\$	-
Total Expenses	\$	24,359
Net Profit	\$	11,356

RESEARCH TENNIS CLUB INCORPORATED
BALANCE SHEET AS AT 30 JUNE 2017

Assets		
Bank Account	\$	8,419
Term Deposit No 1	\$	34,393
Term Deposit No 2	\$	75,994
Petty Cash Tin	\$	59
Total Assets	\$	118,865
Liabilities		
Nil		



Coaches Report

The coaching year of 2016-'17 has been a successful one. We have been operating our usual class times on Mondays, Tuesdays and Wednesdays with all coaching classes booked to capacity. Across the board we have experienced solid growth through the program to make 2016-'17 a very successful year. As part of Topline Tennis's marketing strategy Research Tennis Club is promoted through 15 schools in the Diamond Valley on a weekly basis, we have found that this has helped enormously over the years to keep the profile of the coaching program high in the local area.

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In closing I would like to thank the club for their support throughout the year in helping to grow the coaching program at Research.

Club Coach
David Underwood