

Decision and Action Log

Meeting: ATSC Main Committee Meeting

Location: ATSC Clubhouse

Date: 8th January 2021, 09:30

Present: Alan Brialey, John Phipps, David Evans, David Herron, Simon Townsend

Apologies: Ben Milner, David Wright

No.	Decision, Action or Message	Who?	When?	Who needs to be told?	Action completed?
1.	ACTION: Subscriptions will be refunded in the form of credit to members' MMM accounts. Squash members will receive credit for January, February and March, tennis members for January and February. Credits for tennis members who do not engage with the MMM system and wish to be refunded will be manually administered, with refunds via bank transfer. Dave Wright to liaise with John Phipps on the specifics of how this will be achieved. This decision to be relayed to club membership by Sunday 10th Jan.	ST / DW / JP	IMMEDIATE	ALL CLUB MEMBERS	IN PROGRESS
2.	DECISION: Tennis court resurfacing fund to be set up. Tennis members to be informed of the possibility of donating any refund they are due for January and February to the fund. Dave Wright to compose a message relaying this information to tennis members which will be included in the next general information newsletter (to be distributed by Wednesday 13th Jan).	DW	IMMEDIATE	DW / ALL CLUB MEMBERS	IN PROGRESS
3.	DECISION: New season subscription fees need to encourage a return to play in '21. Whether to increase fees inline with inflationary demands as usual is yet to be decided - further thought and discussion needed.	ALL	ONGOING	SUB COMMITTEE MEMBERS	IN PROGRESS

4.	DECISION: Constitution change to allow any remaining funds held by ATSC in the event of permanent closure to be distributed to sporting or charitable entities. This change is necessary to enable funding applications to progress. An EGM is required to make this change. Dave Evans will compose a message explaining this procedure (to be included in the next general information newsletter, distributed by Wednesday 13th Jan).	DE / DH	IMMEDIATE	ALL CLUB MEMBERS	IN PROGRESS
5.	DECISION: AGM scheduled for March '21 to be postponed until further notice. Intention is to hold the AGM as soon as reasonably possible taking into account regulations and representational requirements. Information regarding the postponement to be relayed to members in the next general information newsletter.	DH	IMMEDIATE	ALL CLUB MEMBERS	IN PROGRESS
6.	ACTION: Previous AGM (05/03/2020) minutes have not been produced by the previous Secretary. Dave Wright to ask Venetia Cottman to provide her notes from the AGM, to be passed on to Dave Herron who will produce a record of the meeting.	DW / DH	IMMEDIATE	DW	IN PROGRESS
7.	ACTION: Direct communication between the tennis coaching team and the main committee has not commenced, despite the previous resolution that this issue was imperative to resolve. An effort from John Phipps to engage with James Woodward by requesting a discussion about matters arising from the last committee meeting was unsuccessful. The bad feeling and resulting lack of clear, direct and amiable communication between the coaching team and main committee is a hindrance to ATSC operations and the situation cannot continue. A 'clear the air' meeting should be arranged between JP and JW with Dave Evans acting as a third party present at the meeting and mediator if necessary. DE to arrange with JW and the meeting to take place by 24/01/2021 at the latest.	DE / JP	WITHIN TWO WEEKS	JAMES WOODWARDS	IN PROGRESS

8.	ACTION: Tennis committee members have requested to join the efforts of the Club Security Patrol Team. Dave Wright to liaise with Simon Townsend.	ST / DW	IMMEDIATE	ST	IN PROGRESS
9.	ACTION: Safeguarding: Julia Foster needs to confirm whether the documentation which will enable her to be listed on the LTA portal as ATSC Safeguarding Officer has been submitted and approved by the LTA. Dave Evans will speak to her to find this out. When ready Dave Herron will update the LTA portal.	DE / DH	IMMEDIATE	JULIA FOSTER	IN PROGRESS
10.	ACTION: All relevant information to be relayed to members via Mailchimp as soon as possible.	DH	IMMEDIATE	N/A	IN PROGRESS

Notes:

NEXT MEETING: TBC.