

## Decision and Action Log

**Meeting:** ATSC Main Committee Meeting

**Location:** ATSC Clubhouse

**Date:** 28th September 2020, 18:00

**Present:** Alan Brialey, David Wright, John Phipps, Linda Anstee, David Evans, David Herron, Alyson Surguy

**Apologies:** Ben Milner, Simon Townsend

No.	Decision, Action or Message	Who?	When?	Who needs to be told?	Action completed?
1.	<b>DECISION:</b> To move forward as a collaborative group with the understanding that the Main Committee are responsible for the overall running of ATSC.	ALL	IMMEDIATE	SUB COMMITTEE MEMBERS	YES
2.	<b>ACTION:</b> Club safeguarding officer: We should find a volunteer to become deputy. Ideally this volunteer will be found from within the tennis membership. Enquiries will be made and efforts to find a suitable candidate will continue.	DW, LA, AS	ASAP	N/A	IN PROGRESS
3.	<b>ACTION:</b> Roles and Responsibilities document to be read and amended / comments / requests added as required by deadline of 01/10/2020.	ALL	01/10/2020	SUB COMMITTEE MEMBERS	IN PROGRESS
4.	<b>DECISION:</b> Defining main objectives for Main and Sub Committee focus over the coming six month period. <ul style="list-style-type: none"> <li>• Memberships (lapsed, existing and new).</li> <li>• Sponsorship</li> <li>• Funding</li> </ul>	ALL	IMMEDIATE	SUB COMMITTEE MEMBERS	YES
5.	<b>ACTION:</b> LA to chase lapsed members from 2019/20 period and try to get them to rejoin. Will collaborate with DE for	LA, DE	ASAP	N/A	IN PROGRESS

	assistance in ensuring any incentivisation plan is consistent and viable from a broader club perspective.				
6.	<b>ACTION: DE</b> to reopen enquiries into obtaining a brown sign for Wendover Road.	DE	ASAP	ADMIN OFFICE	TBC
7.	<b>ACTION:</b> Tennis Committee to start familiarising themselves and interaction with HubSpot with a view to keeping track of enquiries and opportunities to chase potential members. <b>DH</b> to set <b>AS</b> up with an invite to HubSpot and advise further if necessary.	AS, DH	ASAP	ADMIN OFFICE	TBC
8.	<b>ACTION:</b> Tennis Sub Committee to brainstorm potential membership growth initiatives.	Tennis Sub Committee	IMMEDIATE	N/A	IN PROGRESS

**Notes:**

2020 LTA registration process to be taken on by **BM**.

Julia Foster has been requested by **DE** to send without delay her relevant documents for Safeguarding approval to the LTA.

**JP** to send out current membership numbers to all Main Committee members on the first of each month.

**NEXT MEETING:** Monday 12th October 2020, 17:30 - ATSC Clubhouse. Agenda to follow.