

Castlebar Tennis Club

Committee Meeting

MINUTES – 3rd March 2025

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**Present:** Noreen McNamee, John Feerick, Donie Coleman, John O’Malley, Fiona O’Malley, Niamh Kilroy, Grainne Cashin, Emer Dunne, Alma Egan, Tony Mannion, James Durkan, John Greenan

**Apologies:** Paul Meldrum, Patrick Quinn

1. Barrier System and Parking Management

* **Quotes and Costs**
  + Received four quotes for the barrier system.
  + Preferred quote from APM Company based in Castlebar: €19,000.
  + Breakdown of APM's quote:
    - Barrier system: €8,800
    - Groundworks: €3,200
    - Stainless steel bollards: €2,500 (optional)
    - QR code reader linked to mobile app: €2,500
    - Payment unit (Tap and Go for non-members): €1,600
    - Electrical works by Ken MacDonald: €1,400
  + Total cost with bollards: €22,000
  + Total cost without bollards: Approximately €20,000
* **Financial Projections**
  + Estimated revenue: €80 per day based on 40 cars paying €2, totalling €18,000 annually.
  + Cost recovery expected within one year.
* **Timeline**
  + Groundworks crew ready in 2-3 weeks.
* **Gate Placement Discussion**
  + Options to move pedestrian gate to the right or keep it on the left.
  + Concerns about pedestrian crossing safety either way.
* **Maintenance and Financing**
  + APM did not include maintenance costs.
  + Need to enquire about this(maybe under warranty for first year?)
  + Proposal to finance the project through club savings rather than external financing.
* **Interaction with Outside Groups**
  + Plan to notify Park Run, Mayo Co. Council, and swimming pool about groundworks commencement.
  + Consideration of providing fobs for 20 parking spaces to the council if willing to pay(unlikely though!)
  + Match/Gala/Other busy days-€5 to park for the day(members in hi-vis jackets needed to supervise this)
* New Barrier system Proposed by: Grainne Cashin

Seconded by: James Durkan

\*\*Important to also note that Brian Healy had put together a proposal and met with James and John in relation to increasing price of swimming lessons and passing some funds to the Tennis Club for use of our carpark. However in past recent meetings the Council have shown little interest in providing us with any finance towards the use of our carpark.

2. Fundraising and Events

* **Tree Planting Event**
  + Scheduled for Saturday morning.
  + In conjunction with Tidy Towns
  + John Greenan(&1 other member) to plant a tree on behalf of Castlebar TC (Emer to check with Ger Deere re time,etc).
* **Return Bottle Initiative**
  + Discussion on managing bottle disposal and coordination with Tidy Towns and Super Valu. (Emer to check with Ger Deere re same).
  + Split money 50/50 between Cancer Care and TC.
* **Fun Friday Planning**
  + Proposed date: March 14th.
  + Activities include wearing green, social night, and small prizes (ie tennis balls/bar vouchers,etc)
  + Discussion on maintaining free entry versus charging a €10 fee for tennis and a free drink.
* **Cube Competition**
  + Event scheduled for Friday June 6th.
  + Involves eight clubs competing with four representatives from each. Kevin Durcan + ???
  + Club members participating to secure sponsorship(€200) and advertise through business ads. The more ads sold, the more money in the pot for clubs to win.
  + Prize: €25,000 for the winning team; minimum €5,000 per club.
  + Action to nominate participants and secure sponsorships.
  + Each club to sell 50 tickets.
  + Will be a launch night, piece about each club. Good opportunity to mention lack of dome, etc.
* **Wimbledon fundraiser**
  + Discussion about running a sweepstakes type fundraiser in the run-up to and during Wimbledon.

3. Membership System and Administration

* **Issues with Membership Renewals**
  + Multiple accounts created due to system glitches.
  + Some members charged multiple times unintentionally.
  + Need for monthly audits to identify and rectify duplicate accounts.
  + Need to create a ‘Pavilion’ type membership category(for non-players to use facilities, eg hall users,etc)
* **Attracting and Retaining Members**
  + Proposal for open tennis sessions to encourage new and existing members.
  + Consideration of subcommittees focused on membership strategies.
* **Child Protection and Safeguarding**
  + Requirement to appoint a Designated Liaison Person (DLP) and two children's officers (one male, one female).
  + Fiona to ask if Ann Marie Reilly might take on role of DLP? (She is currently our female Child Protection Officer)
  + Necessity for all committee members to be Garda Vetted by Tennis Ireland. Also complete Safeguarding level 1 course? Mayo Sports Partnership may run one/online.
* **Junior Captain**
  + Lauren Dunne is the new Junior Captain for the year!
* **Think-Tank**
* Schedule this for when Patrick is back. Following on from this we need to set up our sub-committees (as outlined in our Constitution).
* Constitution is out-dated. Sue Baird has done some work on it already.

4. Facility Enhancements

* **Aluminium Frame Structure Proposal**
  + Discussion with Lauralu, a French company, for an aluminium frame with side cladding which can be left open. Pvc membrane roof.
  + Cost estimate: Approximately €600,000.
  + Gave option for 5-year rental, we’re looking for 10 year option(they will come back a decision on that. Might rent-to-buy be an option?
  + By renting it may get us over the hurdle of insurance.
  + It would be considered a permanent structure therefore we would need planning.
  + Similar type of building is in Athlone.
  + We would need to be careful that it would not look too much like a shed.
  + Also we would need to push out by 4 metres-possibility of viewing area.

Action Items

1. **Barrier System Implementation**
   * Finalise decision on bollards (€2,500) based on necessity.
   * Notify Park Run, council, and swimming pool about upcoming barrier installation. (John as Vice-Chair)
2. **Fundraising Events Coordination**
   * Confirm John’s participation in Tidy Towns on Saturday morning.
   * Finalise plans for Fun Friday on March 14th, including activities and prizes.
   * Coordinate with Ronan for Cube Competition participation and sponsorship for same.
3. **Membership System Audit**
   * Conduct a monthly audit to identify and delete duplicate memberships.
   * Assign Tony to oversee the membership system audit.
   * Develop a strategy to attract new members through open tennis sessions and club events.
4. **Child Protection Compliance**
   * Nominate and confirm the Designated Liaison Person and children’s officers.
   * Schedule group training sessions for child protection and safeguarding courses.
   * Ensure all committee members complete TI Garda Vetting.
5. **Facility Enhancement Plans**
   * Review and assess the proposal from Lauralu for the aluminium frame structure.
   * Decide on rental terms and evaluate the feasibility of the rent-to-buy option.
   * Plan the integration of the new structure with existing facilities without compromising safety.