

Castlebar Tennis Club

 Committee Meeting

MINUTES – 9th April 2025

**Present:** Noreen McNamee, John Feerick, John O’Malley, Fiona O’Malley, Grainne Cashin, Emer Dunne, Alma Egan, James Durkan, John Greenan, Paul Meldrum,

**Apologies:** Tony Mannion, Niamh Kilroy, Patrick Quinn

1. **Review & adoption of previous minutes –** Proposed by Fiona O’Malley

Seconded by John Greenan

1. Barrier Installation and Payment System

* **Installation Status**
	+ Physical barrier has been installed.
	+ Awaiting installation of two scanners:
		- **Payment Scanner**: For handling payments.
		- **Membership Scanner**: For verifying memberships.
* **Payment Provider**
	+ **Nayax** is the current payment provider for vending machines.
	+ Nayax requires:
		- Proof of the club's constitution since the club is not a limited company.
		- Copy of AGM minutes showing the three appointed officers.
		- Proof of ID and address for the three officers.
* **Timeline**
	+ Coordination with Tony and Aidan (currently in Portugal) to finalise installation.

2. Membership and Access Control

* **App Usage**
	+ Members need to download the **Acebook** app from Google Play Store or App Store(email re same to be sent to members-contact James/Tony if issues arise)
	+ Login credentials are the same as the web browser version.
	+ The app allows members to open the gate by displaying a QR code.
* **Password Issues**
	+ Members experiencing password problems can contact James or Tony for assistance.
* **Non-Smartphone Members**
	+ Proposal to purchase clickers (€50 each) for members without smartphones.
	+ Suggestion to share the cost equally between the club and the member.
	+ Approximately 3 members who may need them.
	+ Potential for committee members to have backup clickers.

3. Parking Issues and Solutions

* **Parking Membership**
	+ Proposal to offer a separate annual parking membership:
		- Suggested Fee: €50 annually.
		- Membership linked to the main club membership.
		- Maximum of 100 parking slots initially to manage capacity.
		- Subject to availability, vehicles parked at owner’s risk.
* **Implementation**
	+ Communication to members via email and WhatsApp.
	+ Signage to be updated on-site regarding parking charges and camera surveillance.

4. Fundraising and Events

* **The Cube Fundraiser**
	+ Potential to raise €12,000 - €15,000.
	+ Teams can win up to €25,000 based on performance.
	+ Clubs expected to sponsor teams and secure individual sponsors.
	+ Prize structures and sponsorship packages under discussion.
* **Western Care Coffee Morning**
* Holding a coffee morning tomorrow Thursday 10th April. Will donate funds raised to dome replacement fund.
* **Upcoming Events**
	+ **Good Friday Cleanup**
		- Scheduled for Good Friday morning in conjunction with Tidy Towns.
		- Post-Easter we will have a club clean-up which will incorporate bottle recycling.
	+ **Fun Friday Events**
		- Upcoming Fun Friday(Good Friday) with Easter theme(eggs as prizes?). Increase number of players(sit out for a round,etc.).
* **Spring League** to follow
* **Sponsorship Opportunities**
	+ Discussed naming rights for courts as part of sponsorship packages.
	+ Utilisation of the app for advertising and sponsorship sales.

5. Working Groups(Subcommittees)

* **Working Groups**
	+ Finance and Development – Noreen, Fiona, John F (Sue Baird, Sarah Flood?)
	+ Fixtures and Competitions – James, John G
	+ Disciplinary/Oversight – Patrick, John F, Noreen
	+ Pavilion and Grounds – John O’M, Donie
	+ Social – Niamh, Paul, Alma, (Denny O’B?)
	+ Junior – Emer
	+ Membership – Grainne, Tony
* **Constitution Update**
	+ Sue has redesigned the constitution for government designation.
	+ Awaiting feedback from Patrick.
	+ Need to circulate the updated constitution to the committee.

6. Financial Status

* **Bank Balances**
* Approx. €60k in bank
* **Upcoming Expenses**
	+ Barrier installation costs approximately €20,000.
	+ Arrangements can be made with APM to spread the cost over months.
* **Loan and Funding**
	+ Current mortgage: €174,000 with €52,000 arrears.
	+ Plan to repay mortgage in two and a half years to secure additional funding.
	+ Consideration of government grants and sponsorships to cover additional costs.

7. Upcoming Competitions and Activities

* **Tennis Lessons**
	+ Garrett organising improvers tennis lessons post-Easter.
	+ Inter-firms league/competition-initiative to attract new members from local companies
	+ Goal to integrate participants into the club and generate new memberships and court sponsorships.
* **Junior Competitions**
	+ National Junior competition scheduled for June.

8. Communication and Member Engagement

* **Member Notifications**
	+ Email drafted to inform members about barrier operations and app usage.
	+ Importance of clear communication regarding new systems and membership options.
* **Social Events**
	+ Planning for events like barbecues to incentivise participation.
	+ Encouraging the return of former members through social initiatives.
* **Marketing Strategies**
	+ Utilise the club’s app for advertising and sponsorship.
* Potential press releases to communicate club developments and events (tie in with Interfirms)
* **Dome Project**
* Structure we are currently looking at will cost in the region of €500k.
	+ Current funding: €99,000 plus €60k savings in bank(cost of barrier not included)
	+ Exploring options to utilise government grants and sponsorships without incurring VAT.

Action Items

* **Barrier and Payment System**
	+ Obtain AGM minutes and proof of ID/address for officers to provide to Nayax.
	+ Coordinate with Tony to finalise scanner installation timeline.
	+ Test the Acebook app functionalities before full deployment.
* **Membership Solutions**
	+ Determine the number of members without smartphones.
	+ Purchase and distribute clickers for eligible members.
	+ Set up the annual parking membership category and communicate details to members.
* **Fundraising Initiatives**
	+ Organise and register teams for The Cube fundraiser.
	+ Finalise sponsorship packages and communicate to businesses.
	+ Plan Good Friday cleanup event.
* **Working Group Formation**
	+ Appoint chairs for each working group.
	+ Circulate the updated constitution to the committee.
	+ Recruit members for newly defined or restructured working groups.
* **Financial Planning**
	+ Develop a two-year financial repayment plan for the mortgage.
	+ Explore and apply for additional government grants.
* **Communication Strategies**
	+ Send out the drafted email to all members regarding barrier and app.
	+ Plan press releases in conjunction with upcoming events.
	+ Enhance member engagement through social events and marketing.
* **AOB**
* Think tank with members planned for Friday 9th May, followed by barbeque. Have visuals of our proposed indoor structure on display.
* Alma has agreed to take on role of club DLP. We still need a male children’s officer-maybe Dave Roughneen?