

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?