



Draft – Version 1

**ROYAL KING'S PARK TENNIS CLUB (INC)
COMMITTEE MEETING AT RKPTC
Monday ,14 March 2021 at 6:00pm – Members Pavilion**

Meeting Minutes

1. QUORUM/APOLOGIES

Present

Tim Wilkinson	President
Susan Tay	Vice-President
Bruno Camarri	Immediate Past President
Mark Trevaskis	Treasurer
Greg Jacobs	Secretary
Julie Martin	Captain
Larissa Flatters	Heritage Officer
Darryl Daisley	Committee member
Ben Kamien	Committee Member

Apologies

Olivia Langenseipen	Vice Captain
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In Attendance

Tatum Wolmarans	Administrator
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Minutes Taken by Tatum
Wolmarans

Larissa arrived at 7:15pm

2. APPROVAL OF MINUTES OF PREVIOUS COMMITTEE MEETING
Held 21 February 2022

TW

3. ACTION ITEMS FROM PREVIOUS MEETINGS

TW

No.	Item No.	Action	Responsible	Date of meeting
1	2	Minutes to include and reflect who was present during each discussion within the meeting. Members who leave the meeting to be recorded	T Wolmarans	21 February 2022
2	3.1	Tatum Wolmarans to include both the inwards and outwards correspondence for both the meeting agendas held on 21.02.2022 and 14.03.2022.	T Wolmarans	21 February 2022
3	3.3	Susan Tay and Tim Wilkinson to organize meetings with both Serene Teh and Tama Wharepouri regarding Serene's formal complaint.	S Tay / T Wilkinson	21 February 2022
4	6	2022 Budget to be amended and finalised.	M Trevaskis	21 February 2022
5	7.1	Tim to contact Etienne Ferreira regarding Next Gen / RKPTC monitoring tennis attire.	T Wilkinson	21 February 2022
6	7.1	Tim to contact Next Gen regarding tennis chair contribution to the club.	T Wilkinson	21 February 2022
7	7.2	Susan Tay and Mike Staber have commenced background trials of the members log in area and will notify the committee once it is finalised.	S Tay	21 February 2022
8	7.5	Tim Wilkinson to complete a walk around both Next Gen BPGA discussing revegetation around the courts and grounds.	T Wilkinson	21 February 2022
9	7.6	Membership record stored on memberships to be updated and cross referenced in accordance with the current Next Gen membership list.	G Jacobs	21 February 2022
10	9.2	Tatum Wolmarans to forward a copy of the letter to Tennis West to team captain.	T Wolmarans / G Jacobs	21 February 2022
11	9.3	The lock on the safe outside the lower pavilion to be changed.	J Martin	21 February 2022

Completion Status

1. Complete
2. Complete
3. Complete
4. To be finalised by the next meeting 11 May 2022
5. Complete
6. To be continued – Next gen have agreed to supply 40 chairs in time for the Easter Tournament

7. To be continued
8. Completed [with Next Gen. Walk around with BGPA planned in April 2022](#)
9. To be completed by next meeting 11 May 2022
10. To be completed by next meeting 11 May 2022
11. Complete.

4. CORRESPONDENCE

TW

4.1 Inwards

February (21.02.2022)	
Email from Sam Ashenden re: Men's SL – First half Player Payments	30 December 2021
Email from Ryan Maxfield re: Membership Application (Form)	4 January 2022
Email from RKPTC Pennant Coordinator re: Sarks membership application	6 January 2022
Email from Ryan Maxfield re: Application for special tennis membership	10 January 2022
Email from Next Gen re: Current Tennis Members List	11 January 2022
Email from Julliane Gepp re: Australia Day	11 January 2022
Email from Etienne Ferreira re: Next Gen / RKPTC Court and Facility Monitoring 1	12 January 2022
Email from Vicki Taylor re: General Enquiry (Trophy Archive)	13 January 2022
Email from Helen Cook re: Australia Day	14 January 2022
Email from Etienne Ferreira re: Club Closure	17 January 2022
Email from Nescia re: Tennis Enquiry	17 January 2022
Email from Olivia Birkett re: Call for Tennis West Board nominations (Appointed Positions)	17 January 2022
Email from Etienne Ferreira re: IT	17 January 2022
Email from Etienne Ferreira re: Next Gen / RKPTC Court and Facility Monitoring	17 January 2022
Email from Duane Pridham re: NGCA Loan Repayment Outstanding	18 January 2022
Email from Richard Yorg re: Memberties, Membership List	18 January 2022
Email from Nina Catovic re: State League Ladies – Player Payments	19 January 2022
Email from Save African Rhino Foundation re: Card Signing	19 January 2022
Email from Matteo Vinci re: Australia Day	21 January 2022
Email from Helen Cook re: Australia Day	21 January 2022
Email from Helen Cook re: Tennis Enquiry	23 January 2022
Email from Mac McDonald re: BTC Visit RKPTC	24 January 2022
Email from Julian Millimaci re: Royal Kings Park Tennis Club CRN 203518035	25 January 2022
Email from Terry Frankland re: Sunday Mixed – Ongoing Saga	25 January 2022
Email from Annie Byrne re: Royal Kings Park Tennis Club CRN 203518035	25 January 2022
Email from Chris Jackson re: Mens Over 50's Div 2 Contact Details	1 February 2022
Email from Ted Reiss re: Junior membership	4 February 2022
Email from Ted Reiss re: Website – CTC	6 February 2022
Email from Christopher Page re: Sunday Pennants	6 February 2022
Email from Raymond Macdonald re: Raymond Macdonald Medical Update	7 February 2022
Email from Brett Patten re: Tennis West	9 February 2022
Email from Mark Anderson re: Welcoming Letter	10 February 2022
Email from Gerard Doyle re: Membership Application	11 February 2022

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Email from Loretta Hughes re: Easter Tournament RKPTC	11 February 2022
Email from Nicholas Wilton: General Enquiry	13 February 2022
Email from Etienne Ferreira re Contract / Wages	15 February 2022
Email from Tama Wharepouri re: Sunday Pennants Mixed Div 1	16 February 2022

March (14.03.2022)	
Email from Serene Teh re: Complaint	22 February 2022
Email from Hector Medrano re: Twilight Tennis 2022	22 February 2022
Email from Tama Wharepouri re Complaint	22 February 2022
Email from Frank Fradley re Membership – Joining Date	22 February 2022
Email from Tama Wharepouri re : Dispute	23 February 2022
Email from Head Chef KP re: Film Under The Stars – Order Deadline	3 February 2022
Email from Marika re: Outstanding Superannuation	4 February 2022
Email from RKPTC Pennant Coordinator re Complaint	8 February 2022
Email from Kerry Atherden re Movie Link	9 February 2022
Email from Ivan Zuvella re: Special News	9 February 2022

4.2 Outwards

February (21.02.2022)	
Email to members re: RKPTC & CTC Season's Greetings	23 December 2021
Email to members re: On the Net- December 2021	23 December 2021
Email to members re: RKPTC Junior Parent Tournament	23 December 2021
Email to members re: RKPTC – Australia Day Tennis Brekkie	11 January 2022
Email to members re: RKPTC- Friday Twilight Tennis Reminder	12 January 2022
Email to members re: Peter Matview – Get Well Soon Card	19 January 2022
Email to members re: Reminder Australia Day Tennis	21 January 2022
Email to members re: Saturday Social & Junior. Parent Event (Jan22 & 23)	21 January 2022
Email to members re: A message from the Club Captain	25 January 2022
Email to members re: Friday Twilight Tennis Reminder	25 January 2022
Email to members re: Congratulations – Nicholas Duncan	27 January 2022
Email to members re: Club Championships 2022 – Registration & Information	31 January 2022
Email to members re: Super Saturday 5/02/2022	2 February 2022
Email to members re: COVID-19 Proof of Vaccination	4 February 2022
Email to members re: RKPTC – Friday Twilight Tennis Reminder 11/02/2022	9 February 2022

March (14.03.2022)	
Email to members re: RKPTC – Friday Twilight Tennis Reminder 26/02/2022	22 February 2022
Email to members re: RKPTC Super Saturday 26/02/2022	22 February 2022
Email to Frank Bradley re: Membership Joining Date	22 February 2022
Email to members re: A message from your Club Captain re Saturday Social Tennis	24 February 2022
Email to members re: A message from your Club Captain re Saturday Social Tennis	23 February 2022
Email to members re: Club Championships 2022 – Registration Reminder	2 March 2022

Email to members re: Film under the Stars – Battle of the Sexes	4 March 2022
Email to Tama Wharepouru re : Dispute	7 March 2022
Email to members re: Summer league Semi-finals	9 March 2022
Email to members re: RKPTC – Friday Twilight Tennis Reminder 11/03/2022	9 March 2022
Email to members re: Film under the stars – Try booking Link	9 March 2022
Email to members re: Updated Starting Time – League Semi-finals	9 March 2022
Email to members re: Easter Tournament Registration 2022	10 March 2022
Email to members re: League Semi-finals & Finals – Spectator Notice	11 March 2022

5. TREASURER'S REPORT

MT

A balance sheet of both the fees and payments for the month was presented within the report. Mark stated that he is yet to still contact the ATO regarding payments and the underpayment of tax which is owed from 2021. Mark has stated that he has made quarterly payments, however [he still requires to complete](#) activity statements from the previous year.

A comment regarding why pennant fees are being paid at the end of the season are being paid through the Stripe payment application, initiated discussion regarding guidelines being set prior to the season and payment being made before commencement of play. It was agreed that it is the captains and league managers responsibility to manage payments of players prior to the season as well as player eligibility based on these criteria.

It was questioned whether or not an invoice has been sent to Next Gen accounts regarding, the TW affiliation fee of \$8,952.50, which was paid for by RKPTC in 2021 since the last committee meeting, to which Mark stated that the invoice has not been sent and will be actioned before the next meeting.

Tim noted that the ~~finalised~~ 2022 budget [needs to finalised and set as the budge and will be presented within the near future however](#), requested that any final comments or suggestions concerning various items within the budget must be sent to Mark as soon as possible in order for Mark to produce an agreeable and financially accurate budget.

6. APPROVAL OF MEMBERSHIP APPLICATIONS

Membership approval for Mathew Hutchinson from previous meeting was amended to Mathew Hutchens and from a SARCS membership to an ACE membership category.

The following list of members were moved by Tim for acceptance of membership application, the movement was seconded by Julie.

The application was accepted.

Name	Date	Membership Category
Robyn O'Dea	09.02.2022	Ace

7. Subcommittee Reports

7.1 Tennis Operations

Gate Climbing

Incidents of recent gate climbing has been reported to Next Gen.
An email was sent to Etienne regarding this issue.

Next Gen has advised that one of the members accused of this ~~member had has~~ promised to not climb the gate again. Another member has been contacted regarding involvement of the same action, to which Etienne has followed due process with and if the resolution of the matter is not satisfactory that member will be suspended.

Club Coach

A discussion was held regarding whether or not Ryan, who runs his own business through Next Gen is considered to be formally recognized as ~~a~~ the club coach, and to be included as part of the club activities. Julie reported that as of recent there have been many complaints regarding a lack of a club coach. It was noted that RKPTC gave up the right to having a club coach in 2007. It was agreed that Ryan deserves some form of formal recognition as a club coach, despite his status being linked to both his own business and Next Gen. A verbal motion was passed to vote Ryan as the club coach belonging to the tennis operations subcommittee. The motion was passed unanimously with formal recognition to be sent.

Recognition of league players

Fiona Davis had requested her team be recognized for their win of the 2019/2020 women's league (division). A loss of recognition had occurred due to the impact of covid during 2020, which has forced Tennis west to cancel finals round.

Julie commented that league winners' prizes would be swapped from bath towels to hand towels due to the presence of excess stock which must be used and distributed before ordering new towels in. As such, eligibility for towels was discussed and it was agreed upon that those who qualify for finals and who are a part of the specific team, are eligible to receive towels.

Commented [TW1]: To be discussed at the next meeting as to what was actually meant by this

Easter Tournament

Easter tournament entries and event promotion has begun with emails being sent to both members and nonmembers periodically. A misconception had occurred regarding whether or not TW is able to provide a tournament director free of charge or not due to the tournament being advertised and run through their software. Several committee members had commented that to their knowledge if a tournament director was acquired by TW, a fee would be involved. Tim stated that he would contact TW and query this status.

Saturday Social

Julie mentioned that social tennis, had seen an increase in participation and following due to recent whether. However, noted that a small group of dedicated players were not entirely supportive of playing Saturday social at other clubs as a part of the interclub social initiative which has been recently introduced. It was commented however, that this groups were supportive of other clubs joining RKPTC's social. This sparked discussion on whether or not the interclub social should be hosted on alternative days such as a Sunday or potentially a weekday, court availability and interest depending.

7.2 Communication.

Member's dispute and apology.

Susan reported that as discussed at the prior meeting, a meeting was held on the 28th February with Serene, and an opportunity to have a meeting with Tama was also presented in order to establish fairness. After various email correspondence, Tama had written a formal apology, to which ~~serene-Serene~~ has accepted on the 8th March. The case was considered as resolved and is now closed.

Website Upgrade (members log in area)

Susan commented that Mike Staber has now set up a members log in area, with a few of the committee members being asked to be part of the various trials being run. A member security set up linked to the members log in section is still yet to be finalized, which will then allow a member data base to be set up.

On the Net

Tim commented that there has been a lack of submission within recent months to On the Net, which has caused a delay in producing a publication. Ben had noted that reminders being sent to the committee regarding deadlines for submissions is necessary. ~~He Ben~~ advised that he will send through content from a recent junior pennant team win. ~~Tim~~ agreed to send a reminder. It was also proposed by Tim and discussed that there is a need to update and upgrade the lay out of the On the Net publication in order to improve its quality and appeal to a more youthful audience, however Tim stated that this ~~would may~~ take some time to get fully in place, and that this should not delay adequate submissions ~~are first required.~~

7.3 Governance

Communication Policy and Players Code of Conduct.

Daryll commented that the recent intermember dispute between both Tama and Serene sparked an investigation regarding the various communication and player policies the club currently has. Moreover, it was noted that the current policy available on the website only refers to preservation of the club heritage and building, with an absence of player code of conduct and responsibility.

Daryll state that a period of 14 days must be given for members to resolve an issue privately, before lodging a formal complaint to a committee. A process in which has not previously been followed by the club and would hinder the club's ability to assert authority due to the lack of adherence to common policy. Hence, there is a need for a player code of conduct which addresses interpersonal rules and expected behaviors as well as a communication policy which outlines acceptable forms or online communication via social media and email correspondence.

Two examples of player codes of conduct were presented to the committee in an effort to demonstrate both the need as well as outline that RKPTC's personalized player conduct. Bruno had stated that by the club generating their own personalized policy, it will allow the club more control when dealing with interclub and member disputes as opposed to using policies provided by Tennis West. Moreover, Daryll commented that the current tennis west policy does not focus on both interpersonal relationships within

a club as well as tournament conducts, which are two areas in which the club should focus on.

It was resolved that Daryll and his subcommittee would formalize both a communication policy and a player code of conduct. These two documents would be forwarded to the committee for approval.

Declaration of conflict and conflict resolution

It was discussed and agreed that within each meeting agenda moving forwards, a declaration statement of conflict and status of whether or not that conflict has been resolved should be included, as a means to control the various procedures and awareness of interpersonal disputes amongst committee members.

7.4 Heritage

It was noted that Evelyne, a club member has generously volunteered her time to photograph all shields to provide as an electronic database for the heritage subcommittee.

Larissa has contacted a contractor regarding the restoration and relocation of the outdoor plaques within the members pavilion, stating that due to the impact of COVID it would only be commenced in 8 weeks time.

7.5 House of Grounds

Squash Courts

Painting of the squash courts will commence shortly, with a delay due to the newly installed floor boards being raised presenting issues with squash door function, and new glass doors being required. Courts are expected to be reopened within the next 2 weeks, delays depending.

Club Pavilion

~~Members Pavilion awnings are-is being restored-cleaned, and refitted using standard sized fittings to enable it to be tightened in time for Easter Tournament. If the cleaning is not successful a replacement will be installed. The awning is not a standard awning and a replacement would have to be custom made and would be expensive -as opposed to bespoke boutique fittings which would cause an increase in cost and maintenance~~

~~In order to meet their maintenance commitment, painting and refurbishment of the Heritage Buildings ironwork as well as Members Pavilion lower steps are scheduled by Next Gen to commence in April 2022 in an effort to upgrade and maintain the lower pavilion~~

~~Tim reported that a the-hot water system available from the Next Gen building may be suitable for the club kitchen and ladies' showers. This will be dependent on the hot water system -will be linked with the refurbished shower line, which will be being tested in the this week commencing 14 March 2022-commencing.~~

~~It was reported that portable water coolers will be provided for upcoming tournaments being hosted at RKPTC in an effort to reduce the inconvenience of travelling from the lower bays to access water during match play. Discussions with Next Gen have commenced regarding the facilitation of fenced corridors including water coolers around lower pavilion courts, which is still in early stages of discussion. It was reported that~~

portable water coolers will be provided for upcoming ~~Easter T~~ournaments being hosted at RKPTC in an effort to reduce the inconvenience of travelling from the lower bays to access water during match play. Next Gen have stated that they will restore and repaint the hit- up wall.

Court Maintance

Fence management and maintenance has now been included within weekly maintenance routines, in an effort to reduce the amount of gaps and balls present within the fence.

The hedge on old man's bay and café bay courts has been trimmed, and will be maintained in accordance with events to ensure balls can be retrieved easily and still be an attractive hedge~~its correctly maintained and displayed.~~

7.6 . Membership

Nil

7.7 Social Events

Film under the stars evening scheduled for 19.03.2022.

Ben commented that the numbers indicate that the event will highly likely break even.

8. General Business

Subcommittee reports

Committee members were asked to submit subcommittee reports well in advance, so that reports can be sent out with the meeting agenda, allowing ample time for viewing.

Greg stated that if reports are submitted well in advance, only items which require discussion can be attended to, otherwise the report is agreed too.

Next Gen court availability

Greg mentioned that Next Gen had closed all access to tennis courts over the most recent Labor Day (Monday 7th March 2022), when they must be remained open on public holidays. He cited this as a communication error ~~between the club and~~within Next Gen, and that it must be followed up.

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Club Championships

It was noted that very few state league players had entered the Club Championships, despite being a part of their state league contract obligations to play. The issue was noted and with the deadline approaching soon, -it was requested by Julie Martin that Tim ~~stated that~~send individuals' letters ~~would be sent~~ to each members of the state league men's and women's team, ~~with the deadline approaching soon.~~

AGM

The AGM date was set for Wednesday 25 May. Report submission dates to be distributed once previous years documentation have been reviewed, and an agreeable timetable can be set.

Next meeting: Monday, 11 May 2022

Meeting Closed: 8:01 pm

Action Items Arising

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No.	Item No.	Action	Responsible	Date of meeting
1	6	2022 Budget to be amended and finalised.	M Trevaskis	21 February 2022
2	6	Send 2021 TW affiliation fee (invoice) to Next Gen.	M Trevaskis	21 February 2022
3	7.1	Letter to be sent to members Pam and Tim officially recognizing their efforts in supervising semi final and finals.	T Wilkinson / T Wolmarans	14 March 2022
4	7.1	2019/2020 Women's league finalists to be recognised	J Martin	14 March 2022
5	7.1	Tim to contact Next Gen regarding tennis chair contribution to the club.	T Wilkinson	21 February 2022
6	7.1	TOSC Interim guidelines for league player selection to be sent to the committee	J. Martin	14 March 2022
7	7.1	Email to be sent to all members regarding participation in social tennis despite summer league season coming to an end.	J. Martin	14 March 2022
8	7.2	Susan Tay and Mike Staber have commenced background trials of the members log in area and will notify the committee once it is finalised.	S Tay	21 February 2022
9	7.2	Susan to contact Tatum regarding member data base linked to members log in area.	S Tay	14 March 2022
10	7.2	Reminder email to be sent to committee members regarding On the Net content submission,	T Wilkinson	14 March 2022
11	7.3	Tim to contact Peppermint Grove TC President regarding code of conduct layout & and using it as source of inspiration for RKPTC code of conduct.	T Wilkinson	14 March 2022
12	7.3	Darryl to draft a communication policy and player code of conduct to present at the next committee meeting.	D Daisley	14 March 2022
13	7.5	Tim to contact maintenance staff regarding Rose bush maintenance.	T Wilkinson	14 March 2022
14	7.6	Membership record stored on memberships to be updated and cross referenced in accordance with the current Next Gen membership list.	G Jacobs	21 February 2022
15	8	Individual letters to be sent out to all state league members to enter Club Championships as a part of their contracts.	T Wilkinson / T Wolmarans	14 March 2022
16	9.2	Tatum Wolmarans to forward a copy of the letter to Tennis West to team captain.	T Wolmarans / G Jacobs	21 February 2022

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		Tatum to contact TW to retrieve the letter, due to missing Outlook outward correspondence.	T / Wolmarans	14 March 2022
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