

Aylesbury Squash Club Committee Meeting Minutes
DRAFT

Meeting Number: 1 of 6 in 2024

Date: Thursday 22nd February 2024, 7.00pm–8.30pm

Attendees: Jamie Morgado (Chair), James Saker (Secretary), Darren Franklin (Treasurer), Dan Robinson (Club Captain), Ollie Field (Club Coach), Dave Evans (Racketball & Sponsorship), David Tattam (Events), Aidan Turnbull (Events), Dan Kerr (Events), Julia Foster (Women's Squash), Maxine Major (Club Admin).

Actions

Forthcoming meetings:

1. **Maxine** to book the function room for the following dates:
 - Thursday 25th April (CTE meeting number 2)
 - Thursday 13th June (AGM)
 - Thursday 27th June (CTE meeting number 3)
 - Thursday 29th August (CTE meeting number 4)
2. **Jamie** noted that an interim meeting in March is likely needed for quick decision-making. Jamie to decide and cascade responsibilities for the meeting.
3. **Jamie** to pickup conversation with Simon Dennis about discounting the bar for the AGM.

Chairman updates:

4. **Jamie** to circulate minutes (CTE meeting: 23rd November 2023) to members in email and send a WhatsApp announcement pointing to the upload on the website.
5. **Jamie** to change constitution so the only fixed positions are Chairman, Secretary and Treasurer at the next AGM. Jamie to pick up if the Safeguarding role should be a CTE position or not, as this was taken offline during the meeting.
6. **Jamie/ Darren** gained approval to share Q3 quarterly accounts on email with members.
7. **Aidan** to take responsibility for uploading content (incl. CTE minutes) to the website.
8. **Jamie** to retain responsibility on deciding the website domain name (ATSC vs. ASC).

Treasurer

9. **Darren** to write narrative and work with Jamie/ Aidan on publishing the financial breakdown for 2023, that was approved to be shared with members in the CTE meeting.
10. **Darren** – Dave Evans requested visibility of the shared costs that Squash would incur towards the clubhouse.

Secretary

11. **James** to pick-up a lagged action item from the previous meeting, which is to refresh & reissue ASC League rules. CTE decided that they do not require visibility/ approval before being published.

Events

12. **Jamie/ Maxine** to give the Events team access to Mailchimp for sending emails.
13. **David, Dan K & Aidan** to create an events calendar, that includes 5-6 events this year.
14. **Jamie & David, Dan K & Aidan** to communicate to Tom Phipps approval of £3,700 for the Mohamed El Shorbagy vs. Mazen Hesham exhibition, with the provisional date of Friday 31st May. The events team to work to book the venue, set-up the event (pricing & ops) and communicate to members. Work to be conducted with the understanding that we can operate with a 'worst case scenario' loss of £1,000 for the event.
15. **Darren & Maxine** to discuss organizing the 2024 awards night.
16. **Dan Kerr** to take responsibility for the bar monitor being used for promotional purposes.

Ladies

17. **Dan Robinson** to contact Bucks Squash for match/ team scheduling for Racketball.
18. **Dan Robinson** to make a decision on a 3rd Ladies team in August/ September as part of the pre-season captains meeting.

pickup with Simon Townsend and Bucks Squash on stacking ASC home games at the start of the month (all teams) to free up courts for league games. Julia noted that there is a potential for a 3rd ladies team, but this decision will not be made until there is clarity on court usage for members.

19. **Julia** regarding the potential for a professional ladies exhibition, Julia is to circulate the names of the players, associated costs and details of the grant from Bucks Squash.

20. **Julia** to share details from Bucks Squash on the expected funds from the Ladies recruitment drive with Darren.

Sponsorship

21. **Dave Evans** to prioritize court sponsorship moving forward, and to provide a status update in the next meeting.

22. **Dave Evans** to remove expired sponsor placements from courts 2, 3 and 4 by the next meeting.

Budget/ Policy & Maintenance

23. **All CTE members** to think about increasing membership/ court usage costs (Appendix 2) and vote in next meeting.

24. **All CTE** members to think about increasing costs of Pay & Play (Appendix 3), and vote in next meeting.

25. **Maxine** to action the adjustment to the 'guest policy', to cap at 2 guests per calendar year/ per member.

26. **Aidan** to author and publish on the website a 'Guest Policy' that captures the 2 guest limit.

27. **Jamie** to arrange the updating of the clubs honours boards.

28. **David, Dan K & Aidan** to organise the Club Championships this year, and introduce a grading system based on Squash Levels. This means that each entrant will be put into a grade, and if there are not enough entrants, the event will not proceed. The grading system is to be decided by the Events team who will be running the Club Championships this year.

29. **James** to arrange with MMM for multiple solo bookings at the same time of day, to be made not possible for all members.

30. **Maxine** to investigate broken benches in the Ladies changing room, seek a quote for repair, and gain approval for cost (similar to men's changing room).

MINUTES

Housekeeping

1. AGM & Committee Meetings

1.1. Committee meeting minutes from 23rd November 2023 approved to be shared with members.

1.2. Provisional dates for forthcoming meetings in 2024 approved (7pm starts):

- Thursday 25th April
- Thursday 27th June
- Thursday 29th August

1.3. Next AGM – provisionally booked to take place on Thursday 13th June. Jamie to pick-up discounting the bar to encourage attendance.

2. Constitution

2.1 Noted the following 'conflict of interest' clauses #41 #42 #43 should be remembered during this and all meetings.

Committee Updates

3. Chairman

New secretary: James Saker co-opted in as secretary in February 2024, already organized February Leagues and working with MMM on improvements to the system.

3.1. **Availability of minutes:** (AGM, EGM, CTE) uploaded to the website. Jamie to email minutes after each meeting. WhatsApp announcement about CTE minutes on the website for those who have unsubscribed to the email.

- 3.2. **Change to constitution** – Jamie proposed a change to the constitution which includes removing all positions from the CTE structure except Chairman, Secretary and Treasurer. Additional positions to be co-opted onto the CTE by the Chairman. This is ensure that future CTE are not forced to have the same structure. This motion was passed by the CTE, and will be actioned at the next AGM.
- 3.3. **Club split:** Tennis and Clubhouse constitutions have still not been approved by the Sports Club. The Sports Club Committee are down two committee members which is causing delays. Elections due to be held at AGM, which will hopefully help support expediting the process. Financial update consolidated in the Treasurer updates (pt 4).
- 3.4. **Deputy Chair** – a constitutional requirement, and the CTE approved the nomination of Ollie Field.
- 3.5. **Quarterly accounts** – approved by the CTE to be shared with members via email.
- 3.6. **New member strategy** – decision to maintain ‘status quo’ and not introduce additional recruitment sessions and other programs that aim to attract new members, due to court availability. Dan Robinson raised that we could approach Rivets for a rev-share model around shared use of courts for members. Court availability and membership programs to be revisited by the CTE in next meeting.
- 3.7. **Court clocks** – noted thanks to Simon Townsend for installation of the new clocks.
- 3.8. **Website & repository of minutes/ policies** – Aidan nominated as responsible for uploading content onto the website. Noted thanks for Aidan for willingness to step in. Jamie to maintain responsibility for the domain name situation (ATSC vs. ASC).
- 3.9. **Vacancy for social media/ website promotion position update** – no new volunteers. Encourage volunteers to apply, and open it up at the next AGM.
- 3.10. **Vacancy for safeguarding position update & safeguarding matters** – currently no volunteers wanting to take the position, after initial interest for a two members. John Gilmore to maintain interim responsibility until the position is filled.

4. Treasurer:

- 4.1. *{to be shared separately by treasurer, due to revision to Q4 accounts}*

5. Secretary:

- 5.1. **Update on league rules:** James to refresh & reissue the League rules. Autonomy given to James as Lead Admin to publish the rules – direct members to the notice board and website for visibility.

6. Events:

- 6.1. **Various ideas discussed for upcoming events, including:** wooden racket, multi-sports, doubles, 3'4s, racketball, quiz night, poker, darts & meat raffle. Little traction so far with these initiatives. Jamie/ Maxine to give Events team access to Mailchimp for sending emails. DT/ DK/ AT to create an events calendar, that includes 5-6 events this year.
- 6.2. **Exhibition - Mohamed El Shorbagy vs. Mazen Hesham** – approved by the CTE with the estimated cost of £3,700. Noted this is £200 more expensive than the previous exhibition. Estimated date is Friday 31st May. CTE agreed that we can set pricing to run at a worst case scenario loss of £1,000. Approval to be communicated to Tom Phipps who is arranging the players. In addition, there is potentially another event to be organized by Chloe Foster, details to come in next meeting.
- 6.3. **2024 awards night** – Darren and Maxine to organize.
- 6.4. **Bar monitor** - no progress on the bar monitor being used for promotional purposes. Dan Kerr to own driving this forward.
- 6.5. **Club outings to PSA events** – has tax implications but this discussion will take place in the next meeting. No decision made if we progress with this year.
- 6.6. **Chairman's Cup update** – really positive feedback received. Encouragement to do more double-headers next year, and to provide clarity on the payment process for food/ meals. Noted a special thanks to Mr and Mrs Tattam for organizing such a fantastic tournament.

7. Ladies:

- 7.1. **Membership update** – Maxine provided an update that stated we have 57 female members and 6 new joiners since start of the year.

- 7.2. **Ladies team squash update** – Julia explained that both ladies teams are leading their respective divisions. There is a potential for a 3rd team, however concerns were noted about court usage being too blocked. The next step is for Jamie/ Simon Townsend to coordinate a discussion about teams and court usage for next year with Bucks Squash.
- 7.3. **Planned ladies events** – Julia explained there is potential for a professional event with Chloe and Katie + 2 highly ranked players on the 26th May. The cost will be £150 for the lower ranked players, and £300 for the higher ranked players. Julia to pick up with Bucks Squash regarding a grant to cover the cost.
- 7.4. **Update on Bucks sponsorship & ladies recruitment drive** – expecting funds from Bucks Squash, and detail to be sent to Darren.

8. Coaching & Juniors:

Coaches

- 9 Coaches, 1 volunteer & admin support - Impressive size team, doing very well.
- Ciaran & Fraser has joined the team. All compliant on England squash.

Saturday

- 15 booked on at 10am, 14 turn up usually.
- 15 booked on at 9am, 12 turn up usually.
- 2 leaders - 1 potential coach and formal leader via England Squash.
- 7 on the waiting list, 1 new, 4 unfortunately are older children who are beginners and we don't have capacity or an older child beginner group.
- Possible 11-12 am group after easter but would be at a loss to start with as numbers would be low. 1-2 we are hoping can join after half term.
- Term went very well, the focus is on getting them on the court, practicing certain themes (shots, rules, movement, technique), and playing some competitive challenges. We have started up the ladder so we can get a better understanding of the levels and possible rankings for more teams.

Finances

- Sept-Dec Term - £2.55 debit (purchased equipment for the next year)
- Jan-March Term - £286.06 credit (currently mid-term, so not factored in any ad-hoc coach fees and balls)

Junior Team squash

- First team - We came top with Wycombe but still awaiting the final results. The second round is now out and courts are booked.
- More teams - We do need someone to own/coordinate if we are to enter some more teams e.g. Parent volunteers.

Friday - Advanced Group

- 8 in total, 2 new attendees. Saturday Squash is working closely with Simon around juniors progressing

School Squash

- Went well, but took a lot of planning/organising.
- 4 Volunteers - 2 coaches, admin and 1 leader. 13 leaders from the High School. 46 children in total. 8 children from each of Buckingham park, Brill, Bedgrove and Haddenham. 14 from Oak Green.

9. Teams:

- 9.1. **Men's team updates** - 1st team competing for the title. 2nd team on a bad streak. 3rd team doing well in 5th with 2 games in hand, competing for 1st/ 2nd. 4th team 6th in place, suffering with injuries.
- 9.2. **Racketball teams** - Looking to field 3 teams in the summer 2024.

10. Sponsorship and Racketball

- 10.1. **Relaunch of racketball club night** - consulted some players and mixed views.
- 10.2. **Court sponsorship update** - no progress– Dave Evans to priorities moving forward.

11. Media & Marketing:

- 11.1. **Vacant position** - not discussed due to time, rollover to next meeting.
- 11.2. **Support with event photos** – not discussed due to time, rollover to next meeting.
- 11.3. **Recommended multiple Facebook and Instagram admins** – not discussed due to time, rollover to next meeting.

Points of Discussion

12. Budgeting

- 12.1. **Structure of Aylesbury Squash Club / VAT grouping** – previously discussed.
- 12.2. **Clubnight balls:** approval of £120 per annum (£2.30 a ball x 52 balls) – overall approval (OF objected).
- 12.3. **England Squash affiliation changes** - annual: £15 per person paid in subs, increasing to £25 directly with ES) (Appendix 1)
- 12.4. **Membership Subs/ Court Charges** (Appendix 2) – no action now, but for context, the proposal in Appendix 2 is to increase membership and court charge in April 2024 by 13%. Prior to this CTE being formed, there was a 10% increase in membership. This motion will be voted on in the next CTE meeting.
- 12.5. **Pay and Play (Appendix 3)** – increasing costs of Pay & Play to be voted on in next meeting.
- 12.6. **Long term development:** changing rooms/ 5th court - motion at AGM - cash in the main account (£150k) and is to be split. How we decide to invest this will be actioned in the next AGM.

13. Policy

- 13.1. **Ball Policy: 1-dot vs. 2-dot in league play** – CTE agreed to follow the recommendation discussed in the meeting: *It is the players' decision which ball they will use in their league match. However, on the odd occasion when a disagreement occurs, the default is a 2-dot ball for those in leagues 1-13, and a 1-dot ball for those in leagues 14+.* The CTE also agreed that autonomy of league rules sits with the League Administrator as he/ she is the person who deals feedback/ complaints.
- 13.2. **Refer a Friend: RAF policy for 2024/25** – to remain unchanged.
- 13.3. **Guest Policy: agree policy for 24/25** - approved to cap the number of guests to two per calendar year.
- 13.4. **Club Championships - winners playing in same draw** – vote by the CTE decided that the Club Championships in 2024 will introduce a grading system based on squash levels. This means that each entrant will be put into a grade, and if there are not enough entrants, the event will not proceed. The grading system is to be decided by the Events CTE members who will be running the Club Championships this year. Jamie to pickup updating the honour boards in the club that are currently out of date.
- 13.5. **Solo booking twice at once** – James to arrange with MMM for solo booking at the same time of day, to be made not possible for all members.

14. Maintenance

- 14.1. **Roofing issues** - In-hand and people are working on it. Simon Denis and Simon Townsend are working on a solution.
- 14.2. **Court maintenance** - Appendix 6 - £3.2k to maintain courts 3 & 4. Darren to look at costs and create maintenance schedule & remedial work.
- 14.3. **Men's changing rooms** - benches and skylight - Men's fixed. Ladies issues not reported – to be actioned by Maxine.

15. Misc.

- 15.1. **New member onboarding email to invite players to leagues** – not discussed, to be taken offline.

Items not discussed and to be added to the next agenda

- New water fountain within courts 1-4, accessible without a key-fob for players playing.
- Men's manual ladder in the corridor to be actioned.

4. APPENDIX

Appendix 1: England Squash

PLAYER MEMBERSHIP CATEGORY	DIGITAL - Free	SUPPORT - £10	PLAY - £15	COMPETE - £25	YOUTH - £15
Exclusive content and communications from England Squash and our partners	✓	✓	✓	✓	✓
Access to digital tools supporting players and fans	✓	✓	✓	✓	✓
Early access to tickets for major PSA events in England and British National Championships		48 hour pre-sale	48 hour pre-sale	48 hour pre-sale	48 hour pre-sale
Discount on early round tickets at PSA events in England as well as the British National Championships		✓	✓	✓	✓
Access to digital version of Squash Player Magazine		✓	✓	✓	✓
Up to 20% off fees re-invested in local grassroots squash		✓	✓	✓	✓
Discount on squash equipment at PDH Sports		10%	10%	10%	10%
Access to exclusive deals at PDH Sports for England Squash members		✓	✓	✓	✓
A tree planted for every member		✓	✓	✓	✓
Access to exclusive competitions and money-can't-buy experiences		✓	✓	✓	✓
Up to £10 million of public liability and personal accident cover			✓	✓	✓
County league eligibility (category determined by county/league)			✓	✓	✓
Free pack of three Dunlop balls (with any £15 purchase of Dunlop equipment at PDH Sports)			✓	✓	✓
Eligibility to play in England Squash competitions, take part in England Squash Talent Pathway squads and appear on the England Squash Rankings (juniors only)			✓	✓	✓
Discount on World Squash Officiating (WSO) refereeing courses			20%	20%	20%
Access to World Squash Officiating (WSO) member workshops			✓	✓	✓
Discount on Squash Player Magazine (paper copy)			25%	25%	25%
Discount on the Racketpal Premium subscription			50%	50%	50%
Introductory discount on SQUASHTV passes (new subscribers only)				70%	70%
SQUASHTV discount for renewing/existing subscribers				50%	50%
Access to archive SQUASHTV content				✓	✓
Access to Diamond Club rewards and discounts scheme				✓	✓

Appendix 2: Membership Subs/ Court Changes

Club	Cts	Adult	Family	Junior	Courts OP	Courts P	Annual + 60 Cts	Price P Ct
Gerrards Cross	2	£ 140.00	£ 185.00	£ 35.00	£ 3.00	£ 4.00	£ 260.00	£ 130.00
Beaconsfield	5	£ 348.00	£ 558.00	£ 102.00	£ 5.40	£ 6.00	£ 528.00	£ 105.60
Holmer Green	3	£ 216.00	£ 340.00	£ 80.00	£ 5.00	£ 6.00	£ 396.00	£ 132.00
Tring	4	£ 170.00	£ 300.00	£ 47.00	£ 2.70	£ 4.00	£ 290.00	£ 72.50
Wycombe	5	£ 360.00	£ 588.00	£ 132.00	£ 7.00	£ 8.00	£ 600.00	£ 120.00
Thame	5	£ 600.00					£ 600.00	£ 120.00
Berko	6	£ 263.00		£ 53.00	£ 5.00	£ 6.00	£ 443.00	£ 73.83
Rivets	3	£ 103.00	£ 190.00	£ 50.00	£ 3.50	£ 3.50	£ 208.00	£ 69.33
Total	33	£2,200.00					£ 3,325.00	
Average			£ 360.17	£ 71.29	£ 4.51	£ 5.36		£ 100.76
Aylesbury	4	£ 180.00	£ 396.00	£ 60.00	£ 3.00	£ 5.00	£ 330.00	£ 82.50
Aylesbury	5	£ 180.00	£ 396.00	£ 60.00	£ 3.00	£ 5.00	£ 330.00	£ 66.00
Proposal		113%						
Aylesbury	4	£ 204.00	£ 432.00	£ 72.00	£ 3.50	£ 5.50	£ 369.00	£ 92.25
Aylesbury	5	£ 204.00	£ 432.00	£ 72.00	£ 3.50	£ 5.50	£ 369.00	£ 73.80
Price Per Month		£ 17.00	£ 36.00	£ 6.00				
Current Per Month		£ 15.00	£ 33.00	£ 5.00				
% Increase		13%	9%	20%				

Other Squash Memberships	Midweek	Student	Cohab	Country
Current	£ 9.00	£ 9.00	£ 26.00	£ 7.00
Proposed	£ 10.00	£ 10.00	£ 30.00	£ 8.00
	11%	11%	15%	14%

Current Combined Memberships	Adult	Cohab	Family	Best of Both
Joining Fee	£ 20.00	£ 35.00	£ 35.00	£ 20.00
Membership	£ 36.00	£ 63.00	£ 76.00	£ 22.00
Membership Annual	£ 432.00	£ 756.00	£ 912.00	£ 264.00
Squash Old	£ 180.00	Propose Cancel Member Categories		
Tennis Old	£ 360.00			
Squash %	33%			
Squash £	£ 144.00			
Squash Charge pm	£ 12.00			
Tennis £	£ 288.00			
Tennis Charge pm	£ 24.00			
Proposal				
Setup New Category Squash and Tennis Membership	£ 13.00			
Advertised Price	£ 37.00			

Appendix 3: Pay and Play

Pay and Play	Membership	Current Court Cost PP	2 Courts (PP Fee)	4 Courts (PP Fee)	Total	Less VAT
Pay and Play	£ -	£ 5.00	£ 10.00		£ 10.00	£ 8.00
Adult Membership	£ 15.00	£ 2.50	£ 5.00		£ 20.00	
Pay and Play	£ -	£ 5.00		£ 20.00	£ 20.00	£ 16.00
Adult Membership	£ 15.00	£ 2.50		£ 10.00	£ 25.00	
Proposal						
Pay and Play	£ -	£ 7.50	£ 15.00		£ 15.00	£ 12.00
Adult Membership	£ 17.00	£ 2.75	£ 5.50		£ 22.50	
Pay and Play	£ -	£ 7.50		£ 30.00	£ 30.00	£ 24.00
Adult Membership	£ 17.00	£ 2.75		£ 11.00	£ 28.00	

Appendix 4: Court Maintenance

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Removal of ball and racket marks using machine and plaster sensitive chemicals - court 4	1.00	750.00		20%	750.00
Repair and paint playwalls using England Squash approved paint - court 3	1.00	895.00		20%	895.00
Sand and re-mark floor to 60grit finish - courts 3 & 4	2.00	350.00		20%	700.00
Patch repairs to side walls - note that new plaster will be whiter than old plaster and this repair does not guarantee against future damage to the front wall - up to 35cm2. - court 3	1.00	350.00		20%	350.00
Glue edge boards - court 1	1.00	50.00	50.00		0.00
Subtotal (includes a discount of 50.00)					2,695.00
TOTAL VAT 20%					539.00
TOTAL GBP					3,234.00