

**Aylesbury Squash Club Committee
Meeting Minutes**

Meeting Number: 2 of 6 in 2024

Date: Thursday 25th April 2024, 7.00pm–8.30pm

Attendees: Oliver Field (Chair), Darren Franklin (Treasurer), James Saker (Secretary), Dan Robinson (Club Captain), Dave Evans (Racketball & Sponsorship), David Tattam (Events), Aidan Turnbull (Events), Julia Foster (Women's Squash)

MINUTES

Housekeeping

1. AGM & Committee Meetings

- 1.1. CTE meeting minutes from 22nd February 2024 - comments/ feedback was requested and received before the meeting, and therefore is approved to be shared with the members.

Committee member updates by person - summary of progress since last meeting & actions completed, carried forward and new for the next period (Appendix 11/ Master Spreadsheet)

1. Chair - Oliver Field:

Junior Squash:

- Term planning/coaching schedule April to July, ordering stock, chair meetings, finance planning and books/tracking. Working with Maxine around admissions and adjusting groups.

Chairman:

- Chairmans emails, preparation for meetings, input into main committee conversations around squash, working/meeting with other chairs, linking up with Maxine around tasks and supporting work for squash. Learning about systems, who does what, how things run. Created poster for members to subscribe to email and WhatsApp groups. Attended meetings around actions/activities already in progress from before I was chair. Housekeeping for Whatsapp, emails. Sending emails, creating polls to support events etc.

Squash Coach:

- Coaching sessions for Ladies Squash and Junior Squash.

2. Secretary - James Saker:

- Created and sent the minutes from the previous meeting (22nd Feb) to be published.
- Created and published the league rules.
- Managed the box leagues for Squash, Ladies and Racketball for March and April.
- Met with the Chair and created the agenda for the current meeting (25th April).

3. Treasurer - Darren Franklin:

- Managed the club accounts, and currently in the middle of finalising Q1.
- Provided support for the club split from a financial perspective.

4. Events - David Tattam:

Chairman's Cup – Oct 2023 to March 2024

- Originally planned for 6 teams but added an extra team due to increased interest.
- Fitted games into 21 Friday's, including 1 double header which due to team co-operation resulted in a highly successful evening for all!
- The final was between Dragons and Hawks, won by the Dragons, and was a well attended evening.
- Great feedback from all participants. Improvements for next year:
 - Clarity on replacements
 - Clarity on payments for meals
 - If there's interest, allow more teams and do more double-headers

Club Championships 19th – 21st April 2024

- Entrants Analysis – 56 Entrants
- 51 Games were played
- Turnout was excellent – all games had supporters. Top seeds were a big draw. Up-to-date communications and advertising helped.
- Organisation: Set up was good. Everything worked as planned. Great turn out for the finals. Music helped the atmosphere.
- Thanks to Oli for his support all weekend.
- Thanks to Aidan for organising the trophies.
- Thanks to the bar staff for opening for the finals evening.
- As audience numbers are increasing - A way of displaying, or just better communication of what's on now/coming up for the audience would be good for next year.

Quiz Night – 11th May 2024

- Next Quiz Night is Saturday 11th May.
- Previous quizzes well attended and great feedback received (especially about the snacks!).
- Advertising to go out Monday.
- Teams have signed up already but more would be nice!

5. Events - Aidan Turnbull

- Uploaded the leagues rules onto the website.
- Currently organizing the Red Dot tournament in August.
- *Action:* uploaded minutes from the previous meeting (22nd Feb) onto the website.
- *Action:* gather all trophies as many are currently in possession of previous winner.
- *Action:* organize engraving of the club championships and chairman's cup trophies.
- *Action:* discuss with Brian Leyton the engraving of the honours boards.
- *Action:* share personal boiler contact with Maxine.
- *Action:* arrange a quarterly distribution of the e-newsletter covering topics such as the clubs championships, team performance, ladies etc.

6. Club Captain - Daniel Robinson:

- Arranged the Racketball teams for the current season (x3 in Div 1, x1 in Div 2).
- Organized the shirts for the Racketball 2nd team and the shirts for the exhibition.
- *Action:* arrange meeting with captains for next season to discuss captain/ team selection, fixtures etc.

7. Ladies - Julia Foster:

- Captained Ladies 1st team
- Supported club championships by communicating with ladies members
- Continually encourages ladies to join the club
- *Action:* present plan to the committee (format for tournament etc.) for a Ladies tournament that has been previously approved by the ladies steering committee.
- *Action:* explore an end of season social for teams, with Dan Robinson to support.
- *Action:* provide a proposal for an additional Ladies team, that considers impact to the club (court capacity etc.). Item to be on agenda for next meeting.

8. Sponsorship/ Racketball - Dave Evans:

- Shared proposed rate card for sponsorship and spoken to local companies but no leads yet.
- Aiming to have sponsors on courts 2-4. Milwaukee set to expire soon (1Y agreement)
- *Action:* DE will take offline the Racketball club championships.

9. Club Admin - Maxine Major (not in attendance):

- On the committee as a non-voting member due to role at the club, to be included in all online/offline conversations and input into decisions. No update is required - updates will be provided in appropriate sections.

General Committee Updates / Health Check

10. Committee Members and Volunteers

- OF pleased with progress as the previous Chair (Jamie) did a good job handing over.
- OF noted there are multiple volunteer coaches (non-CTE) who support the club. OF brought 'discounted' or 'free' membership for volunteers based on a threshold of the numbers of hours given on a monthly basis to the table. OF, JS and AE vocally in favour on the idea, DE and DF objected.
 - *Action:* all CTE members to input into the volunteer log and estimated hours spent. Item to be included on the next agenda to see how we can reward/acknowledge our volunteers.

11. Courts, Walls & Facilities (Appendix 4)

- Water tanks: Isolated leaking tank 1, quote for the fix is a considerable amount and would require wider club approval, other quotes would be beneficial.
- Corridor: Water marked, unable to be cleaned, replacement of carpet tiles will be needed, Maxine looking into options but will wait until water tank fixed or it will re-strain if leak occurs again.
- Roof: Company who fixed Skylight coming back for court 3&4 roof repairs, this will be done in Summer before the winter, then internal roof will be repaired.
- Carpets in bar area: Due to be getting deep clean.
- Courts:
 - i. *Action:* Voted all CTE members in favour of DE to action immediate maintenance schedule found in Appendix 4.
 - ii. *Action:* DE to circle back with a proposed regular maintenance schedule.

12. Finance

- DF explained that every entity now has its own bank account. Squash are still due to pay tennis costs from January.
- DF explained that that has been an agreed cost split between, 1) Squash, 2) Pavilion, and 3) Tennis that will be implemented from Q1.
- *Action:* OF to discuss with Simon Dennis how the Squash CTE can have visibility and feed into the plan for the maintenance/ upkeep of shared areas. Certain areas noted in the meeting, 1) Outside signage rotting/ out of date, 2) Changing room decay, 3) General decor of the clubhouse in the bar/ function area.
- *Action:* CTE approved the accounts DF presented to be published..

13. Safeguarding

- Currently Safeguarding Officer is John Gilmore but would like to stand down ASAP.
- *Action:* AT to advertise role in newsletter.

14. Events incl. Exhibitions

- DT explained that a rolling 6-month events calendar has been created (Appendix 12)
- *Action:* DT to upload the 6-month events calendar onto the 'master' google doc.

15. Ladies

- JF explained that the Ladies 1st team won the League, the 2nd team came 2nd. Both teams will be promoted next season.

16. Coaching

- OF noted there is no Men (or Men & Mixed) coaching sessions, and this has resulted in the Male membership cohort being underserved compared to Ladies and Juniors.

17. Leagues

- JS explained that the leagues are in good health, with 96 people in the Open, 35 people in Racketball and 19 in Ladies this month (April).

18. Juniors

- Running well with 31 Juniors booked on, maximum 32. Juniors on the waiting list are unable to attend due to not having the right capacity at the appropriate level. We are looking at running a single court at 11am-12am to help flex it a little, subject to coaches being available and shifting things around.
- All coaches have relevant checks and qualifications for their role (appendix 13).

19. Team Squash

- *Action:* Aidan talking to Bucks Squash about fixture scheduling, as this season had inconsistent and often long delays between matches.

20. Team Racketball

- DE explained that the season has started and going well. No action.

21. Website and Court Booking Systems

- OF explained that an inexpensive backup router is being installed to ensure that if the internet does go down, the MMM booking system will stay online.

22. Sponsorship

- Topic covered in previous section.

23. Media & Marketing

- *Action:* AT to include advertisement of the social media officer in the newsletter.
- *Action:* OF to discuss creating a landing page for the different entities on the website with Dave Herron.

Specific Discussion Points (if not covered in earlier sections)

24. Committee values & behaviors (Appendix 6) - Oliver Field

- No comment.

25. Committee Master Spreadsheet - Oliver Field

- No comment.

26. Roles, duties and volunteering acknowledgments - (Appendix 8) - Oliver Field

- No comment.

27. Subscriptions and court fees (Appendix 2) - Darren / Oliver Field

- CTE approved a 5% increase on membership subscriptions (excl. court usage) from 1st May.

28. England Squash membership - (Appendix 1) - Oliver Field

- Waiting for communication from England Squash.
- Agenda item next time – reduce cost of membership based on England Squash membership increase.

29. Mailchimp & template (Appendix 9) - Oliver Field - ideally need projector

- Dan Robinson to own event MailChimp promotions for events (OF to train DR).

30. Pay and play prices (Appendix 3) - Oliver Field

- No action.

31. New court “next step” from architect and potential spend (Appendix 5) - Oliver Field

- DF of the opinion we should not pay for plans without knowing estimated full cost.
- JF speak to Heidi about ballpark cost of building a court.

32. Aylesbury Squash Open 2024 (Appendix 7) - Chloe Foster

- The motion was not approved based on the benefit to membership being unclear, unclear running model (externally managed event or club managed event) and there being no plan from a financial perspective.
- JF made clear that Chloe Foster is to claim any profit from the event for herself instead of a rev-share or contribution back to the club.

- *Action:* JF to relay feedback to Chloe Foster.

33. Clubnight - club's position on playing racketball - feedback from member - Oliver Field

- CTE approved that Racketball can be played on clubnight, if both players are inclined to do so.

34. Member complaint to England Squash (squash balls) - Oliver Field

- OF explained that he had spoken to the member, and no action is required. The CTE will review England Squash's recommendation once it is published.

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

Appendix 5: Architect Proposal

- N/A - draft/unapproved document

Appendix 6: Committee Values

Committee Values	
Give other the option to complete tasks when convenient for them	All request to club admin should be emailed to gm@aylesburytennisandsquash.com to be picked up the next working day. Committee members should notify other in advance if they need any support from another member, and should be done in advance.
Respect others time and lives	WhatsApp should be kept to a minimum e.g. arranging meetings, votes, distributing information (any emergencies that may cause harm or significant financial loss) Things that are not allowed:- offloading problems, raising new issues, escalating anything due to your lack of planning/organisation
Lets committee members enjoy being at the club and playing the sport	No committee (non social) discussions at the club unless pre agree by both parties beforehand
Make the committee effective and efficient	Do not suggest anything you are not willing or have time to do yourself, asking for help is fine as long as you are leading. Give expected completion date for anything you have offered to do, this then allow others to take on the task if you have not been able to complete it
Be respectful to each other	We are all different, make an effort to understand others, how they communicate, accept their opinion, voice any concerns direct to them and not others. Personal remarks, judgement, swearing at others, or in front of juniors is not accepted and you will be removed from the committee immediately. We all make mistakes, we all have bad days, get Hangy, be flexible. Lets each other have time to voice our opinions, agree to disagree at times.
Be clear with other members	Ideally do not deal with things on the spot when members enquire, ask all members to email committee group/email or club email

Appendix 7: Squash Open - Chloe Foster


- N/A - draft/unapproved document

Appendix 8: Role and Duties

- N/A - draft/unapproved document

Appendix 9: Mailchimp footers for longstanding items

[View this email in your browser](#)



Drop Content Blocks Here

Title

Dear xxxx

AT&S Committee

Who Plays the pro? Your chance to VOTE!

Vote for the lucky club player to take on the world-class players

The next Club Champion will take on Mohamed along with another selected club player to play against one of the pros. But who?

Three club players have been selected by the team arranging the Exhibition. Please vote for the player below who you think should be offered the opportunity to play a world-class player (simply click on the link below to submit your vote. One vote per member).

Please [CLICK HERE](#) to vote

Professional Exhibition - 31st of May
Mohamed El Shorbagy vs Mazen Hesham
Tickets will be available from Friday 26th

We have some exciting news, we have Mohamed El Shorbagy and Mazen Hesham coming to Aylesbury Squash Club on Friday 31st of May. Adult tickets will be £25 and Junior tickets will be £10, this will start at 7pm. It will be a really special & busy night, with a raffle, loads of goodies, food from Dave Berry and other entertainment. Thanks to Tom, Daniel, Aidan, Simon's & Darren/Dave for driving this forward and creating the opportunity.

As with previous events, you will be able to purchase in MMM in the pre-pay event sections. Tickets will be available from Friday 26th. Please use the link below to purchase.

[CLICK HERE TO SEE TICKETS AVAILABLE via MMM](#)

Junior Squash

Aylesbury has 20-30 juniors who attend our Saturday junior squash each week ranging from 5 to 16 years old.

The majority of juniors are members of the club and several of the advanced juniors integrate with adult club players and play in the mixed leagues.

Please contact us via gm@aylesburytennisandsquash.com or/ or subscribe to our mailing list for further information:
<https://www.aylesburytennisandsquash.com/jss>

Appendix 10: shared costs that Squash would incur towards the clubhouse

2024 SHARED COSTS - DRAFT

Vendor	Category	Frequency	Expiry	Paid By	Comment	Currently Paid By	To Be Paid By	Clubhouse %	Squash %	Tennis %	Annual Cost	Clubhouse	Squash	Tennis	Total
											£	£	£	£	£
BT	TV	Monthly		DD		Main	Main	100%			2,467	2,467	0	0	2,467
Virgin	Internet	Monthly		DD		Main	Main	100%			684	684	0	0	684
Sky	TV	Monthly		DD		Bar	Main	100%			4,055	4,055	0	0	4,055
S.Townsend	TV	Monthly		DD		Main	Main	100%			84	84	0	0	84
KCL	Cleaning	Monthly		Bank		Main	Main	50%	25%	25%	14,097	7,049	3,524	3,524	14,097
Pozitive	Elec General	Monthly		DD	General	Main	Main	50%	30%	20%	12,183	6,092	3,655	2,437	12,183
Pozitive	Elec Courts	Monthly			Courts if ki	Main	Main			100%		0	0	0	0
Total Energies	Gas	Monthly		DD		Main	Main	20%	60%	20%	7,600	1,520	4,560	1,520	7,600
T.Woodgate	Main'ce clubhouse	Ad Hoc		Bank		Main	Main	100%			640	640	0	0	640
Lamps	Main'ce clubhouse	Ad Hoc		Bank		Main	Main	100%			968	968	0	0	968
TMV	Window Cleaning	Monthly		Bank		Main	Main	50%	25%	25%	1,200	600	300	300	1,200
Oak Park Alarms	CCTV & Alarm Main'ce	Annual	30/04/2024	Bank		Main	Main	100%			780	780	0	0	780
MMM licence		Annual		Bank		Main	Main		90%	10%	1,500	0	1,350	150	1,500
Admin	Payroll Bureau	Monthly		Bar		Main	Main	100%	0%	0%	1,080	1,080	0	0	1,080
B.Lane	Main'ce clubhouse	Ad Hoc		Bank		Main	Main	100%			662	662	0	0	662
Venues4Hire	Advertising	Annual		Bank		Main	Main	100%			180	180	0	0	180
Loorolls	Consumables	Ad Hoc		Bank		Main	Main	100%			1,224	1,224	0	0	1,224
Onebill	Phone	Monthly		DD		Main	Main	100%			467	467	0	0	467
John Picollo	Boiler service	Annual		Bank		Main	Main	100%			80	80	0	0	80
Zenith Hygiene	Sani bin rental	Annual		Bank		Main	Main	100%			181	181	0	0	181
Aylesbury Fire System	Fire Alarm Service	Quarterly		Bank		Main	Main	100%			199	199	0	0	199
Admin Share	Wages	Monthly		BACS		Bar	Bar	33%	33.3%	33.3%	14,233	4,740	4,740	4,740	14,219
											64,565	33,751	18,129	12,670	64,551
Tennis Specific															
Pozitive	Utilities	Monthly		DD		Main	Tennis			100%	5,388	0	0	5,388	5,388
Replay	Main'ce tennis	Monthly		Man		Main	Tennis			100%	5,173	0	0	5,173	5,173
Notes															
Originally Gas 50% Clubhouse 25% Sections. Heaters for squash are gas so need to skew gas towards squash															

Appendix 11: Key Action Items from Previous Meeting {22/02/24}

No	Date	Target Date	Description	Action Sour	Assigned to	Supported	Area	Status
1001	22/02/24		Forthcoming meetings: Maxine to book the function room for meetings (listed above)	Committee	Maxine		Overall/ Maintenance	Closed
1002	22/02/24		Handover website uploads: Aidan to upload content (incl. CTE minutes) to the website.	Committee	Aidan		Overall/ Maintenance	Open
1003	22/02/24		Guest policy: Aidan/ Maxine to publish on the website a 'Guest Policy' that incl. 2 guest limit.	Committee	Aidan		Overall/ Maintenance	Open
1004	22/02/24		League rules: James pick-up a lagged action to refresh & reissue ASC League rules.	Committee	James Saker		Overall/ Maintenance	Complete
1005	22/02/24		MMM solo booking: James to request multiple solo bookings at the same time to be removed on MMM.	Committee	Oliver Field		Overall/ Maintenance	Open
1006	22/02/24		Ladies changing room: 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).	Committee	Maxine		Overall/ Maintenance	Open
1007	22/02/24		Racketball: Dan Robinson to contact Bucks Squash for match/ team scheduling.	Committee	Dan Robinson		Overall/ Maintenance	Open
1008	22/02/24		2023 financial breakdown: Darren to write narrative and work with Chair/ Aidan on publishing the financial breakdown for 2023.	Committee	Darren		Treasurer	Open
1009	22/02/24		Clubhouse costs: Darren - Dave Evans requested visibility of the shared costs that Squash would incur towards the clubhouse	Committee	Darren		Treasurer	Open
1010	22/02/24		Calendar: David & Aidan to create an events calendar, that incl. 5-6 events this year.	Committee	David	Aidan	Events	Open
1011	22/02/24		Male Exhibition: David & 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.	Committee	David		Events	Open
1012	22/02/24		Female Exhibition: Julia regarding the potential for a ladies exhibition, Julia is to circulate the names of the players, associated costs and details of the grant from Bucks Squash.	Committee	Julia Foster		Events	Open
1013	22/02/24		2024 awards night: Darren & Maxine to discuss organizing the 2024 awards night.	Committee	Darren	Maxine	Events	Open
1014	22/02/24		New sponsors: Dave Evans to prioritize court sponsorship moving forward, and to provide a status update in the next meeting.	Committee	Dave Evans		Sponsorship	Open
1015	22/02/24		Remove old placements: Dave Evans to remove expired sponsor placements from courts 2, 3 and 4.	Committee	Dave Evans		Sponsorship	Open
1016	22/02/24		Ladies 3rd team: 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.	Committee	Dan Robinson		Ladies	Open
1017	22/02/24		Ladies recruitment drive: Julia to share details from Bucks Squash on the expected funds from the Ladies recruitment drive with Darren.	Committee	Julia Foster		Ladies	Open
1018	22/02/24		Jamie to pickup conversation with Simon Dennis about discounting the bar for the AGM.	Committee	Previous Chair		General / Committee	Cancelled/Closer
1019	22/02/24		Jamie to circulate minutes (CTE meeting: 23rd November 2023) to members in email.	Committee	Previous Chair		General / Committee	Cancelled/Closer
1020	22/02/24		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.	Committee	Previous Chair		General / Committee	Cancelled/Closer
1021	22/02/24		Jamie/ Darren gained approval to share Q3 quarterly accounts on email with members.	Committee	Previous Chair	Darren	Treasurer	Unknown
1022	22/02/24		Jamie to retain responsibility on deciding the website domain name (ATSC vs. ASC).	Committee	Previous Chair		General / Committee	Deferred
1023	22/02/24		Jamie/ Maxine to give the Events team access to Mailchimp for sending emails.	Committee	Previous Chair	Maxine	Administration	
1024	22/02/24		Dan Kerr to take responsibility for the bar monitor being used for promotional purposes.	Committee	Dan Kerr		Events	
1025	22/02/24		Jamie to arrange the updating of the clubs honours boards.	Committee	Previous Chair		General / Committee	Unknown
1026	22/02/24		Jamie - all CTE members to think about increasing membership/ court usage costs (Appendix 2) and vote in next meeting (Appendix 2).	Committee	All		General / Committee	Open
1027	22/02/24		Jame - all CTE members to think about increasing costs of Pay & Play (Appendix 3), and vote in next meeting.	Committee	All		General / Committee	Open

Appendix 12: Events Calendar

Rolling Calendar															
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Lead
Chairmans Cup	Fri eve														DT
Club championship (Squash)	Fri / Sat / Sun														TBA
Club championship Racketball	Sat / Sun														DE
Red-spot / Wooden racket	Sat/Sun														AT
Quiz nights	Sat eve														DT
Pink dot	One day?														SD
Exhibition Match (1 evening - availability dependant)															TP

Appendix 13 –Coaches

<input type="checkbox"/>	↕ Name / Email	↕ DBS	↕ Safe-guarding	↕ First Aid	↕ Paid coach membership	↕ Coach status
<input type="checkbox"/>	Simon Dennis	✓	✓	✓	✓ Active	✓ Valid
<input type="checkbox"/>	David Evans	✓	✓	✓	✓ Active	✓ Valid
<input type="checkbox"/>	Oliver Field	✓	✓	✓	✓ Active	✓ Valid
<input type="checkbox"/>	Saffron	✓	✓	NA	✓ Active	✓ Valid
<input type="checkbox"/>	Russell Floutier	✓	✓	NA	✓ Active	✓ Valid
<input type="checkbox"/>	Julia Foster	✓	✓	NA	✓ Active	✓ Valid
<input type="checkbox"/>	Fraser Mathews	✓	✓	NA	✓ Active	✓ Valid
<input type="checkbox"/>	Ciaran	✓	✓	NA	✓ Active	✓ Valid
<input type="checkbox"/>	Simon Townsend	✓	✓	✓	✓ Active	✓ Valid