

## Action from Ickleford Squash meeting

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Attended: Kev Waring, Helen McAndrew, Charley Springett, Lucy Springett, Rich Brown, Rick Loveday, Tom Archer, Keith Hooton

Kev waring to conduct the cleaning 2 x a month, payment of £20 to be paid into account or tokens.

Advert has been placed in the Comment via the Hitchin initiative , Hitchin and Ickleford town halls. Offer of two free lessons for each new member.

48 current members down from 68.

Court usage was discussed and during peak time the courts are being used to a reasonable level. However outside of these times then these courts are not being used that much.

Break into two groups to form membership and finances this was agreed by the group.

Helen McAndrew offered to lead the finances group.

Keith Hooton

Kev Waring

Tony Dean

Charley Springett

Neil Miller offered to lead the membership group.

Sarah Wilkinson

Tom Archer

Lucy Springett

Rich Brown

Rick Loveday

Report back 1st week in December

## Actions

Kevin to contact James re Club website. Complete.

Keith to send email with update to all members. Complete email sent

Keith to produce a profile on membership usage of the courts. Complete stats set

## Action from Ickleford Squash meeting

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Attended: Kev Waring, Helen McAndrew, Lucy Springett, Rich Brown, Rick Loveday, Keith Hooton

Apologies: Tom Archer, Charley Springett

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Helen gave an overview of the work of the finance team work. Full update on the slack channel.

Keith explained the cost of the maintenance for the next 20 years and the forecast for the next year. Total spend of £8,081, Maintenance £1,556. Total income £9,534. Predicated loss of £103.

Keith went through the projected options with the best option to increase membership by 10 people. Full details are on the Slack general channel.

Helen went over the costs for the clubs in the local area and it was agreed that we should align to the nearest clubs and ensure that we do not price ourselves out of the market. It was agreed that the options would be pushed out to the wider squash club to understand what the options are.

Discount for Jan Health drive, 3 months membership for £20.

Create buddies for new members all attendees agreed to be buddies.

Rick talked through the proposed improvements details can be found on the slack channel.

Neil talked through the social aspects and what the plan was to improve funding. 3 events to be arranged.

Improve the balcony in the near future to make it more attractive.

Lucy talked about the website design this is to be further discussed as the code behind the original website. Create twitter and instergram feeds and also improve the existing facebook page.

It was mentioned for a open day in Jan 20th in line with the ladies squash, Feb 17 club night and Mar 17 in line with the ladies squash attendees to return dates to neil

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### Actions

Finance team to work out the going cost for a 1/3 of the tin.

Tuesday, 12 November 2019

Finance team to discuss with Muddy lane about the use of the courts.

Keith to circulate the rates from the other clubs.

Finance to charge for ladies and junior training and to encourage them to join.

All to review the questions on slack by Sunday.

Create a maintenance day to uplift the balcony

Is there a role for internal comms how will it be conducted single person or joint access to be discussed.

All to submit dates to neil for open day by cop Fri 7th Dec

Marketing team to create poster using template

Next meeting Planned for 7 Jan @ 1930

## Action from Ickleford Squash meeting 7 Jan 2019

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Attended: Kev Waring, Helen McAndrew, Lucy Springett, Rich Brown, Rick Loveday, Keith Hooton, Tom Archer, Tony Dean

Apologies:, Charley Springett

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Lucy and Keith to redesign the web page with suggestions from the wider committee. Website to go live in a week if possible, it was noted that it would not work with IE 10 or earlier.

The committee talked through the questions for survey and agreed on 12 questions, Neil agreed then to take this forward and update within 2 weeks

It was discussed that the notice boards would be updated and this would be led by Tom. No date set.

Create home of squash painting of balcony on Friday. It was agreed to be white.

We talked about the cost of booking courts and it was agreed that it would be discussed out of committee with Helen and Lucy leading on it.

It was discussed that a new email address would be created for new members to contact and this would be accessed by Neil and Keith.

Tony agreed to look into the cost of advertising on the tin of the court and it was agreed that 1/3 of the tin would be £200.

### **Actions**

All Members to feed into Keith and Lucy on suggestions for the website.

Kev to ask James for an editable poster.

Kev to email Steve King re intent to join.

Lucy and Helen to add Ickleford squash club on the Hitchin facebook page.

Canvas in Hitchin on Saturday 12 Keith, Rich and Neil.

Neil to create the poster and the template to be sent from Kev and Keith.

Lucy to create a WhatsApp group for the committee

## Action from Ickleford Squash meeting 20 May 2019

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Attended: Kev Waring, Helen McAndrew, Lucy Springett, Rick Loveday, Keith Hooton, Tom Archer, Tony Dean

Apologies:, Charley Springett, Rich Brown, Sarah Wilkinson

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Actions were reviewed and agreed, updates and outstanding actions placed on Slack.

It was discussed and agreed 6 free training sessions for ladies and a further £30 per year for those that only play on a Sunday. Names to be captured and tracked.

Mens training was discussed and no further detail was provided. Question would be added to the survey

Keith to buy a laminator agreed by committee

AGM date agreed for the 3 Oct 19

It was agreed that Kev would work with Tom on organising the comps.

Keith went through the list of funds and the balance of the club funds. Looking very strong and stable with a forecast of £7k in the bank.

Next meeting is Mon 8 Jul

Neil went through the survey and in was in agreement that it was good and could be sent to all members

### Action

Tom to speak to Harvey and work out the best option for displaying trophies.

Rich to discuss and circulate the option for a 1 up and 1 down for the top league.

Helen to speak to Rich about supporting Patron day. What stand can we run

Keith to find date of Fit feast and circulate.

Rick to produce a list of upgrades for the facilities to support improvements to the squash club.

Helen, Rick and Keith to provide a list of what needs to be upgraded/worked on to improve the facilities.

Neil to provide a list of all the trial members to all on committee.

Tuesday, 9 July 2019

Neil to provide a date for the next open day.

Kev to canvass Shefford for new members.

## **Action from Ickleford Squash meeting 9 Jul 2019**

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Attended: Kev Waring, Lucy Springett, Keith Hooton, Tom Archer, Rich Brown

Apologies: Charley Springett, Sarah Wilkinson Tony Dean Rick Loveday Helen McAndrew

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Meeting opened at 1930

It was agreed that the current 2 up 2 down from Div would remain the same.

Keith talked about the costs to the roof and the work that has been completed. Highlighting the overspend on the roof.

Cash flow was a concern for the main sports club and currently monies in bank was around £0.

Keith went over the club finance chart. It showed a positive increase in funds and around £5k in the bank. Expected membership in Aug around £7k.

Keith discussed about the fans approx cost of £700 it was agreed to spend on the fans.

Both the ISRC chair and sec will be standing down at the next AGM, options are open for new members to stand for the roles.

Current membership is at 78, lost 5 of the temp members. Target for year is 100 members.

Neil discussed the results of the survey

It was agreed that the annual fees would be increased by 5%.

A ladies board was agreed to be procured, further checks on the signs.

It was agreed that a new bank account would be opened as a savings account.

Meeting closed at 2145

### **Actions**

Kev to investigate the provision of a water cooler.

Tuesday, 9 July 2019

Keith to investigate new shower heads and splash back.

Keith to open a new savings account.

Neil to investigate those that offered IT support to help update the website.

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New kit by end of August

Keith Hooton

Kevin Waring

Chairman

Secretary

## **Action from Ickleford Squash meeting 10 Sep 2019**

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Attended: Kev Waring Keith Hooton Tom Archer Rich Brown

Apologies:, Charley Springett, Sarah Wilkinson Tony Dean Rick Loveday  
Helen McAndrew Lucy Springett

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Keith opened the meeting and discussed the following:

Updated on Stripe and the progress that he had made.

Encouraged all members to add their names to the Squashathon list that was happening on the weekend of Oct 18/19.

The committee discussed the use of squash level and agreed that it was a good idea to incorporate these into the internal leagues, results could be added for games only so the current process would not change that much. Keith was to investigate this as an option.

The water fountain was discussed and the points were raised around a cooler of a fountain, the majority of views was towards a cooler this would cost the club ~£20 per month.

AGM is planned for the 1st Oct, Helen wishes to stand down as treasurer.

Keith discussed the current membership renewals:

85 members from last year

11 have not renewed



54 have renewed

2 new members

20 have not responded.

56 current members

Andy Moody offered to help update the club website, Keith to speak to Andy to determine if he could provide any help.

The committee thanked Keith on upgrading the court fans on both courts.

Further discussion around buying the new trophies, signage on court and balcony, women champion board and Squash tops.

The history of the club was also discussed and it was agreed that this should be captured to provide the clubs achievements for future Ickleford warriors.

#### Outstanding Actions

Action	Comment
Tom to speak to Harvey and work out the best option for displaying trophies.	Closed space to created above the door
Rich to discuss and circulate the option for a 1 up and 1 down for the top league.	Closed option not selected.
Rick and Helen to produce a list of upgrades for the facilities to support improvements to the squash club.	Still outstanding
Neil to provide a list of all the trial members to all on committee.	Closed
Neil to provide a date for the next open day. Moved to Tony D	
Keve to investigate the provision of a water cooler.	Water cooler cost at £20 pm, to be discussed further.

Tuesday, 9 July 2019

Keith to investigate new shower heads and splash back.	Still outstanding
Keith to open a new savings account.	Completed
Neil to investigate those that offered IT support to help update the website.	Possibly Andy Moody Keith to confirm
Key to canvass Shefford for new members.	On going
Keith to investigate incorporating Squash Levels into website.	
Keith to speak to Andy Moody ref Club Website.	
Lucy to look into adding social media sites to local sites	
Neil to look at new trophies	
Tom to create the history of the club	
Keith to look into new lights	
Tom to source new ladies board	
Key to speak to James about court tins and balcony	

## Action from Ickleford AGM 2 Oct 2019

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Attended: Kev Waring Keith Hooton Tom Archer Rich Brown Rick Loveday  
Lucy Springett Tony Dean Helen McAndrew Neil Miller;

Apologies:, Charley Springett, Sarah Wilkinson Charlie Folgate Neil Stevenson  
Tom Archer Vincent P

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2. Keith read the minutes from the last meeting and it was agreed that there were correct and true.

3. Action arising

Cleaning of courts conducted by Kev and daughter.

Fans completed and installed.

LED lights still ongoing with TD

Signage and leaflets did happen

Comet newspaper articles submitted and need to improve

Signage at front door still outstanding.

Social footprint has increased with great effort from Lucy S

4. Chairmans Report

Keith discussed the report of the main club. Bar sales are up by 75% however there is unaccounted loss of £8.5k and the club is running at a loss of £4.6k. A grant was provided for the roof and however there was an over spend of £5k, spending was also granted on the car parks and this was £25,320. A further £9k was spent on the lower carpark with a minor overspend of £500.

Main club AGM held on the 3 Sep 19, all main positions stood down.

Chairman. Greg Trevelyan

Secretary Sam Draper

Treasurer Rachael Pratt

Current financial portion is still poor and the bonfire night hopefully will support the club.

Tuesday, 9 July 2019

Mentioned about the poor financial situation of the squash club and the main rent to the club has increased by 5%. However the club has improved with more members helping in the running of the club.

The squash club is in a better position financially see notes.....

#### 5. Treasurers Report

See attached notes of the report.. Highlights income has increased by 34%. Expenditure has remained the same as court maintenance has increased.

#### 6. Membership Report

Neil showed the report for members over the last 5 years and has shown a good increase in members and is currently sitting at 80 which is a healthy number and has reversed the trend in the recent years. 72 male and 8 female, of these 57 are full members and only 7 junior. Overall the membership is healthy. Target for the year remains at 100.

#### 7. Team Report

Kevin thanked the support of the club and members in the great success of both teams, he mentioned the success of the teams and in the summer Ickleford 1 was 8th in Div 4. A success in the summer league with Ickleford 1 finishing 2nd and promoted to Div 2 and the recently formed Ickleford 2 finishing a credible 5th in their first year.

#### 8. League Report

Currently running 10 leagues which is very good and a total of 49 playing, is the mainstay of squash being played. Leagues being run very well and administrated. Improvements to be linked to squash levels pending any GDPR issues.

#### 9 Competitions Report

Add report.....

#### 10. Squash Committee initiatives

Expanded the committee

Reversed the membership dip

Improved finances

Round of applause and thanks for Lucy on driving the social media drive.

Neil talked about the survey, overall the club scored very well and it was very positive. He talked through the slides and these are attached.....

#### 11. Election of officers

Chairman. Neil Miller

Tuesday, 9 July 2019

Secretary. Kevin Waring

Treasurer. Keith Hooton

Membership secretary. Tony Dean

Committee Members:

12 AOB

Leaflets will be handed out require a design for the leaflet Helen to produce a design and send to Rich. Details of club night and £20 for 3 months membership.

Helen asked all to sign up for the Squashathon encourage support and discussed the itinerary.

Christmas social was suggested for the club on Sunday night 15th Dec 19.

Patrick offered his old squash outfits for spares within the club, this is to be discussed further.

A passage of thanks was given to Keith for his long and successful tenure as Chairman.

Meeting closed at 21:27

## Action from Ickleford committee meeting 12 Nov 2019

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Attended: Kev Waring Keith Hooton Rich Brown Rick Loveday Lucy Springett Helen McAndrew Neil Miller; Tom Archer

Apologies:, Lucy Springett, Tony Dean

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### Actions

Action	Comment
Tom to speak to Harvey and work out the best option for displaying trophies.	Closed space to created above the door
Rich to discuss and circulate the option for a 1 up and 1 down for the top league.	Closed option not selected.
Rick and Helen to produce a list of upgrades for the facilities to support improvements to the squash club.	Completed

Neil to provide a list of all the trial members to all on committee.	Closed
Neil to provide a date for the next open day. Moved to Tony D	
Kev to investigate the provision of a water cooler.	Water cooler cost at £20 pm, to be discussed further.
Keith to investigate new shower heads and splash back.	Still outstanding
Keith to open a new savings account.	Completed
Neil to investigate those that offered IT support to help update the website.	Possibly Andy Moody Keith to confirm
Kev to canvass Shefford for new members.	On going
Keith to investigate incorporating Squash Levels into website.	Completed
Keith to speak to Andy Moody ref Club Website.	Completed
Lucy to look into adding social media sites to local sites	
Neil to look at new trophies	
Tom to create the history of the club	Completed
Keith to look into new lights	Completed
Tom to source new ladies board	On going
Kev to speak to James about court tins and balcony	On going
Keith to look at encrypting the password in	Reminder to be sent out about password

the network traffic.	
Keith to link leagues into Squash levels by end of Jan 20	Completed
Keith to send email out for club Christmas function and Helen to buy mince pies.	Completed

Keith went through the treasury report and explained the balance, moved £3k to the saving account. Gross income per month is £700. Overall the balance of the club is very strong. With £9k in current account and £3k in the saving account.

#### Membership

Currently at 82 members 72 male and 10 female. See powerpoint for details.

Tony to build the plan with Keith and the handover to be completed by end of Jan.

#### Court light options

Detail in Powerpoint, 4 providers contacted with ranges from £1.5k to £3.5k and a self help function of ~£310. Recommendation from Tony is for the Lamp Company. Discussion was held between self help and the lamp company. A vote was held and it was passed 5 to 2 in favour of the Lamp Company.

Water cooler. It was agreed to install a water cooler outside the cellar downstairs at a cost of £20pcm.

Keith talked about the connection of the lights to be controlled from the cloud.

#### General

Neil spoke about the main committee and for people to move on to the main committee. It was decided that Kevin Waring would stand down and Neil Miller would replace him :(

Neil spoke about new trophies with proposed new Club Champ Cups x 2, Club plate and two more handicap trophies. Trophy names agreed

Kev provided the update on the tops and signage. Tops to be delivered early December and Kev to chase with James on the signage.

Tuesday, 9 July 2019

Keith to investigate moving on to Squash levels and it was suitable to integrate into their system. There is an issue around GDPR and consent would have to be sought prior to it going live. People have to opt in. To be completed by end of Jan 2020.

History of the club has been produced and is out for review.

AOB.

Helen discussed the prospect of supporting the charity next year, with splitting the monies raised with the club this could happen every year or alternate. Commitment was agreed

File storage and sharing of docs was discussed and to look at alternate solutions.

Dates were discussed for next year and it was agreed that once every 2 months was a good solution. Alternate Mondays and Tuesdays was agreed as the best days and to use Lucys work place with the option to use Jim Jurys place. Neil to push out dates. Meeting closed at 21:03.

## **Action from Ickleford committee meeting 25 Feb 2020**

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Attended: Kev Waring Keith Hooton Rick Loveday Helen McAndrew Neil Miller; Tom Archer Andy Moony

Apologies:, Lucy Springett, Tony Dean Rich Brown

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The chairman raised the points and issues from the main committee meeting with the main issues around the finance of the main club. The issue of the roof was raised and it will be discussed later.

Keith and Neil agreed to pay £2000 earlier to the main club.

The chairman talked about the plans for the club and the ambitions for the near future. See attached slides. Goal for the year was to reach 100 members.

Roles and responsibility were discussed and agreed with the following exceptions.

Andy Moody replaced Tom Archer as the competitions secretary.

Tom Archer added to archive director and merchandise lead.

Keith explained the current finances cash in bank of £8,834. See detail in slide pack.

Predicted profit for the club for this financial year is £4.5k.

Membership is at 93 members an 9.4% increase on last year.



Tuesday, 9 July 2019

Andy demonstrated the new web page showing potential new functionality. Most work was on the non-members page. It was agreed by all the committee that the home page was very good. Further integration is required to link it to the members area of the web page. Web page to go live by 13 Mar 20.

Helen provided the update on social media profile. Posts before international women's day to celebrate this day. Film from the squashathon is about to be released.

Rick discussed the facilities and provided a list of jobs that could be updated. See attached slide pack for details.

AOB

It was agreed that the 2nd trophy would be named after Keith Hooton.

Online payments was a success and most use the online payment.

It was agreed that the tokens would only be sold at the bar, with improvements made to the online system to make it more robust. Keith to lead on the purchase of a new laptop.

Neil discussed the proposal of a nomad league within the local county to play extra league games with other clubs, the feeling of the committee was supportive. More information required.

New membership option discussed for an occasional member rate

Date of next meeting is 20/21/22 Apr Neil to confirm with Lucy.

Meeting closed at 2210.

Actions

Action	Comment
Tom to speak to Harvey and work out the best option for displaying trophies.	Closed space to created above the door
Rich to discuss and circulate the option for a 1 up and 1 down for the top league.	Closed option not selected.
Rick and Helen to produce a list of upgrades for the facilities to support improvements to	Completed

the squash club.	
Neil to provide a list of all the trial members to all on committee.	Closed
Neil to provide a date for the next open day. Moved to Tony D	
Keve to investigate the provision of a water cooler.	Water cooler cost at £20 pm, to be discussed further.
Keith to investigate new shower heads and splash back.	Still outstanding
Keith to open a new savings account.	Completed
Neil to investigate those that offered IT support to help update the website.	Possibly Andy Moody Keith to confirm. Closed
Keve to canvass Shefford for new members.	On going
Keith to investigate incorporating Squash Levels into website.	Completed
Keith to speak to Andy Moody ref Club Website.	Completed
Lucy to look into adding social media sites to local sites	
Neil to look at new trophies	Waiting collection and final payment
Tom to create the history of the club	Completed
Keith to look into new lights	Completed
Tom to source new ladies board	Closed

<p>Kev to speak to James about court tins and balcony</p>	<p>On going</p>
<p>Keith to look at encrypting the password in the network traffic.</p>	<p>Reminder to be sent out about password</p>
<p>Keith to link leagues into Squash levels by end of Jan 20</p>	<p>Completed</p>
<p>Keith to send email out for club Christmas function and Helen to buy mince pies.</p>	<p>Completed</p>
<p>Tony to provide a plan to expand the current membership focusing of juniors</p>	
<p>Rich to investigate safe guarding rules around coaching juniors</p>	
<p>Rick and Keith to discuss and handover the maintenance of the club with rick to lead. Rick to provide update in 4 weeks to the committee.</p>	
<p>Kev to speak to Callum about the proposal to undertake the role of junior member rep</p>	<p>Confirmed and closed</p>
<p>Tony to investigate corporate membership options with local companies and gyms in the area</p>	
<p>Andy and Keith to explore the integration of the new home page with the old website. To be completed by Mar 13.</p>	<p>Closed</p>
<p>Helen to arrange world squash day on the 10 Oct.</p>	<p>Canceled and closed</p>
<p>Andy to look into the possibility of running a regular social tournament in the club.</p>	

Rick to provide a quote for the carpet on the balcony.	
Rich to look at the league duration to decide if the current process is still fit for purpose.	Closed no change to league format
Keith to buy a new `pc for the squash club to run the lights.	Completed
Tony to investigate a new members rate for occasional players	

## Action from Ickleford committee meeting 25 Feb 2020

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Attended: Kev Waring Keith Hooton Rick Loveday Helen McAndrew Neil Miller; Tom Archer Andy Moony, Tony Dean, Callum

Apologies:, Lucy Springett, Rich Brown

Kev reviewed the actions from the last meeting.

Neil discussed the overall financial position of the club which was not very good news. See attached power point with details

Cricket had restarted on the 11 Jul, with the main club opening over the weekend of 25/26 Jul.

No plan yet on the cleaning of the club and facilities, or the reopening of the bar.

Main committee to be reduced from 19 to 8.

Keith talked about the squash financial status, overall picture was good. See attached excel doc for details.

88 current members in the club.

Kev talked through the risk assessment and it was agreed that it was fit for purpose. With a few minor changes around location of kit bags and the handling and disposal of squash balls. See attached power point.

Tuesday, 9 July 2019

Kev to produce a process on how to clean the courts.

Keith to block out every second courts.

Keith discussed the use of the racket balls and rackets for the use on the Side of the club. This was not supported by the committee.

Communications to be pushed out headed by Lucy.