

**NOTES of a meeting of the Committee of Alford Squash Club
Held at the Squash Club on Monday 21st March 2022 at 20:00**

Present: John Hynes (appointed Chairman of the meeting), Graham Hounslow (keeping these notes), Bob Karley, Jim Coulter, Steve Brough and Ben Irving.

Apologies: Jim Luck, Chris Sykes and Phil Reed.

The notes of the meeting held on the 23rd November 2021 were approved and adopted as a true record of that meeting.

1. Brief report from the treasurer

JH advised the meeting that we have a healthy bank balance and that the club has a steady income from the lights by a core group of about 12 playing members.

In Dec 2021 we took £284 from the lights, Jan 2022 £252 and the 5 weeks to 6th March just shy of £600 was taken from the light meters.

Our current account holds £2424.57 and our Coaching and Repairs account (sinking fund) holds £18,230.30 which gives a total of £20,654.87

That we have 34 members of which 3 are juniors. That the recent joint venture with Alford Football Club yielded 7 new members.

GH suggested we try to establish our running costs per day as a flat rate throughout the year and will do some work on this.

2. Utility bills

GH said that we are still with Eon to May 2022 when our contract expires. GH and JH have a strong desire to switch suppliers, even though there are no competitive deals to be had.

Our direct debits are £20 for electric and £80 for gas per month. Our balance to end Feb was £311 outstanding for gas and we are credit to £45.92 for electricity. Eon unfortunately cannot use our credit to pay off our debt.

Our current daily costs are £2.41 for electric and £3.35 for gas.

3. Repairs and Maintenance

GH had made contact with Gary Houghton to submit a revised quote for the roof, but that the quote is still outstanding. GH will follow up.

SB has replaced the spot light above the entrance door, a task made harder without knowledge of where the switch was to turn off the mains. He also made repairs to the actual door so that it locks better than before.

GH volunteered to remove the Ivy growing up the wall as it is now onto the roof.

4. Website and online booking

Paul Lock and BK have worked on the development and design of upgrading the website. The developments are

- a Google account and email address for the Club
- an improved Online Bookings page
- a new Contact Us page
- an improved Gallery page (although it desperately needs a new photo set adding)
- shortened 'Recent posts' and a new posts search facility, on the RHS of each page
- updated wording in a few places
- a replacement Become a Member page
- a new Request a Game page
- access control for members only to the Online Bookings and Request a Game pages.

It was agreed that we move the 2nd court to online booking as soon as possible.

BK asked we synchronise the opening times between Google, our website and the court heaters.

5. Succession planning

Once the above Website development work has been completed BK needs someone to assist him with the admin involved because he will not be doing it forever or much longer. The tasks could be readily divided between more than one person. In summary the tasks follow, with my estimate of annual frequency bracketed:

- receiving online membership applications (2);
- receiving advice from John when new member payments are made (2);
- receiving advice from John when existing member renewal payments are not made (2);
- actioning new member approval to allow access to 'hidden' pages (2);
- actioning existing member renewal payments failing to block 'hidden' pages (2)
- receiving / dealing with Contact Me queries and questions, often involving John (6-10?);
- receiving, writing, uploading and posting Latest News items (2); and
- occasional deletion of incorrect Online Bookings (2).

GH asked for a dummies guide on how the above is done.

6. Any other business

There was none.

Next meeting will be on Monday 13th June 2022 at the Club, starting at 8pm.

The AGM will be held on the same evening

There being no further business, the meeting concluded at 20:56