



**Minutes – Committee Meeting,
Tuesdy 19 September 2023**

Present: Holly Meiklejohn, Bastien Henrotin, Shane Spengler, Emily Aarts, Iain Robinson, Neville Welke

Apologies: Kim Jones

Minutes: Joan Sortberg

Meeting started at 5.30pm with a brief introduction of Emily our latest Committee member.

1) OZ tennis memberships

It was decided that players taking part in the OZ Tennis program on Saturday mornings during Term 4 and Term 1 are to be included as Junior members. It makes the transition from OZ Tennis to Junior Pennants smoother and all players will be accounted for in the Club Spark administration system. The membership fee for all players under the age of 18 years is \$80.00 for the season.

2) Flyers for print

A new membership flyer with a QR code taking you directly to the membership registration site has been printed. It is on the board and door of the Club House and will also be made available with a Junior Pennants advertisement flyer to players having lessons with Bastien. Same flyer will be handed out at the upcoming Tennis Clinic during the upcoming school holidays.

Action: Bastien

3) Kidsport vouchers for equipment

The Government has increased the Kidsport funding per child from \$150 to \$300 per years. Besides membership fees, the funding can now go towards club shirt and equipment sold by the club. We currently do not have a sales outlet, but Bastien and a friend of his are working on designing a club shirt and the possibility of selling racquets direct from Esperance Tennis Club. Bastien showed us an initial design of the club shirt. We had a discussion on different ways of marketing the shirt. One idea was that a full membership includes a shirt. We also discussed if name of sponsors should be printed on the shirts. Bastien expects the finished shirt design to be available around 1 November.

Next steps will be debated at the next meeting.

Action: Bastien

4) Changes to Constitution

Due to the difficulty of getting 14 people to attend our Annual General Meeting, we discussed if we should reduce the number to make quorum from 14 to 10 or even 8 people. Neville told us about the process of changing the constitution and there is a lot of bureaucracy involved. The Committee decided to not change the constitution and simply promote the Annual General Meeting among members to make sure that a minimum of 14 members attend this annual event.

5) Light Repairs

Neville told the Committee that a recent incident caused a short circuit of our lights. Some of the lights have moisture inside due to dew and are in urgent need of repair. The club is relying on the lights to work as most seniors are playing at night-time. Neville will get two quotes – one for replacing the lights and one for replace / installing new light poles. Both repairs are quite critical and a sub committee consisting of Neville, Shane and Iain was formed. Shane is currently working on a grant application to upgrade the lights and Iain has made an initial plan in writing. (See attached document)

Action: Neville, Iain and Shane

6) Food Safety Training

We received a letter recently from the Shire of Esperance in which they informed us of a new regulation about food handling coming into effect on 8 December 2023. As we are having sausage sizzles on social nights and barbecue breakfast during junior pennant season, it is required that we appoint a Food Safety Supervisor. The course is a 10 hour long very comprehensive course and different to the food handling course that is offered via the Shire of Esperance. Emily will follow up with the Shire and/or the Department of Health. We have yet to decide who is doing the course to take on the role as the club's Food Safety Supervisor.

Action: Emily

7) Undercover courts

Another big project in the pipeline is to get a cover over courts 7 – 9. It is major project that requires a lot of funding. For this to happen, we need to have a proper project plan with an estimated cost in place. Some organisations that might be able to help with a grant are Mount Burdett Foundation and one of the local Rotary clubs. A sub committee consisting of Shane, Bastien, Iain and possibly Pinky was established.

8) Planned events for the 2023/24 season

We talked briefly about upcoming events for the season. Bastien mentioned that he is looking at organising a junior tournament on 13 – 14 January 2024 with some teams from Perth coming to Esperance. Bastien will inform his contacts that the only accommodation option given the short time frame will be the overflow camping ground and that visitors need to be self-contained.

During the September / October school holiday, Bastien is organising a “Holiday Clinic” aiming at getting younger players to play tennis. The program is running for one week and includes tennis, indoor games, water activities and other games. We hope to recruit more junior members.

Other events for the 2023/24 will be discussed at the next meeting.

Follow-Up: Bastien

9) Miscellaneous

Joan mentioned that the website is not working. Unfortunate timing, as it is the beginning of the season where people are looking for information. It is not an easy fix, so Holly has followed up with Wayward Nation who created our website. Meanwhile, we encourage people to sign up via Club Spark link.

Committee Roles: Joan is to send a job description to all Committee Members so that it is clear what the expectations are. We will look at the roles and responsibilities at the next meeting.

Follow-Up: Joan

The meeting ended at 7:10 pm.



Esperance Tennis Club | LED Lighting Conversion & Upgrade
Request for Quotation

SCOPE – LED Lighting Conversion & Upgrade


Scope of Works:

- Remove and replace existing luminaires with new, high efficiency LED luminaires. Contractor to complete design, supply and installation of LEDs in accordance with performance specification for 6 courts (8 poles in existing locations).
- Remove and replace two existing light poles (new poles provided to Contractor free issue by Esperance Tennis Club)
- Installation remote lighting control system (on/off control, timer control to enable night time court and light booking system via mobile app)
- Provision of relevant design calculations, drawings and construction records


Exclusions:


- Existing poles are to be reused, disposal of old poles and luminaires not required
- Lighting to the lower courts, 7-9

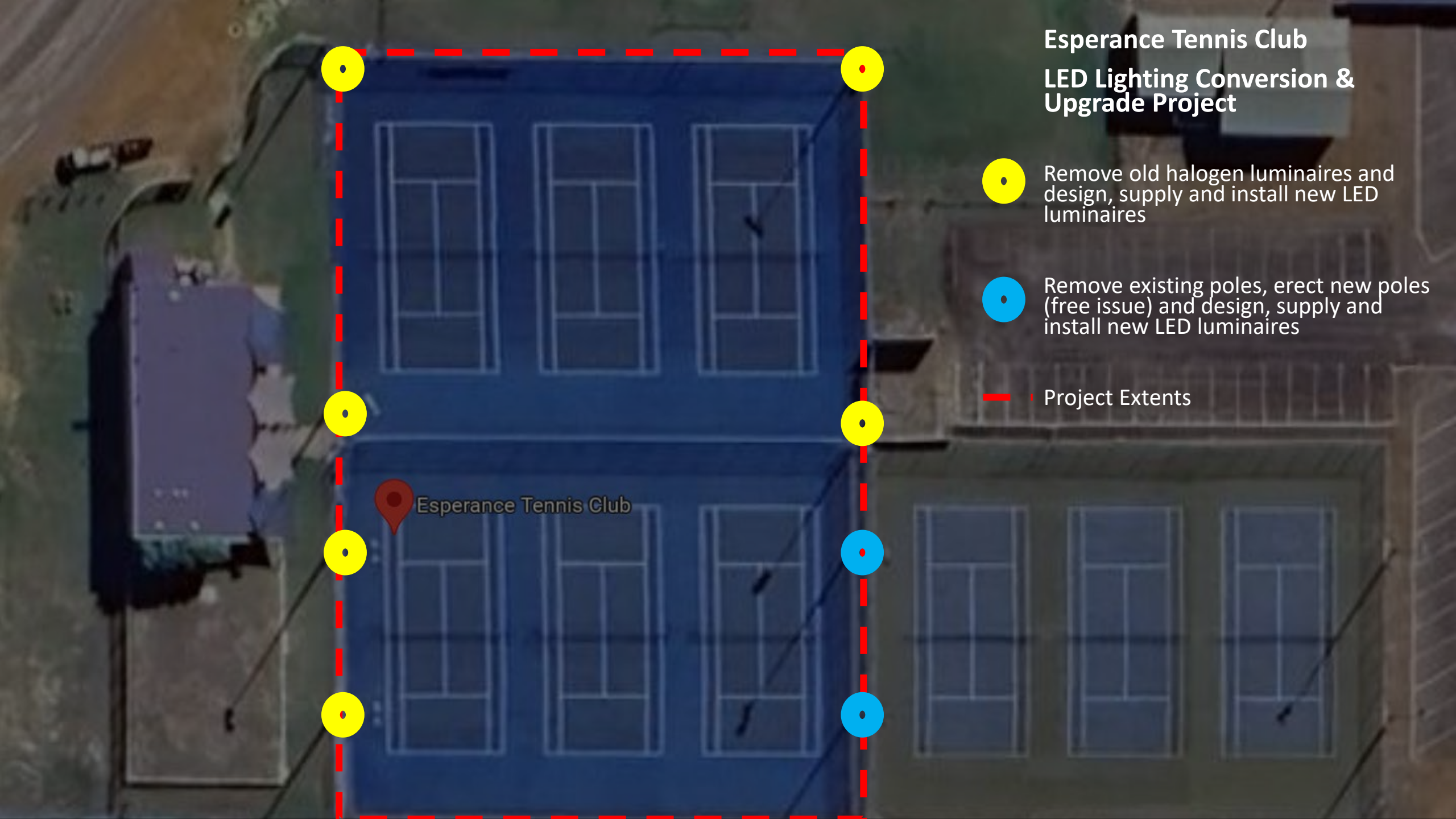
Esperance Tennis Club LED Lighting Conversion & Upgrade Project

 Remove old halogen luminaires and design, supply and install new LED luminaires

 Remove existing poles, erect new poles (free issue) and design, supply and install new LED luminaires

 Project Extents

 Esperance Tennis Club



SPECIFICATION

- Lighting design and installation to be undertaken in accordance with all relevant Australian standards including AS2560.1 – Part 1 General Principles of Outdoor Sports Lighting, AS2560.2.1 (2003) – Part 2.1 Lighting for Outdoor Tennis.
- Lighting controls must be installed to enable both manual and remote control of the lights via mobile application (**clubspark** app) to enable guest and members bookings to activate lights on a user pays model.
- Minimum performance requirements are as follows:

Standard	Maintained average illumination on P.P.A.	Maintained average illumination on T.P.A.	Uniformity within PPA Emin/Eav	Uniformity within TPA Emin/Eav
Recommended	500 Lux	400 Lux	0.7	0.6

SCHEDULE & PRICE

- Completion of the works ideally in early summer 2024/25, Contractor to provide proposed project schedule
- Quote to be lump sum, fixed price
- T&Cs to be proposed by Contractor
- Hold Points:
 - Contractor to present design to Esperance Tennis Club and gain acceptance of proposed installation prior to commencing installation on site
 - Contractor to provide Esperance Tennis Club with evidence of site testing of installation to demonstrate lighting meets proposed design and performance specification