

**Berwick Tennis Club Inc**  
**Minutes Annual General Meeting**  
**Tuesday 20<sup>th</sup> July 2004**  
***Arch Brown Reserve Berwick Start 8:00 pm.***

1. Welcome and Apologies
2. Action arising from previous minutes

**Junior**

**Finances**

- Dawn to give ray a chart of accounts for the budget
- Transfer of \$10,000 to Term Deposit
- Require Public Liability Insurance confirmation for City of Casey

**Maintenance**

- Walter to put wire up in club rooms to put flags up.
  - Walter to investigate the best solution
- Some electrical work required in ladies toilets.
  - **Walter to Install fluoro lights next week**
- Cemetery end of Court 6 to be paved for safety reasons
  - **Walter to speak with City of Casey for their recommendation on how to get court drainage without cracking court surface**
  - **Glenda to speak with a lady at MWL**
- Walter to check price of new winder for court 1
  - **They are \$60 each, Walter to purchase 3 new winders**
- Materials for 2nd Shelter to be purchased so that Dawn can access Shade grant prior to 24<sup>th</sup> May
  - Only one shelter to be sent in to Tennis Vic
  - Invoice sent to Tennis Vic, awaiting Response
- Walter to contact Heather Lees in relation to what type of concrete needs to be laid for pavers to be installed under shade shelters
- Walter to fix bench seat at next working bee.
- A sign to be put up reminding people to bag courts 1 and 2 after daily use.
  - Joan to organise
- Walter to contact Mr Loude re the cracking of courts 4 and 5
- The rotted sleepers on court 7 are to be replaced at the next working bee.

**Other**

- Heather to coordinate with Wendy, Deb and Dawn to organise Lollie Drive

3. Confirmation of Minutes from previous meeting

#### 4. Correspondence - In

- Tennis Victoria – Fine Ben and Daniel Heron
- Info – austennisonline.com.au
- Susan Davies Labor Member La Trobe – Invite to club
- City of Casey Responsible serving of alcohol course
- Rhonda Handley Award Nominations (2)
- Australian red Cross – Invite to AGM
- Tennis Victoria – Increase in affiliation fees
- Frankston Tennis Club – Tournament entry forms
- Kmart Gardening – Discount vouchers
- Tennis Victoria – Tournament Calendar applications
- Classic Architecture – Brochure
- WDTA – Invite to Dinner dance
- WDTA Fine – C Special

#### Correspondence Out

- Tennis Victoria – Sunsmart Shade Grant Paperwork

#### 5. Reports

- 5.1 Junior
- 5.2 Mid Week Ladies
- 5.3 Night Tennis
- 5.4 Seniors

#### 6. Financial Report

#### 7. Other Business

- AGM Business
- Election of new Office Bearers for 2004/05
- President – Dawn Wilcock
- Vice President – Heather Lees
- Secretary – Bryan Ornsby
- Treasurer – Ray McGrath
- Maintenance Manager – Walter Cooke
- Junior Co-ordinator – Wendy Harrison
- Senior Co-ordinator – Shane Fielding
- Mid – Week Co-ordinator – Justine Paladini
- Committee member – Neil Drury

#### 8. Next Meeting

Wednesday 18<sup>th</sup> August 2004 7:30 pm  
Arch Brown Reserve Clubrooms

#### 9. Close of Meeting