**EXECUTIVE COMMITTEE MEETING**

**7.00pm 07 September 2017**

Duffus Park Bowling Club, Cupar.

 **MINUTES**

**Attendance Present:**

Rona McCraw – Chair

Robbie Nellies – Deputy Chair

Philip Mould - Secretary/Treasurer

Michael Kavanagh – Sports Development Officer

Lynne MacKenzie – Active Schools Coordinator

Ian Bell – Falkland Tennis Club

George Sharp – DPBC

Gary Anderson – Elmwood College

Margaret Kennedy – Councillor

1. **Welcome and** **Apologies**

Rona welcomed the attendees. Apologies came from Councillors Andrew Arbuckle and Elspeth Wallace.

**2. Minutes from last meeting**

The minutes of the last meeting on 15th June 2017 were approved; being proposed by Ian Bell and seconded by George Sharp.

**3. Matters Arising**

The Secretary undertook to close the business with Sports Marketing Network (Svend Elkjaer) in respect of the Grow Your Club programme.

**4. Secretary/Treasurers report**

The Secretary started by confirming that the Grants Committee had confirmed the award of £160 to Newburgh Sailing Club in support of RYA Dingy Instructor specialist training. The sum of £240 already awarded to Claire Penman (Shukokai Karate Academy) in support of her expenses at the UK Universities Karate Competition was to be presented at the forthcoming Christmas OAP event on 16th Dec 17. Travel expenses were awarded to two young Bowlers, Niall McCorquodale and Ewan Hodgkinson, from DPBC, totalling £145.00. An enquiry from Elie and Earlsferry Sailing Club for a Development Grant for the building of a Community Skiff was discussed but a formal application was awaited. Finally, mention was made of a grant application having been made from Kinburn Bowling Club through the Aldi Sports Grant Scheme – the outcome was still awaited.

The Secretary explained that prolonged illness through the summer had made the recent past difficult but he was glad to be back in harness. All preparations for the AGM were in hand and progress was being made to organise the forthcoming Quiz Night.

A recce had been undertaken to address a new venue for the Awards Ceremony 2018. It was hoped to move the event to the Younger Hall (Graduation Hall) of St Andrews University; subject to availability and cost. The date of next years’ Awards Ceremony was discussed and Robbie Nellies put forward the advantages of bringing the event forward in the annual calendar. It was also revealed that Active Schools were planning a similar event in May of 2018. It was decided that the Secretary would therefore attempt to find a suitable date in late March 2018 (Wed 21 Mar 2018 – TBC).

The Secretary confirmed a Newsletter was in production and would be available for the AGM. Finally press coverage to honour the services delivered by Tam and Sue Irvine for 20 years of supporting a bike charity had been followed up with an article in the Fife Herald.

**Income and Expenditure**

The Treasurer presented accounts up to the most recent balance of 30 Aug 17 and confirmed a balance of £24,419.95 as per the bank statement No.72. It was confirmed that the first part of the annual Fife Council Grant had been received. The Sports Council accounts had been prepared for audit and submitted to Henderson Black Accountants in readiness for the AGM.

It was confirmed that the current SLA was at the end of a three-year cycle. Fife Council plans for 2018/19 were unknown.

**5. Correspondence**

The Secretary confirmed dates had been received for forthcoming Community Sports Hub Meetings. Elie and Earlsferry Sailing Club had sent an enquiry for funding assistance towards the production of a Skiff. This community project to be the subject of a formal grant application in the near future.

**6. Sports Development Officer Report**

Michael Kavanagh spoke of an initiative to support a Tennis Modern Apprentice recruited due to the lack of tennis coaches in East Fife. The Apprentice would be employed by Tennis Scotland and based within St Andrews University.

A Try Sport Programme was also being launched at Elmwood. Each Club within the Duffus Park Community Hub was to support a 5-week block of coaching for various sports on offer.

Michael also spoke of growing participation classes in North East Fife. The plan was to fill any gaps in specific sport delivery. In particular Netball, Handball and Basketball would be provided with a competition involving participants at the end of each term.

Mention was made of an Active Fife Bowls Competition for Sunday 17th September at Abbeywiew, Dunfermline. 3 Clubs from North East Fife would be competing.

Finally, the services of Laura Baxter of Lead to Exceed was explained and the Secretary agreed to meet with Michael and Laura to explore possible assistance for Clubs in the future.

**7. Active Schools Report**

Lynne MacKenzie reported that all Active Schools staff were extremely busy recruiting and training new volunteers. This was in conjunction with an ongoing Try Sport programme with regional schools. She made mention of Active Schools policy to work with in-active children and community relations with local schools.

It was reported Jamie Moffat was working on developing Club Reps at Schools and connecting pathways to link with local Community Sports Hubs.

**8. Report on Website Development**

It was reported that progress was slow due to the difficulty in obtaining suitable sporting images to fill the various website pages. The launch, when it happens, would be marketed with suitable handouts for all affiliated Clubs, Schools and Community Sports Hubs. Alan Tomkins was currently away but upon his return, 13th Sep, final completion of the website would be vigorously pursued.

**9. EFSC Quiz Night**

It was confirmed that the event was to take place at the St Andrews United Junior Football Club in St Andrews. Prizes for the winning teams would be 1st - £100, 2nd - £75, 3rd - £50. Production of the question sets was well-underway and the Quizmaster was looking forward to being on the receiving end of more verbal abuse on the night.

**10. Autumn Training Workshop**

It was confirmed that Peter Ager of Fife Council would deliver a Clubhouse Management package on Health and Safety and Food Hygiene. The venue would be DPBC and the finalised date was to be Mon 30th Oct 17. Invitations to attend to follow.

**11. Update on Regional Community Sports Hubs**

The following forthcoming Community Sports Hub Meetings were confirmed:

 Duffus Park CSH Meeting - Mon 11 Sep 17 (6.30pm)

(The Sec to give apologies for absence of Chair)

East Neuk CSH Meeting - Mon 18th Sep 17 (6.00pm)

Waterstone Crook CSH Meeting - Wed 20 th Sep 17 (6.00pm)

**12. AGM Preparation**

The Secretary produced the draft Agenda and past Minutes. It was confirmed that Coffee, Tea & Biscuits would be available from 6.30pm onwards. The Minutes of the AGM 2016 were approved by Ian Bell and seconded by Robbie Nellies.

To date only 8 Executive Committee Members/Club representatives had responded positively to attend. There had also been 5 apologies received. The Committee were reminded that a quorum of 12 was needed for the AGM to be deemed a valid body.

**13. AOCB**

Michael Kavanagh confirmed the success of the Falkland Tennis Club Finals Day with him representing Active Fife and presenting Fife Club accreditation as well as the Tennis Final prizes. Press coverage had been forwarded to the Fife Herald.

The Secretary raised issues concerning the Awards Ceremony 2018. In particular, the requirement for a suitable Keynote Speaker (Laura Muir – Milnathort) and the need for a themed video involving young people. The Committee were urged to consider suitable projects over the next few months.

**15. Date of Next meeting**

**Thursday 16th November 2017 at 6.30pm** for the grants committee (as required) and **7.00pm** for the full committee. Venue – Duffus Park Bowling Club.