**EXECUTIVE COMMITTEE MEETING**

**7.00pm 7th March 2018**

Duffus Park Bowling Club, Cupar.

 **MINUTES**

**Attendance Present:**

Rona McCraw – Chair

Robbie Nellies – Vice Chair

Philip Mould - Secretary/Treasurer

Michael Kavanagh – Sports Development Officer

Graeme Duncan – Active Schools

Jo Whittet – Active Schools

George Sharp – DPBC

Bruce Bowers – Elie Bowling Club

Gary Anderson – Elmwood College

Elspeth Wallace – Fife Athletics

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

Rona welcomed the attendees. Apologies came from Councillors Andrew Arbuckle, Margaret Kennedy, Ian Bell and Mandy Strachan.

**2. Minutes from last meeting**

The minutes of the last meeting on 17th January 2018 were approved; being proposed by George Sharp and seconded by Rona McCraw.

1. **Matters Arising**

The Secretary reported that he was booked into a Fife Voluntary Action presentation on the subject of GDPR and would formulate a plan thereafter.

It was confirmed that supporting presentation photos for Grants made to Ladybank GC and Elie Sailing Club would be made later in the summer months ahead.

1. **Lead to Exceed Presentation**

Laura Baxter presented the case for the Sports Council to consider adopting a business planning service for affiliated Clubs. It was agreed to follow up the offer and arrange a meeting to determine the scope, cost and details of the service to be provided. The Chair, Secretary and Mike Kavanagh to be in attendance.

**5. Secretary/Treasurers report**

The Secretary confirmed that the preceeding period had been dominated by preparations for the Awards Ceremony – to be covered as a separate topic. Other ongoing issues were the deciphering of requirements for forthcoming GDPR requirements in relation to affiliated Clubs.

**5. Income and Expenditure**

The Treasurer presented the current Bank Statement No.77 with a balance of £16,539.84. He apologised for the non-production of a spread sheet but was having difficulties with computer records. All to be presented to the Chair once he could find said records.

**6. Correspondence**

The Secretary confirmed that he had received correspondence from Fife Voluntary Action re preparation for GDPR reqyirements.

Other correspondence related to the SALSC initiative to review Sports Council working practice through a Trial Project with which EFSC would particiate. Consultation dates to follow.

**7. Sports Development Officer Report**

Michael Kavanagh spoke of an initiative to standardise the Grants application system through Fife Council with an Active Fife Directive to follow. He further spoke of plans for Fife Sport and Leisure to join forces over the above subject and formulate a joint plan.

**8. Active Schools Report**

Jo Whittet was in attendance for the first time and was welcomed to the Sports Council. Jo was to take over from Lynne MacKenzie with responsibilities for Bell Baxter HS and 19 other primary schools in the Cupar area.

It was confirmed that Graeme Duncan was to stand in for Caitlyn McAleese lokking after both Madras College, Waid Academy and associated primary schools in the East Neuk. Graeme was also deploying to Sweden on an Active Fife Schools trip with 25 pupils.

Finally it was confirmed that the Active Schools Awards Ceremony would be taking place on 30th May 18.

**9. Report on Website Development**

Slow progress was reported by the Secretary on this matter as all priorities had been placed on the forthcoming Awards Ceremony.

The Secretary informed that all collective E-Mails would now be distributed through a Mail Chimp account to improve internet security and comply with GDPR issues.

**10. Awards Ceremony 2018**

The Secretary gave a detailed account of the Award Ceremony preparations covering the following concerns:

 Attendance and Guest List.

 Sponsors.

 Keynote Speaker.

 Audio/Visual Recce with Mike Kavanagh.

 Name Tags.

 Table Plan.

 Programme.

 Newsletter.

Executive Committee input to the above issues was noted and actioned.

**11. Summer Training Activities**

It was confirmed that a possible talk, to be given by FVA, would be forthcoming before 25th May 18.

The Lead to Exceed initiative was to formulate the main training activity for the summer.

SALSC Bowling events for the coming summer would be confirmed in the near future. DPBC were to be offered as the venue for the Men’s competition.

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**12. AOCB**

It was confirmed that the Kingdom Off-Road Motor-Cycle Club application for a grant was to be forwarded to the Fife Council Community Grants office.

The Secretary agreed to confirm the exact details of the contact for the Auchtermuchty Bowling Club.

**13. Date of Next meeting**

**Wednesday 23th May 2018 at 6.30pm** for the grants committee (if required) and **7.00pm** for the full committee. Venue – Duffus Park Bowling Club.