

EXECUTIVE COMMITTEE MEETING

7.00pm 13 December 2018

Duffus Park Bowling Club, Cupar

MINUTES

Attendance Present:

Rona McCraw – Chair

Hilary Lumsden - Secretary/Treasurer

Mandy Strachan – Tayport Tennis Club

George Sharp – DPBC

Elsbeth Wallace – Fife Athletics

Alan Hendry – Howe of Fife RFC

1. Welcome and Apologies

Rona welcomed the attendees. Apologies came from Cllr Margaret Kennedy, Vice Chair Robbie Nellies, Michael Kavanagh and Ian Bell.

2. Minutes from last meeting

The minutes of the last meeting on 3rd October 2018 were approved; being proposed by Mandy Strachan and seconded by George Sharp.

3. Matters Arising

The Chair asked if the organisations awarded grants at the previous meeting had supplied dates for a picture and wording for the newsletter, but the Secretary confirmed nothing has been received.

4. Secretary/Treasurers report

The Secretary started that there are 53 of 79 members paid and affiliated for 2018-19, we are in contact with another 8 who plan to affiliate, and the others need pushing. Mandy Strachan is to speak to both Madras Hockey Clubs, Scotsraig Bowling Club and W&N Tennis Club. The Chair confirmed contact for Pittenweem Bowling Club and will speak to Kettle and Newburgh Bowling Clubs.

The Secretary met with Gail Prince from SALSC, which was very useful to understand the work that they do. SALSC have asked for nominations to host the Bowling Competition in 2019, St Andrews Bowling Club and Newburgh Bowling Club have put themselves forward. The latter has not affiliated yet and so will not be considered until it has – both SALSC and then club have been informed.

The Secretary also met with Greig Hopcroft, the Development Officer for K&SCS, which again was very useful in particular to look at their website and digital facilities. Greig offered to help set up similar facilities for our website (see 9. below).

The Secretary attended both the Duffus Park Community Hub and EF Community Hub meetings, which were well attended. While at Waid she also saw an example of a Wall of Fame tamperproof board that they have applied for funding for, which was impressive and would publicise clubs well. It was commented Bell Baxter and Madras could follow suit but that the location of the boards could be an issue.

Waid Academy has applied for a grant to purchase 2 tamperproof boards to add to the Wall of Fame and local club publicity, which has been agreed in principle, once the form has been resubmitted with the corrected quote and to be signed by a member of Waid Academy rather than Active Schools, so that the equipment will stay within the school.

There was also discussion about the grants process, in particular:

Clubs who affiliate to achieve funding and then do not continue membership; the Chair proposed that the criteria include an affiliation of a minimum of 3 months.

The Secretary proposed to tighten up the timing once a grant is awarded; we ask for a picture to be set up and a story of 500 words but this may put off clubs already run by a small group of volunteers with no time eg. and Elie club coming to Cupar for a picture may be difficult to pin down and involves c.30 mile trip. The Chair commented the clubs used to come to a committee meeting to get a picture taken and should continue to do so, and that the story was important for the newsletter. The Secretary commented that we could use social media more, ask the club to take a club picture and blog story to share on website/facebook and to use our logo in promotional material.

The committee agreed that the Lead to Exceed stage 2 could be funded by the two clubs (Howe of Fife RFC and Duffus Park Bowling Club) applying for a grant to fund this, which they will. It was also agreed to invite Fins from K&CSC to join this workshop as they had missed this when K&CSC ran this. A date is to be agreed.

The Chair mentioned a document that had been sent to her by SALSC about Sport Scotland future planning, involving Hubs and disadvantaged areas.

Income and Expenditure

The Treasurer presented accounts up to the most recent balance of 6 December 18 and confirmed a balance of £16,608.77, but noted a discrepancy with the amount on the latest bank statement No.85 to 16 Nov 2018 of £17,153.22. Time will be needed to review where the discrepancy has come from. There has been little activity in the accounts, affiliations have been received and sponsorship for the 2019 Awards; computer hosting, the annual accounts fee and SALSC conference outgoing, and the quiz broke even.

5. Correspondence

David Scott from Links Media Photography has now retired, as a result the Secretary proposed to ask Rick Booth, a local photographer, to take over photography at the Awards; Elspeth Wallace agreed as did the rest of the committee.

St Andrews Rotary commented that its sponsorship of the Awards would follow for another 2 years after this year.

6. Sports Development Officer Report

The Secretary met with Michael Kavanagh earlier the same day of the meeting and he commented on:

Michael will be on placement again at the end of January and then after Easter next year but confirmed he will be back before the Awards and will organise the digital side of this event as usual. Also, the spotlight film will be filmed in January and he recommended asking a keynote speaker such as Paul Noble, Stefan Hogan or a local PE Teacher (also Derek Rae suggested by Elspeth Wallace). He also commented that Richard Brickley has never been asked and that he would also be an excellent choice. The committee asked the Secretary to discuss with Richard Brickley.

Active Fife are now working with their 3 modern apprentices, on football, cycling and an over all sports roll. It is assumed they will help at the Awards Ceremony.

The reason he cannot attend the meeting is that it is the 3rd session tonight for the Saints Program Academy (25 participants from NE Fife's 3 High Schools).

He recommends that a meeting be set between Active Fife, Sports Development team, the secretaries/development officers and chairpersons of the Sports Councils to further discuss the roles of the Hubs and Council and moving forward.

The Secretary will contact Michael on how to set this up – through Emma Broadhurst.

Michael is in support of streamlining the grants process and using social media and the sports council logo for promotional purposes.

7. Active Schools Report

As above.

8. Accounts and Forward Planning

The Treasurer presented a review of income and expenditure back to 2011, to highlight the decreasing Fund and expenditure considerations on where this needs attention – in particular the Awards, travel and accommodation and SALSC Bowling. Attention is also needed to ensure sufficient funding is offered annually. The Chair commented that the Fund was high in 2011 and a committee decision was taken at that time to spend, but that as this is now the equivalent of one year's grant funding this should now cease.

The Treasurer also showed a breakdown of the role of Secretary/Treasurer in running the organisation now in comparison to the job spec and how these roles have evolved, highlighting the need to consider where this time is best allocated and how the committee can continue to support this position by helping to carry out some of these roles. Committee were in agreement.

The Treasurer proposed to apply for a grant to invest in digital facilities for the website for Grant applications, membership renewal and the Awards nominations (as K&CSC, see next). The Secretary is to check eligibility for Awards for All (last applied for in 2014/15). The Chair asked for a proposal/quote to set up the facilities from Greig Hopcroft, as the quote from Alpha Tango (EFSC web host) is high – Greig has set up bespoke digital facilities for K&CSC, which would be transferable to EFSC, and which the Secretary has discussed with him. The Secretary will look in to the computer agreement with Alpha Tango.

The Chair suggested that we hold 3 cluster meetings in the new year to visit our members to ask what they want from us and how we can define our role alongside that of the Hubs, which work closely in specific areas – but don't cover every area. Dates to be set in the new year.

The Secretary proposed new ventures such as Club of the Month, in conjunction with a Clubs page on the website (see next) – which could then be shared on EFSC social media. Possibly a Hall of Fame to cover all of the sports nominating a person from each to represent achievement/contribution to their particular sport with an associated event – the Chair proposed this could be looked at in the future.

9. Website and Policy Documents Update

The website is now fully up-to-date, with new pages added for the Awards Ceremony and all the paperwork for this, membership and grant funding available to download from the site. (See previous point re digital facilities). All members now have a link to their club website/facebook page where available.

All policy documents have been circulated and comments taken in and so committee agreed that the updated documents will be uploaded to the website.

The committee agreed:

add their names/roles/sports to the website's contacts page

add sponsor logos to the Awards page

add a Clubs page where members are able to publicise what's happening at their club

add meeting and key dates for the year on to the website.

10. Report on EFSC Quiz Night

The Quiz Night held at Howe of Fife RFC was reported as a success and well received social gathering. Numbers in attendance were down again on last year. 39 people took part in the Quiz with Disability Sport Fife coming first and Duffus Tennis Club runners up. The event broke even on the night: inc £195, exp: £190.50, banked £4.50. The committee agreed that next year the venue should be at Duffus Park Bowling Club as a gesture of thanks for letting EFSC use the facility for its executive meetings.

11. Awards Ceremony 2019

Nominations now open for Awards Ceremony on Wed 21st Mar 18, closing 10 January 2019. The venue is confirmed as the Corn Exchange in Cupar and catering agreed by the committee by

Sunshine Kitchen in Cupar, menu was discussed and the Chair asked for a child friendly option to be added. The Secretary can organise wine and soft drinks.

The spotlight film is being organised by Active Fife and the keynote speaker suggested as above in point 6. Photographer (as point 5 above) confirmed, the Secretary suggests a recce in new year at Corn Exchange to establish where best to set up backdrop for pictures.

We have 5 new sponsors, with 3 from last year not yet responded (SRUC, Thorntons, The Old Course Hotel). Proposed to set a date for them to respond by and the committee suggested sponsoring the program, spotlight film, keynote speaker.

Elsbeth Wallace and Mandy Strachan agreed to help organise the night, and Elspeth will provide 6 helpers from Madras or Bell Baxter. Elspeth and Mandy work on reception desk on night. See also point 6 re apprentices. Elspeth also confirmed no name badges used as too difficult to manage due to changes of reps on night. Awards committee to wear badges.

Hall decoration includes pull up posters; proposed to ask sponsors if they would like to feature logos/marketing also. Tables have number, water/glasses, program and newsletter.

It was agreed that the Awards Committee would sit on Monday 4th Feb 2019 to select the shortlist of winners.

Winners and runners up trophies (crystal rosebowl/glass plaque) sourced from supplier in N Ireland (Crystal Clear Glasswear), cost will be significantly reduced as they engrave trophies also. The Secretary to also look at Majestic Crystal supplier.

The committee agreed a query from Chris Reekie about a nomination for one of his club's helpers to nominate in the Services to Local Sport category.

News article in Herald/Citizen plus reminder email and Facebook post gone out, but we need a big push on nominations. Wormit Boating Club, DSF, Active Fife all confirmed to nominate.

12. AOCB

The Chair mentioned again the SALSC information on Sport Scotland, quoting their objectives for next year which includes prioritising projects that develop sport in residential homes and bring sport/activities to the elderly, and proposed to contact our members to ask if they would be interested in becoming involved with a program to do this, if their sport is suitable to transfer to this situation eg. bowling sessions in residential homes, with the intention of getting an application for grant funding in as early as possible.

13. Date of Next Meeting

Thursday 10 January 2019 at 6.30pm for the grants committee (as required) and **7.00pm** for the full committee. Venue – Duffus Park Bowling Club.

Dates for 2019

7 Mar

16 May

11 July

3 Oct

5 Dec

AGM 11 Sept

Quiz Night 15 Nov