

# **EXECUTIVE COMMITTEE MEETING**

**7.00pm 10 January 2019**

Duffus Park Bowling Club, Cupar

## **MINUTES**

### **Attendance Present:**

Rona McCraw – Chair

Robbie Nellies – Vice Chair

Hilary Lumsden - Secretary/Treasurer

Mandy Strachan – Tayport Tennis Club

George Sharp – DPBC

Margaret Kennedy – Councillor

Stuart Robertson – Active Schools

Michael Kavanagh – SDO

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

Rona welcomed the attendees. Apologies came from E Wallace, I Bell, G Anderson, R Duncan (Freuchie Cricket Club).

### **2. Minutes from last meeting**

The minutes of the last meeting on 13<sup>th</sup> Dec 2018 were approved; being proposed by M Strachan and seconded by the Chair.

### **3. Matters Arising**

There were no matters arising.

### **4. Secretary/Treasurers report**

The Secretary stated that since the last meeting just before Christmas there was not a lot to report back on. However, there are 58 of 78 members paid and affiliated for 2018-19. Wormit & Newport Tennis Club has decided not continue its affiliation. There are 8 clubs indicated they will continue but at this time we await forms/fees. There are 12 with no contact as yet. Mandy Strachan is to speak to Madras Ladies Hockey Club. Tiggers Trampoline Club is now a Dundee only club. The possibility of a direct debit system was discussed, but this might be difficult for clubs to sign up to – the proposed new website digital system may help with this.

### **Income and Expenditure**

The Treasurer presented accounts up to the most recent balance of 7 January 19 and confirmed a balance of £16,161.92, and confirmed the discrepancy with the accounts sheet and the bank account statement had been fixed and was due to BACS payments that started coming in from 8/18. There has been little activity in the accounts, affiliations have been received and sponsorship for the 2019 Awards; the Royal Mail PO box fee has been paid (£267), there was a discussion on this cost and it was noted with a move to online facilities that mail may drop and so could be sent to the Secretary's home address. To revisit before 2020 charge. Fife Council's grant is due to come through in February (£11724), M Kavanagh confirmed that the monitoring form is now due before financial year end because of the 3 year agreement; this will come back to Feb in the 3<sup>rd</sup> year.

### **5. Correspondence**

G Cohrane from Fife Croquet Club has requested 5t tickets for the Awards Ceremony, but they have not made any nominations this year. The Chair commented that ticket allocation is as follows: X2 tickets per member club ; X2 tickets per nomination ; discretionary for team nominations. We will confirm about requested tickets once shortlist has been made.

## **6. Sports Development Officer Report**

M Kavanagh also stated that since the last meeting just before Christmas there was not a lot to report back on. He confirmed that a meeting will be set by Emma Broadhurst 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.

## **7. Active Schools Report**

S Robertson outlined the new NEF Sports Stars project that will see school-aged athletes competing at elite level (Fife/Scottish/GB) celebrated at their school on large boards (in line with the grant awarded to Waid Academy). This is tied in to St Andrews University's Leader in Sport program, which offers support to the athletes such as strength and conditioning training. There is also a digital newsletter from NEF Active Schools due shortly.

## **8. EFSC Grants**

The Secretary confirmed that Waid Academy had resupplied their application form with the amendments requested ; the grant was confirmed as awarded. Agreed criteria to applicants for sending the grant as follows:

1. We request a photo for use on our website and in publicity, this can be of your members using the equipment or other appropriate shot.
2. We agree wording about your club, its activities and how the funding will be used for our website and publicity.
3. Please send proof of a receipt for items paid for.
4. We request agreement from you that your club will take part in an event organised by East Fife Sports Council or in conjunction with Active Fife within the next year.

Failure to comply with above conditions may result in the funding having to be repaid.

Please can you respond to confirm receipt of this letter, who the cheque should be made payable to and where it is to be sent?

Please return a signed copy of this letter once the cheque is received.

Agreed S Robertson would accept grants on behalf of Waid Academy and Bell Baxter, with photo accepting cheque with the Chair, he also received the Waid A cheque. The Secretary will deliver Bell Baxter's to J Whittet at school.

## **9. EFSC Website**

Grieg Hopcroft provided a quote for installing an online system to the website for annual affiliations, grant applications and awards nominations, plus upgrade work and some training for the Secretary of £650. Alpha Tango who currently supply website hosting and support quoted 800-1000 for the digital system install. The committee agreed G Hopcroft's quote and agreed this can go ahead funded by the council rather than wait for a grant as proposed by the Secretary. It is proposed to try to make the upgrade before affiliation renewals at the end of March 2019. It was also proposed to review agreement with Alpha Tango before October.

## **10. Awards Ceremony 2019**

Nominations are low, so we need a big push to fill the categories. M Kennedy to post on her facebook page about this, with cut off Friday 18 Jan. It was agreed to return to a digital form of shortlisting the categories, using Google Drive for sharing the paperwork with the Shortlist committee. This will be sent out by Friday 25 Jan 2019, with shortlists to be returned by Fri 1 Feb 2019. The Chair noted that every nomination must be awarded a placing and not just the top 3 as it is a combined result of the 6 committee.

It was agreed to invite Paul Noble as Keynote Speaker, send any visuals to M Kavanagh in advance to embed in the powerpoint. The Spotlight film to be supplied by Active Schools and edited by M Kavanagh. There are 6 new sponsors, and each was allocated a category or section for sponsorship. It was agreed to produce a branded bag and possibly another branded product such as a water bottle to give away good bags on the night. The Secretary will approach the existing sponsors to ask if they might wish to sponsor more to cover these products – with their

logo added to these also. Thorntons and Old Course Hotel have still to confirm sponsorship, the Secretary will chase this.

The Secretary will meet at the Corn Exchange on Friday 11 Jan with M Kavanagh, R Booth (photographer) and Sunshine Kitchen (catering) to look at the layout.

## **11. Spring Events**

Proposed to hold the Lead to Exceed stage 2 in April or May, grant applications are required from Howe of Fife and DPBC. The Secretary will liaise with G Hopcroft re Fins ASC.

Active Fife are organising a primary age Triathlon in May at Cupar Sports Centre. There are also plans for water confidence teaching for young primary age at Levenmouth/St Andrews.

The Chair spoke about SALSC/Sport Scotland, as the budget will be set in February 2019, proposing (as previously) to apply for funding and to contact our members to ask if they would be interested in becoming involved with a program to take sport in to residential homes. M Kavanagh recommended we speak with Fiona/Anne, Fife C Physical Activity coordinators first to find out what is currently being done in this capacity.

Meets with our member clubs – cluster meets – will be organised later in the year.

## **12. AOCB**

M Strachan noted the Tayport Hub was on schedule and plans to be completed by July 2019. The car park is complete and grassed area for the campsite is underway. They have received a revenue grant, which will allow appt of a general manager ahead of opening. There will be an opening ceremony.

## **13. Date of Next Meeting**

**Thursday 7 March 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**

16 May

11 July

3 Oct

5 Dec

AGM 11 Sept

Quiz Night 15 Nov