

# **EXECUTIVE COMMITTEE MEETING**

**7.00pm 11 March 2019**

Duffus Park Bowling Club, Cupar

## **MINUTES**

### **Attendance Present:**

Rona McCraw – Chair

Hilary Lumsden - Secretary/Treasurer

Mandy Strachan – Tayport Tennis Club

George Sharp – DPBC

Margaret Kennedy – Councillor

Ian Bell - FLTC

Lynne MacKenzie – Active Schools

Michael Kavanagh – SDO

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

Rona welcomed the attendees. Apologies came from R Nellies, G Anderson, R Duncan, A Arbuckle.

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

The minutes of the last meeting on 10<sup>th</sup> Jan 2019 were approved; being proposed by G Sharp and seconded by M Strachan.

### **3. Matters Arising**

SALSC Bowling Competition – the Gents Competition has been offered to and accepted by St Andrews Bowling Club. Contract details have been sent to the club. A suggested date has been sent to SALSC, await confirmation.

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

The Secretary stated specific matters covered by later items on the Agenda. We come to the end of this year with 61 of 78 members paid and affiliated for 2018-19; St Andrews & ENC Football Club were given membership for March foc, as they were members 2017-28 but had not been contacted in 2018, no record of previous affiliation could be found. There were 6 clubs had indicated they would continue but to date had produced no forms/fees. There are 10 clubs with no contact made as yet. It is hoped to catch outstanding members in the next affiliation 2019-20.

A grant submitted by Crail Rowing Club for assistance in purchasing a trailer for their boat was approved; totalling £500, providing ClubFife accreditation confirmed by M Kavanagh and that the trailer will be new and not second hand. A grant submitted by Soccer AM 35+ for assistance in purchasing essential equipment (eg. balls, cones and first aid kit) was approved; totalling £300; application for initial facility hire (£200) was declined as the team is part of an established club.

### **Income and Expenditure**

The Treasurer presented accounts up to the most recent balance of 7 January 19 and confirmed a balance of £25,334.42, and confirmed most activity in the accounts has been sponsorship payments in for the Awards, payments out were to the supplier for the Awards goodybags, Sunshine Kitchen deposit, wine and glass hire, plus the secretary's wages. As we move to the end of the year the bank balance is more or less unchanged from a year ago.

## **5. Correspondence**

Sadly, we received the news that Chris Hann from the Jaguars Badminton Club had passed away. The Chair suggested a card from the council, an acknowledgement at the Awards and agreed to contact Chris's wife Liz.

East Fife Indoor Bowling Club contacted us to complain about the date of our Awards Ceremony, which they had complained about before as it clashes with one of their events. It was noted it is difficult to set a date for the Awards considering other key dates and clashes were sadly inevitable. Wordpress will be upgraded within our IT contact to WP 5.1, any breaks during upgrade are covered but any occurring after the update would incur charges.

Lead to Exceed grant application forms in, await a date for the workshop.

## **6. St Andrews Fencing Club**

Paul Brown from St Andrews Fencing Club informed us that the club has been inactive since spring 2015. A Special General Meeting of our club in Dec 18 agreed to close down the club. According to our constitution, assets should be transferred to EFSC: fencing equipment, currently stored at Madras College, and a cash balance of over £500. Previously M Kavanagh discussed the equipment going to St Andrews University but subsequently they have indicated this is for juniors and unsuitable for their club. J Moffat suggested a club in Dunfermline would be interested in the juniors equipment. This was agreed by the committee. There are outstanding queries relating to the money transfer concerning HMRC, which the club has been asked to confirm back to EFSC.

## **7. Sports Development Officer Report**

M Kavanagh has been away on placement and so there was no updates, but he confirmed his finish date would be around August 2019.

## **8. Active Schools Report**

L MacKenzie outlined the workshops delivered to the NEF Sports Stars (see previous minutes). Working on a tennis engagement with events/festivals aimed at non-players. Bell Baxter and Madras cluster Primary Schools Triathlon event scheduled for May at Cupar Sports Centre, run with local tri club and the governing body. Fife Sport & Leisure Trust are aiming to start a new tri club too.

Working to profile children not taking part in extra curricular sport/activities, particularly Tayport/Wormit/Greyfriars PSs to offer free sessions with local community clubs.

Saints Young Leadership programme for S5-6 in the 3 HS cluster areas, with lots of volunteering opportunities for those taking part. Clubs encouraged to contact AS about volunteering opportunities – especially at planned events. Also working on how the Leaders can continue their work after they leave school.

## **9. EFSC Website**

The Awards page has been fully upgraded by Grieg Hopcroft to include all the sponsor logos. Grieg has also set-up the online system for annual affiliations, grant applications and awards nominations and this will be upgraded before affiliation renewals at the end of this month. Facebook working well with reach (up to 1.4K) and engagements (700+) increasing all the time.

## **10. Awards Ceremony 2019**

There was a great story in the Fife Herald/Citizen about the Awards and Paul Noble as keynote speaker – Scott Ingles will attend the ceremony and will cover it on the Friday with a feature of the winners the following Friday. The goody bags are in and being filled with sponsor flyers etc, total cost for branded bags and pens was £460 with £250 from EQ Accountants in sponsorship. Sponsors have doubled this year with great interest, there are 16 in total, bringing in £1650 – each paying £100 except EQ paying £250 as principal sponsor; SALSC supply award not cash (Chair has the award). Risk Assessment and Safety Plan completed and will be circulated along with a brief for the stewards/helpers. Richard will cover housekeeping in his introduction speech. Posters (Welcome, This Way) and table numbers will be printed and an A3 table plan supplied to the reception team. It was agreed that no name badges will be used. Music will be supplied by M Kavanagh on an ipod as we were unable to secure live music at short notice. Sunshine Kitchen

offered to dress tables with daffodils and will also collect water jugs from SRUC and supply recyclable cups. Secretary to pick up glasses and linen and supply wine and soft drinks. G Sharp agreed to supervise wine on the night. The programme has gone to print at Westport and the powerpoint will go to M Kavanagh to embed spotlight and keynote speaker material. Computer has been PAT tested and secretary to confirm with Lewis Sharp about set-up during the day of the awards. Unfortunately M Kavanagh confirmed the Modern Apprentices are unable to attend this year. Trophies all in and checked and look great, bowls are quite large and boxes are plain cardboard rather than presentation, which has saved money but could also be seen as more environmentally friendly as boxes are usually disposed of.

### **11. Summer Training**

Proposed to ask Laura Baxter re a date for the Lead to Exceed stage 2 as secretary has not managed to confirm a date with the clubs as yet.

Summer Training will be carried to the next meeting's agenda for discussion.

### **12. AOCB**

The Chair proposed to add new points to the next agenda for changes to the constitution and changes to the awards as it is intended to add a new category for Club of the Year (as currently these tend to be nominated in the Team Award). This new category could feature a 'Project of the year', which could then be included in the spotlight presentation.

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

**Thursday 16 May 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**

11 July

3 Oct

5 Dec

AGM 11 Sept

Quiz Night 15 Nov