

ALDWINIANS RUFC

TRUSTEE MEETING TRANSCRIPT 12 AUGUST 2020

Trustees in attendance	William Thorpe (WT) – Chairman Ian Wilson (IW) – Trustee, Club Member/Former Player Kevin Turner-Hague (KTH) – Trustee for Playing Club Member Katy Davies (KD) – Trustee Club Member/Ladies Team Admin Alan Whalley (AW) – Club Member/Senior Fixtures Secretary Christine Spivey (CS) – Hon Secretary/Membership Secretary/CSO Club Member Tyler Gibson (TG) – Future Assistant for KTH
Observers	Robert Palmer (RP) – Senior Player Lee Bradley (LB) – Club President/Former Player Chris Rushworth (CR) – Former Player/Life Member Georgina Hardy (GH) – [Minis & Juniors secretary]
Apologies	Ian Spivey (IS) - Trustee, House & Grounds Chairman/Club Member Trevor Hulmes (TH) - Treasurer

CORRESPONDENCE	CS	Forwarded email to everyone to say club is adhering to current guidelines. Notes passed from TH in his absence. Applied for Natwest RugbyForce £500 (should be in a/c Friday). Trustees decide how it gets used and how to enforce event eg buying materials. Sometimes have to put project in but its being done 5/6 Sep specific to that weekend. Can add money to it if we decide to go towards bigger project. Have to provide before/after photos to RFU and keep appropriate receipts.
	KTH	Ridge tiles need doing all way along asymmetric pitch.
	CS	TH put application in to Manchester Airport Group (£2,750), been accepted for assessment for pitch remedial work. Not heard back from Barclays bounceback loan. TH feels disrespected by not receiving response from Trustees to email sent during last week. Will scan and send Barclays forms to TH.
	WT	Did respond.
	All	Didn't feel could respond due to email not being directly addressed, only copied in.
	RP	Few accusations in TH's email that derogatory comments made on forum towards IS and CS. Have checked every post and there is nothing derogatory whatsoever. Was hoping to address it directly this evening, but unable to do so, due to TH absent. Feel it disrespectful that TH not here to address directly but asked CS to speak on his behalf. There was action points minuted from last meeting that weren't actioned (also mentioned in separate action plan just for Trustees). Everyone has life away from club, but my wife due to give birth and I'm still here. Where's IS? Again, too many stumbling blocks. Christine, have spoken to you many times and you're always massively busy. Only point of all this is to alleviate some of the less important duties in order for you to concentrate on most important ie safeguarding. CS is a massive asset and vital cog in this club.
	CS	Doesn't always feel like that – should have sat down first and discussed. People ignore requests, but only chasing/informing in line with safeguarding rules that have to be adhered. My name attached to protocols and have to ensure they are followed, people don't realise this is to protect them. IS had to go to Lancashire meeting re Covid and other regulations that are changing/being implemented.
	RP	I'm voice of members. Others tried in past, but never had enough time to commit – just want to reiterate nothing derogatory has ever been written on facebook members forum and request TH retract accusations.
IW/ WT	Feel its disrespectful not to be present tonight after last meeting and offered no reason why. But people need to also understand that safeguarding is a major requirement and vast amount of work involved by CS.	

SAFEGUARDING	CS	Sent out emails this week re safeguarding and Covid track and trace for teams to come back training. Each team has to do own track and trace because not everybody will come in club afterwards. Some did it but need to ensure that all mini and juniors coaches ensure its done. Also sent doc with a guide to resources. Regulation 15 changed - GMS - all players (senior colts downwards) need to re-register on GMS by parents.
	LB/GH/ KD	Might be worth having someone here to help as with membership for Bottomline. Have laptop handy, talk then through it. Might be worth having a direct link on membership forms to GMS - raised probs in past.
	CS	Won't be just yet. Earliest we're talking about any kind of rugby is October in line with current regulations. Regulation 21 – Safeguarding has been updated too. Am going to circulate via memory stick so coaches/managers can read all new info on screen and then complete and return accident reports/match reports directly by email. Was sent a form by [Damian Lutman] which is used for football. Will tweak it to suit us and send that too. It's a consent form saying children can't participate without consent of parents, poss looking at taking kids' temperatures, but will check more on that. Parents will need to stay and not just drop off - they need to be around to administer basic first aid if necessary. If emergency first aid is required, coaches will still administer, but parents to do basic first aid.
NEW MEMBERSHIP	WT	PL was to test some membership forms?
	RP/ GH	Done. Gone live with membership. Currently have 77 people completed forms and agreed direct debits for next 12 months. 33 agreed to start 17 Aug so will have £450 in account couple days later. Most of rest due to start 1 Sep – that's £1,000 guaranteed every month - £12,000 over year with gym only open couple days - matching last year already.
	LB/KTH	Without club open and also not many minis and juniors signed as yet.
	RP	After Saturday's training, got 10 new members and on Sunday afterwards got about another 10.
	KD	If you've got laptop here, easy for those who are unsure to just talk them through.
	LB	Agree, makes it lot easier for people to sign up.
	GH	Had lots of people question the forms and been helping where poss.
	KTH	It's a massive step forward
NEW KIT PROVIDER	LB	Ryan Jennings confirmed: Year 1 – FOC jackets (club crest & initials) to 30 registered coaches/volunteers; Year 2 – based on 2021 sales – 10% inc VAT – gift of kit (<£10k = 5%; <£15k = 7.5%; >£15k = 10%); Year 3 – same as year 2. Based on predicted sales of £20k.
	WT	In TH absence, I'll sign contract. LB to check over.
	LB	Stephen Marrow enhanced club crest – passed round to all Trustees and will forward to O'Neills.
	All	Agree looks better
	CS	Will need copy for letterheads etc.
GYM	KTH	Nick's done risk assessment of gym - some stuff outside Covid regulations that we need to look at – max 10 people; sign in; use external entrance door; sanitiser in there; dedicated toilet (no showers/changing rooms); stay 2m apart, sanitise equipment before/after use; no spotting; bring own water; don't feel well – don't come!). Have put protocol together for gym users - if all happy – gym can open this weekend. Needs putting up in gym, posting on forum and just need to ensure that everyone reads and understands. Same card will access gym. New signing in/out book for gym too.
	GH	Will add to membership form, consent to rules for gym to ensure people read and adhere.
	WT	People need to realise, threat of gym closure if non-compliance
	RP	Membership cards will access gym – if people don't pay, they won't have access – cards issued upon signing up.
	CS	Years to come – rules may ease up, but players can educate players and keep it clean at all times.
	RP	Brought some anti-bac spray – only cheap in B&Ms. Just spray in all rooms, carpet, upholstery etc. Can be used with wipes on gym equipment too and surfaces.

TRAINING	KTH	Spoke to Danny and said will put some games in when back off hols. Was maybe 30/40 people training this week, people training Sat too when club open.
	LB	Danny also proposed mixed ability game on 22nd, 10 a side
	GH/ KD	Spoke to minis/juniors coaches too re training on Sunday. Lots of positive acknowledgements.
NCP	WT	In TH absence, assume heard nothing back. Can't chase till hear from TH
	All	Discussion re questions/answers from TH last meeting and agree not worth giving up £9,000 per year on basis NCP may not agree to reimburse for wear & tear on car park. Members on the forum would be able to fill few potholes if necessary. Also, ring n ride have used club with free parking, if we go ahead with NCP, they may have to pay – don't bring any money into club.
BAR	RP	Did put on forum that people need to use club. Had bbq on Sunday - about 30/40 people.
	IW	Took around £750 last Sunday.
	LB	Definitely up from the £60 week before.
FINANCE	WT	Was suggested that TH to provide figures about how we're actually progressing cash wise, will have to wait till he's back.
	LB	Robbo mentioned [Andrew Gwynne], local MP been encouraging clubs/charities to the Postcode Lottery. 4 areas you can apply for between £500 and £20k. One is community inclusion. Application has to be in for 19 August and would have asked TH to do it but in his absence can we ask Robbo to sort given quick timescale?
	KD	Emma off ladies team good with that kind of stuff too.
	WT	In TH absence, happy for Robbo and ask Emma to help sort.
CROWDFUNDING	LB	Briefly spoke about this at last meeting. Ryan has agreed to have a closer look when he's back. Teachers offering tuition, Yvonne McGuire offered CV services, I'll get a TV donated, lots of people have different services to offer.
	KTH	Community pay back people have donated a chipper to us which arrived Monday. LB had a look – worth about £1100. Have a really good relationship with them and agreed to give them a unit to leave all their stuff.
	RP	Had some good news today re our membership and what we can gain from it. Have finalised a deal with Ashton-on-Mersey and Dukinfield Golf Club that if an Aldwinians member is to use their facilities, they'll get members' rates of a round of golf for £15 instead of the usual £40. They've asked if we could promote a ball and do some sort of raffle to put around £100 their way in return.
ANY OTHER BUSINESS	RP	Put to Committee to consider an award for a particular member of the club who has given lots of time and effort over the years and be given a life membership. Also think CS should be given life membership for all her efforts and hard work over the years?
	WT	Agree – good idea!
	All	In agreement
	KTH	Had heating engineer in yesterday to look at system. Found manual and everything been switched off so only comes on at weekends. Can have it on in mornings if need be. Now they're asking about sponsorship packages.
	GS/ KD/ CS	Have contacted many people in relation to personalised stock items but will keep trying as some on holiday at present, although some responded saying don't want it now. Also got lots of old stock, consider selling it cheap as training stuff?

ANY OTHER BUSINESS	RP	Somebody asked about family membership but where they only have 2 adults playing. Asked whether we could allocate those child places to any who may be in need.
	All	Discussion around complications/advantages of doing this. £32 for 2 adults would also cover cost for 2 children. Few couples within club would be willing to do this for kids/parents who struggle with subs. Agreed this can be done, but child's name to remain CONFIDENTIAL . Those people would just be informed that they are helping/sponsoring "a child". Managers/coaches would normally be in the know about which families could benefit from this. Details to be fine tuned, but coach/manager/parent could ask to be considered as part of that either on a weekly basis or longer if necessary. Likely that there will be around 10 places on offer. Vote taken on having a "Community Inclusion Fund". Unanimous in favour.
	LB	Mike Marrow mentioned whether we can get a boot exchange up and running. Eg first time kids not sure if they like it, rather than go to expense, have a kind of swap shop? As a family club, think it's a good idea if we don't already. Maybe one central place where managers/coaches know exactly where it is.
	KD	I've got loads of stuff in boot of car. Everybody knows to either ask me for stuff or give me stuff.
	GH	Eg, kids haven't played for so long, kit may not fit – somewhere to bring old stuff and grab some others.
	All	Agree
	LB	Paul Lyons away. Was due to put things together with questionnaires but didn't receive all in time to finish report – will revert when he's back.
	RP	Yvonne has suggested providing Trustees with full transcript together with shortened version of minutes and action tracker to help with CS workload. That way, transcript can be filed away (but referred back to if and when needed) and work from action tracker every week. Allows us to see who's done what and what is still outstanding. She sent email apologising for delay but when first asked, we were at monthly meetings of an hour and have now gone to fortnightly (and over an hour!)
	All	Agree and thank YM on recording.

Transcribed and typed by Yvonne McGuire 19/08/2020.