

ALDWINIANS RUFC

TRUSTEE MEETING MINUTES 29 JULY 2020

Trustees in attendance	William Thorpe (WT) – Chairman Ilan 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 Trevor Hulmes (TH) - Treasurer
Observers	Robert Palmer (RP) – Senior Player Lee Bradley (LB) – Club President/Former Player Chris Rushworth (CR) – Former Player/Life Member Georgina Hardy (GH) Paul Lyons (PL) Ryan Jennings (RJ) Nick Slack (NS)
Apologies	Ilan Spivey (IS) - Trustee, House & Grounds Chairman/Club Member

CORRESPONDENCE		
WT	KTH received an email re armed forces event to be held at club. KTH to discuss with Robbo/ Mike Marrow. Info out to shops. Last time wasn't great success although wasn't aimed at M&J.	
CHARITIES COMMISSION	WT	CR sent questionnaire round and was largely yes/no/not applicable answers. Was going to have meeting but agreed Trustees would just complete it best they could. PL incorporated a "don't know answer" into questionnaire.
	PL	Have created report detailing the answers compiled. Trustees should understand the role they're supposed to do re finances. 56% of answers were "don't know" – slightly worrying, it is a legal responsibility to have some knowledge! TG, KD, IW as newer Trustees knew the least, increasing by WT, KTH, IS, CS, WT. Not received from TH. Will highlight high/medium/low priority action points to address. Rattle cans applicable to club too in form of raffles etc.
	TH	Started looking at it 2 years ago. Lots of new Trustees should have been made aware. Have to look at from both charity and trading company perspectives. Agree should bring in recommendations for the charity, but we do adhere to them.
	RP	Questioning why TH not completed, last minutes. Need to have TH's knowledge shared between Trustees and stop stalling progression.
	TH	Misunderstood requirements and initially thought would be part of internal audit committee. Will complete and return.
	WT/IW	Reiterated internal audit committee: CR, Munch, PL, GH if they were in consent. Pressure on Committee to get things right. Agree more transparency needed for members too. Bottomline will help with this.
	All	In agreement all Trustees need to be aware of other roles within the Committee. Put welcome pack together for new Trustees detailing all info and including accounts. If some have too much responsibility, share out amongst others. Need to remove mitigation aspects from Committee members. Discussion around displaying charity registration number and registered address on all correspondence, website and around club etc. 2 people should be present to open mail and unopened mail should be kept secure.

	PL	Will audit and then present final findings and draft action plan for Trustees to put into place. Then reassess at date to be agreed. Could withdraw charitable status if things not put right. Some are legal obligations, some just best practice – but best to have it all correct and transparent. If you can find where needs to be improved and have action plan in place, better than ignoring it or doing nothing about. Good practice to get accounts audited properly too. Audit committee wouldn't necessarily just be for finances, be for things such as health & safety audit too. Compliance throughout the club. So risk management, then audit.
DIRECT DEBITS/BOTTOMLINE	PL	Direct debit mandates ready to go for Bottomline – one for President's lotto and one for membership monies.
	LB	Be good to coincide with RFU Level C
	TH	Met with Barclays last week to set up new accounts for charity account and trading company. Trustees need to fill in personal details. Details passed to Bottomline.
	WT	Trading company need to meet.
	PL/CR	Chose 1st and 17th month for direct debits. Needs communicating to people that its up and running.
	RP	Why is bank account registered to TH address?
	TH	Was before there was online banking. Irrelevant now – statements can be downloaded from anywhere.
	All	Agree would be good to physically see bank statements. See incoming/outgoing
	RP	No direct debits previously, think monies should be left untouched with clear view in mind of where it will be spent.
	KD	Can relay to members, £X received, now going towards....
	RJ	Agree. Would be happy to learn where money been spent and happy to be contributing towards the club as a whole.
	CR/RP	Will send direct debit mandates to those who volunteered.
NEW KIT PROVIDER	RJ	<p>With over 15 years' experience at Manchester Grammar School, have experience in bulk ordering/suppliers. Few of us been researching, contacting and comparing different suppliers. Came down to O'Neills and Tribal.</p> <p>O'Neills:</p> <ul style="list-style-type: none"> • max delivery time – 7 days • great professional looking, user friendly website with lots of choice and examples – spent £300k last couple years on updating website • kit posted direct to purchaser – no stress for club/having to chase for payment/returns/faulty goods etc • no cash being taken in club • offer 10% kick back on all purchases • reasonably priced and good quality • have massive warehouse in UK and manufacture own products and hold stock • dealt with 350,000 orders in 2019 • can provide regular sales/activity reports • can provide personalised bespoke items • also offer individual loyalty points scheme • will provide club with leaflets/banners to advertise products <p>Tribal:</p> <ul style="list-style-type: none"> • known to club and have loyalty/relationship already with both club and individuals • website not particularly user friendly • only 9 items available to purchase • relies on third party supplier – concerns of availability for bulk ordering • can provide personalised items • agreed to provide same 10% kick back • stockpiling in club and not always receiving payment <p>Don't particularly need one contact at club, but happy to go forward and will involve Danny Lyons and Mike Marrow too.</p>

NEW KIT PROVIDER	All	Agree RJ already has experience of dealing with O'Neills so would be best person forward as club contact
	KD	Had some experience already with O'Neill's for women's shorts. Asked question, replied to immediately.
	LB/RJ	Was presented to members to vote. O'Neills 86% and Tribal 3%. Not cheapest whatsoever, but paying for good service too as well as quality with O'Neills.
	RP	Propose for Committee to vote on O'Neills as new kit provider with kickback going to coaches/managers of minis and juniors.
	CS	Have been provided with new kit and isn't always worn/used.
	IW	Proposes a vote for O'Neills has new kit provider.
	WT	Seconds.
	All	In favour
	RJ/RP/LB	Next steps will get badge signed off. Stephen Marrow designed new one – nothing changed just enhanced colours and shadings. Will present to Committee next meeting.
	KD/RJ	Need to have 10% kick back confirmed by O'Neills
All	Agree kick back use needs to be an ongoing discussion as won't receive for at least 12 months	
FINANCE	WT	Any progress with bounceback loan TH?
	TH	Still in progress. Have had initial discussions and confirmed money is main pot, waiting to be distributed. They can't provide timescales. Turnaround times have increased due to amount of people requesting. Also informed me that they are currently dealing with lots of fraudulent applications, so that's slowing things too. Didn't have to provide accounts, just complete application which they've got. Can't see a reason for us not to get it based on criteria and our turnover.
	WT	Are we taking VAT off beer prices?
	LB/TH	Can't – no VAT reduction on alcohol – only soft drinks and food.
	TH	Asked brewery re cheap barrels. Waiting to hear, may go direct to Jayne.
	RP	Are we paying our current loan back yet or not?
	TH	Paid July instalment. Still an offer of another 3 months if we need it.
	RP/WT/ TH	Discussion whether worth taking on the 3 months as interest only and compared amount outstanding now and years ago. Maximum it was £150k, now less than £120k but still not massive impact in over 20 years.
CAR PARK	WT	Initial meetings with NCP seemed very straight forward. £9k profit to us. TH raised lots of questions.
	WT/LB	Need to look at dropping pensioners club, not profitable in comparison – they bring own tea and coffee! Or maybe get them to use NCP for parking rates.
	TH	Don't want to alienate them, might be able to accommodate all? There's approx 60/70 of them but not sure how many use own car or are dropped by Ring n Ride etc.
	CS	Do pay for room hire
	TH	<ul style="list-style-type: none"> Q: £9k a year over 48 weeks – suggested should pro rata. <i>A: Disagree as unsure of exact numbers.</i> Q: Daily £1.50 charge <i>A: More bays may be needed upon demand (not including riding school). If regularly needed more spaces, would look at reviewing agreement.</i> Q: what if people park in places not in the domain? <i>A: happy to accommodate riding school but can't make wider exceptions. If club require this, interest would cease. Need to keep costs to a minimum for admin. All extras add to costs and wouldn't enter into short term</i>

CAR PARK	All	<ul style="list-style-type: none"> Q: working in specimen contract, assurance that NCP staff have right skills etc. May be no one from club here. <i>A: All staff have extensive experience working on short term sites on sports clubs</i> Q: Need to know what advertising/display planned and interpretation of use <i>A: Another site visit needed</i> Q: What about surfacing? More vehicles using on a daily basis will impact the surface. That defined area never had cars before. Photographs at end won't suffice – loss of tarmac etc <i>A: Assessment done by property team before and after agreement commences/ceases. Will be revisited annually to understand impact</i> <p>Personal opinion is that its not a major commitment. Can tell they're experienced.</p> <p>General discussion re overnight stays, liability against club for damages, timings, signs in the car park, app use, car reg on membership forms (non-members may need to pay for parking), impact on bikers. Agreed to fine tune details at a later date</p>
GYM	<p>KTH</p> <p>NS</p> <p>RP</p> <p>CS</p> <p>RP</p> <p>KTH</p> <p>NS/KTH</p> <p>RP</p> <p>All</p>	<p>GYM</p> <p>Gyms are generally open from last weekend. Have asked Nick to do risk assessment of our gym in terms of being Covid-compliant.</p> <p>All gyms need to be risk assessed, to my knowledge we don't have one (even previously).</p> <p>Risk Assessment in progress, need to finalise some things re signage, social distancing etc and few things to clarify with Committee. Occupancy: need to cut numbers for social distancing. Max 10 people in gym any one time, looking at space available. Isolated some equipment to ensure social distancing, taped off so not currently in use. Ours is unmanned to have to be stricter with rules. Need extra cleaning regime too. Probably never be more than 10 but Committee need to be showing to police the rules. Need to do some sort of tracking of how many in there. Perhaps signing in/out book, look at membership cards etc. Signage will help remove responsibility from Trustees. Cleaning needs to be ongoing to be Covid compliant. Needs to be cleaned periodically throughout the day and also deep cleaned regularly. Have to anticipate that some individuals won't clean up before/after use of equipment and needs to be stated that risks gym having to close. Cleaning from all aspects needs to be stepped up. Need to decide whether that's fogging sprays, industrial externals coming in, having anti-bac spray/wipes available at all time. Everything we can do to mitigate risk to both staff and users.</p> <p>Has data been collated from form sent last meeting?</p> <p>Not yet. Once gym is open will be easier to have true reflection of what's going on. Do already have plenty anti-bac sprays and wipes to be able to make available.</p> <p>Have used sprays – can buy cheaply from B&M, will get some and bring them to club.</p> <p>Two parts to this – make sure everything is checked and correctly spaced/isolated. Following Nick's assessment, it will be a user protocol that needs to be put in place and abide by. Need some more wall mounted sanitisers.</p> <p>Lots for and against. All of the above is good, but no ventilation. Leaving door open to ventilate increases risk of others coming in without being monitored. Have to change what everyone is used to – can't have someone standing around observing, assisting with weights etc. Will need to implement some sort of induction before use and gaining signatures for understanding/acknowledging rules.</p> <p>Asked when gym will reopen</p> <p>General discussion about RFU guidelines, membership payments, cards, access - target date for opening gym will be 1 September with strict conditions of use/occupancy.</p>

BAR	RP/PL	Some of the membership cards work, some don't.
	TH	All down to whether or not membership paid.
	All	Appears that direct debit mandates completed and returned last year were never set up. Those with cards aren't necessarily paying members, although it does seem that those who paid in full are accepted as paying members. Has been discussed at previous meetings. New forms sent out with GMS details before it was agreed to swap to Bottomline. Those who paid in full will receive some sort of reimbursement for not being able to use the facilities/benefits. New Bottomline membership can go live soon so all who have completed direct debit mandates (regardless of whether or not payment has yet commenced) will be classed as a member for the upcoming year.
	TH	Have to amend details on till for expiry dates eg life members currently set to 2 years from now, have to look at all expiry dates and amend if necessary and ensure that they're all given correct benefits/discount etc.
	KTH/RP/LB	Confused by figures sent by TL last meeting. Need checking again, some decimal points missing.
	TH	This time last year we'd done £82k of turnover, now we're at £29k. Wages mostly covered by furlough but due to change. Taking wages into account roughly £6k surplus against £15k this point last year, so £9k shortfall of income across of those 2 sets of 6 months. Need to look at current incoming/outgoing and make some decisions on how to proceed. Started off quite well, profit around £500 turnover minus wages on opening day. Sunday, only £96 of turnover so loss against wages. Following weekend was good, both days produced surpluses. Turnover of nearly £2,500 across weekend so nothing to shout home about, but a surplus! 18th, 19th and 20th combined turnover of around £540 across 3 days, take wages into account and we're at a small loss. .25th & 26th – similar. Overall, the bar returns around £1100 across those 4 weekends. Do we remain open?
	All	General discussion about getting people in to support the club, otherwise will have no choice but to close. Have seen hardly any players. Should be team socials being arranged. Heard different teams starting to talk about re-commencing training. Need to be telling them to hold training sessions over weekend so club can be used and we can profit. Club not open mid week. Furlough to be decreasing to 70% soon and will create more outgoings, need the money over the bar to compensate paying wages. Get seniors to train Saturday and minis and juniors to train Sunday.
	KD	Ladies got a social planned
	LB	Not sure of the rules on food at the moment with Covid
	WT/KTH	There are no rules other than use disposable dishes and forks. Can put burgers/chips on disposable trays. Might be worth doing Sunday afternoons after training for kids?
	LB	Obviously that's only bar costs, what about other club costs?
	WT	Losing at this rate is worrying not out of control, but still worrying. Would prefer to try and increase incomings than shut club completely. People need to realise that if they don't come regularly, when they want to come as a one off, we may be shut!
	CS	Maybe shut early if nobody in? No point in staying open if no customers and still paying overheads? Some websites are advertising shorter hours, maybe closing at 9pm? Might just cut expenses even slightly?
	TH	Difficult to gauge exact overhead costs at moment – but Sky and BT Sport had ceased taking payments, now looking for payment again as sport has started. That's approx. £500 p/m.
	RP/LB	Can you find out exact overheads please: water, gas, electric, wages, Sky etc? If we're putting bar profit of £1200 – won't cover everything.
	TH	Yes – average monthly costs. Currently have £5,000 in bank with another £3,000 due in furlough, so approx. £8,000. But holding £4,000 of deposits – some can be postponed, but some will need to be given back.
	WT	Jayne will need bigger float to pay back those deposits due.
CR	If we pay everyone we owe, we're about £3k in the red. Sources of income – are we expecting any more grants?	

BAR	TH	Application going through for Manchester Airport fund, up to £3,000. Closing date 20 August and ours is in.
	RP	Stockport rugby club have made about £35k with a crowdfunding page.
	RJ/RP	We need to get that in place. People don't always have money to offer. So they'll offer their time/expertise instead; eg a hairdresser will offer a £60 haircut if someone donates £45, someone will cut your lawn if you donate £20 to the club, a teacher will offer a 6 hour tuition session if someone donates £X to the club, someone else can't attend a game who holds a season ticket, so someone buys it for bit cheaper but donates the money to club.
	All	General discussion re the expertise that we currently have in the club, together with someone approaching local businesses. All in agreement that we should get this set up and put out to the forum asking for what people are prepared to offer. Will be time consuming but could have the potential to raise thousands. Sport England have also sponsored some similar events, willing to match whatever clubs can raise on their own - eg if we raised £10k through a crowd funding page, they'd donate another £10k on top.
	RP	Ian's gone so can't ask direct, but what's happened in relation to it being in when it shouldn't?
	WT	Can't be right that it has a mind of its own and comes on automatically.
	All	General discussion re timers etc. Try and get engineers to come out, if no joy - put on forum on ask for an engineer to come and demonstrate.
AOB	RP	Both Yvonne and Christine did last meetings minutes and there were differences. Thought we'd agreed Yvonne would do them. I do know there was one instance she couldn't due to work commitments, but I feel Christine should be able to concentrate on the meeting and not writing stuff down. She's a vital volunteer and we need her input.
	WT	I asked Christine to do last lot of minutes. Sometimes bit too detailed and hard to work out.
	WT/RP/T H/IW/KT H	Agreed minutes should be true reflection of discussions and should also include action points. Yvonne to receive action tracker and pick out action points from minutes with target dates, initials of who responsible and completion dates. That way, at start of every meeting, action planner is referred to as opposed to previous minutes.
	WT/TH/R P	Further discussion re transparency, competence, action points been carried out, stalling etc. WT asks RP to respect work already done in club and also members of Committee. RP states has full respect for all Committee members. 200 club
	TH and others	Right, for £220 - 65. £130 now – 186. £70 – 60 (Tim Flint). £45 – ???