

ALDWINIANS RUFC

TRUSTEE MEETING MINUTES 26 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
Observers	Robert Palmer (RP) – Senior Player Lee Bradley (LB) – Club President/Former Player Chris Rushworth (CR) – Former Player/Life Member Dan Hardy (DH) Paul Lyons (PH) Ryan Jennings (RJ) Danny Robinson (DR)
Apologies	Ian Spivey (IS) - Trustee, House & Grounds Chairman/Club Member Trevor Hulmes (TH) – Treasurer Tyler Gibson (TG) – Future Assistant for KTH

CORRESPONDENCE	CS	Apologies from TH, TG and IS
	IW	Forwarded email from concerned parent re Bottomline terms and conditions and GDPR and some general queries re financial regulations.
	All	Discussion as to who to deal with certain aspects. CS to take responsibility in first instance but to inform that is being dealt.
	CS	Email from TH: <ul style="list-style-type: none"> • Has been to bank to sort accounts. • Not received IW Barclays form (IW has with him). • Tried to contact NCP, but contact on holiday so still waiting to hear. • Grant application for pitch renovation with Manchester Airport is being considered. • Aware that postcode lottery grant being dealt with by others but did request copy of submission, hasn't received it. • Has chased bounceback loan, still waiting to hear and is little frustrated. • Expects CR will report on membership. • We continue to maintain credit balance in bank account and honour existing terms agreed with suppliers. With changes in furlough scheme starting in September, posts of consideration will have to be made to 30 September on future operation of bar overheads.

HOUSE & GROUNDS	KTH	Did IS get the CCTV cameras looked at?
	CS	Tried but on holiday so will have to await their return
	KTH	Jayne had problem with alarm system over weekend so it ended up un-alarmed. Do we know how to do it?
	CS	Was all put back on at 7.30am. Engineer wasn't here very long was in a rush so didn't get chance to speak properly.
	KTH	Can we find out how to do it? Every keyholder should be aware of how to reset it.
	CS	Will get details and ensure all keyholders aware of process.
	KTH	Natwest Rugby Force list that TH sent out about what we do on 5th and 6th September. Anybody have any ideas about what we should be doing? We've got the £500 - just have to demonstrate we're using it.
	CS	Was thinking if we could tidy all the back up, put membrane down to stop weeds growing out and do planters on memorial wall?
	KTH	Not a problem – just get some wood and do it
	CS	Maybe put lights in? Money there now – could probably get better quality of lights now?
	WT	Sounds good
	All	Discussion re fire assembly point. Used to be on car park but should have signage there too in recent years. Agree to have a sign put up on the floodlight saying "fire assembly point".
	LB	Can we also renew main sign at entrance?
	All	Discussion re asking Marstons to get involved in new signage before we go ahead and pay for it. Also could use lighting at the entrance too.
CHARITIES COMMISSION/MEMBERSHIP	PL	Got TH questionnaire. Got held up with membership so haven't finished report. Need to check that membership actually hitting bank account as been couple bank runs.
	CR	Received statement from TH. £450 has gone in and BACS payment of £212.
	PL	Going through 91 records, next batch run for £1,209.50. That doesn't mean 91 members, they could be family memberships so 91 lots of payments could be 1 or 4 on each.
	RP	Dan Hardy here on behalf of Gina.
	DH	Actually got 118 memberships signed up for 157 members. As Paul said, need to check next BACS run because payments go in on 1st and 17th (about half each date), so 2 lumps throughout month amounts to approx. £2,000.
	KTH	Absolutely fantastic compared to previous years – normally got CS running round chasing and got 91 signed up already at this point.
	All	Massive, not even playing and no bar included either. Was about £14,000 throughout the whole of last year. Agreed DH and PL have access to Bottomline payments to put info together on spreadsheet with all info – membership details, lottery, 200 club, gym etc.
	PL	Have started developing an Aldwinians User Guide for Memberships - talks through exactly what to do with screenshots for each form. Will go through GMS one too - will be a link so should make easier and reduce no of queries. Hopefully complete end of the week
	CR	Had meeting on Monday, PL and DH. Only thing not sure of is 200 club members, need list from TH as haven't got access to everyone who is a member.

GYM	KTH	Gym open and being used. Had some minor issues with cards.
	RP	Sorted membership cards not working. Have changed times of gym from 05:30 to 22:00.
	KTH	Gym open and being used. Protocol displayed and put on forum too. All sanitisers, anti-bac spray, wipes, signage all present.
	CS	Could be kept tidier - some weights left out but much better than usual. Agreed to report back in couple of weeks as to whether protocols being adhered to. Can't see other than signing book who been in. Will be held on till system somewhere, but not sure where.
	WT	Needs to be sorted. Can't have people coming in and out without us knowing. Also need to be able to see exactly who been in if not being kept clean and tidy in accordance with current legislation.
	All	CS considering have auto anti-bac spraying installed. Discussion whether would provide enough coverage for whole gym - 2 ends not enough. CS to look into further.
FINANCE	WT/KTH	Still need meeting with trading company. Just set it up and one of us will attend if TH too busy.
	WT	Been waiting long time re bounceback loan from what we were envisaging. Can TH show us progress, about 8/10 weeks now and this is a once in a lifetime opportunity, needs to be chased regularly. TH also still to provide quarterly overhead figures to keep club running – delayed due to his absence.
	All	Discussion initiated by RJ about brewery loan and needs to be paid back quickest way possible. Has been with us over 20 years and being paid back very slowly at 1.5% interest as long as we hit a barrel target, if not the interest is higher. Works out to 46,000 pints we need to sell on behalf of the brewery. Last few years we've done that, but this year things are different and we are indebted to buying beer from Marstons so can't compete with other places as they set the price. They can charge us above everywhere else because we're obligated. Could probably get a pint up to 50p less than what we're currently paying. With that many pints, that's £23,000 per year! Can we put the bounceback towards the brewery loan? Option to look at. If we can raise £100k without using bounceback loan, we can hand back to government and say thanks but we didn't need it, no penalty. But something to fall back on.
	CR	TH said before lockdown, not as simple as 160 barrels – includes certain mixers too that they'll say equates to a barrel. Need to try and work out exactly how much
	RP	Could try LWC?
	KTH/LB	According to last accounts from TH, bar margin about 50%. Take salary, glassware, supplies, laundries etc from turnover and our margin is around 45%. AGM figures - takings £181,000 net purchases £93,000 we've made £87,733 which was gross profit of 48.44%. That's buying from Marstons. Unsure of our barrel size - check with TH.
	WT	Disgraceful! We're getting done from every direction!
	RP	Could go to another brewery whether or not they're higher price – plenty breweries willing to invest.
	KTH	Best option is freehouse, no ties to anyone
	CR	Not actually tied in. Tied to the 160 barrels but only to get the 1.5% interest. Could look into paying off half loan and then only being obliged to buy 80 barrels. That way could buy 50% from elsewhere? And if we didn't make the barrelage at all, interest only rises to 4%.
	RP	Could buy all our beers through LWC and take hit on interest percentage? Need to look whether paying higher interest still bring profit for us on cheaper beer from elsewhere? Pay loan back separately? A show of arms to the brewery in the hope they come back with something – if not is it worth us paying them 4% but making larger profit on beer? Someone would need to look at figures properly.
	CR	Will check contract properly and see if any other penalties by paying 4% interest and not buying beer from Marstons.

FINANCE	All	<p>Discussion around feelings around club if loan of 20 years could be paid back in next 12 months. Would be tremendous. Should be our target, look to having a beer in club being a freehouse next year. Membership will help ease some of burden but LB/RJ/CR looking at how to eliminate debt as quickly as possible.</p> <p>Ideas – crowdfunding/loan scheme/government funded lottery grants/auction. Would we want to run concurrently or alongside each other? Agreed to run crowdfunding first based mostly on fact that Sport England grant will run out shortly. Also, CS points out not many people coming into club at present. Crowdfunding done via social media – loan scheme needs talking face to face – another couple of months, circumstances may be different.</p> <p>Let's try and eliminate as much of that £100k as we can with loan scheme and crowdfunding.</p> <p>RJ says that Sport England pay £10k into bank account as soon as target reached – don't necessarily have to wait 8 weeks.</p> <p>All: Crowdfunding needs to go live soon as possible.</p>
	WT	<p>People need to be aware of why we're doing this and it isn't just for cheaper beer at this stage.</p>
FUNDRAISING IDEAS/SUB COMMITTEE	RJ	<p>Happy to chair fundraising sub committee but need everyone to be aware so that people not duplicating efforts or people wonder why am I doing it. Lots of little sub committees, in whats app groups but need face to face meetings too. Also nice to put names to faces.</p>
	LB/RP	<p>Needs one person to take charge, and oversee everything that everyone else is doing. Whats app groups good to get people involved and interested, but agree face to face always better. But these little sub committees have made massive strides - new kit, membership, fundraising, lots of posters from Guss advertising, Stephen Marrow cracking on with the new website which looks really good. Happy for RJ to chair these fundraising groups, meet up in person and then present to Committee with ideas. TH made a point that when everyone turns up, it prolongs meetings so you could just present ideas when finalised instead?</p>
	WT	<p>Once you sit down with people you realise their ideas are worth listening to. Is great to see all the good work. Look how far we've come!</p> <p>Crowdfunding</p>
	RJ	<p>Have discussed previously, but just to reiterate, noticed Stockport were raising funds (currently over £57k) through crowdfunding. As they hit target, moved goal posts and added more reasons to raise funds. Was suggested that if you raise £10k, Sport England will match it. Been discussing for few months with LB. Think we could look at £10k initially and then Sport England will match it although they only have a certain amount of money, not a set time limit so sooner the better before their pot runs out. Would be ridiculous not to give it a try and get an extra £10k for free? Initially propose new roof, but CR has said wouldn't cost that much so can pull other aims in if need be? Can we get impact statements from key people? Had flyers done recently, could use those to advertise and maybe photos of different groups ie seniors, ladies, minis & juniors. Also other funders willing to donate based on certain criteria, such as social/community etc so have ticked every box that applies just in case anyone else decides to donate as well as Sport England. If we end up with more than our initial target, would like to think it could go towards paying off brewery loan?</p> <p>Need all members to assist though, this is too much for one person or 10 people. If every single member either donated a service or a gift, we'd have enough. Get people out to their local bars/restaurants, whatever their own expertise is and offer a service to be purchased.</p> <p>Sport England pay immediately into bank account as soon as you reach target – don't have to wait full 8 weeks.</p> <p>Crowdfunding page ready to go live from 1 September but need permission from Trustees to do so.</p>

FUNDRAISING IDEAS/SUB COMMITTEE	All	Discussion around putting up corporate days at the club, 10 guests include food and pitchside banner for 12 months. Provide pre-match meal – little more than just burger and chips! Need tradesmen to offer their services. LB has put mission statement together and has list of people already been in touch offering services, but we need more! Need people to offer their time. Money is good but time is just as much an asset to us. Or if anyone has any signed memorabilia that they no longer want but someone else might be willing to purchase? Have to canvas local businesses. Restaurants, hair dressers, florists, chip shops etc. Benefits to them too – we'll advertise them on our website and if people like a particular service ie boiler maintenance, they'll go back to them next time. Only runs for 8 weeks. Great to see things moving, but we definitely need more. If we manage £30k from crowdfunding – only need £70k to pay the brewery. People who live further afield still interested in supporting club maybe would donate? Don't just put on forum, put on Twitter, and Pitchero too - some still follow us that way.
	KTH	Can we claim gift aid as we are a charity?
	DH	Yes
	All	Need to do that too – claim gift aid. If somebody donates £500 – we have £600 straight away. Fireworks doesn't look like its going ahead but we don't know how circumstances could change. Should put some family tickets on as a reward with a disclaimer that if not this year, will still be valid for next year. Need to engage as many members as we can – one reward of each person would be massive instead of same people doing everything. Businesses need to be made aware of benefits to them too. Function room can be offered out. RP to speak to local golf clubs.
	RP	What do the Trustees need to do to get this going then?
	RJ	Just need to tell me yes go ahead and give me bank details.
	All	In agreement RJ to set up crowdfunding page to go live 1 September.
		Loan Scheme
	LB	Looking with CR into a loan scheme element where we'll look at members who have a bit of spare cash loan it to the club. Banks at moment offering 0.1%. If we can at least offer higher percentage than that, people may be interested.
	KTH	Have spoken to a few people already and had positive feedback – sure we could get substantial amount of money from members willing to invest.
	LB	Would have to look more carefully at terms and interest rates, but potentially if we could get £30k on crowdfunding, would only need £70k to pay back brewery. 35 people at £2,000 each? 70 people at £1,000 each?
	RJ	If we do decide to use bounceback loan, may not even need that much.
	CR	Need to get some numbers together of who would be interested and whether we'd have a set amount or we take what people can afford. If it offers flexibility with the brewery loan, that's the priority as already discussed.
	LB	Which is why I wanted to do crowdfunding – take a chunk off it first really.
	All	General discussion, agree terms to be fine tuned with amounts and interest rates, but all agree good way of bringing money in to rid us of the brewery loan. To be looked at in more detail after crowdfunding finished, but wouldn't harm to get numbers interested in meantime. Contact key people within each group – they'd have more insight as to who may be interested.
	RP	Can we run Loan Scheme alongside Crowdfunding and put the loans into the crowdfunding pot?
RJ	No, loan scheme can't go towards crowdfunding because they're not donations.	

FUNDRAISING IDEAS/SUB COMMITTEE		80s Camping Weekend
	RJ	Stockport also sold an 80s camping weekend. I know we tried it previously but if we publicised properly, could work? Weather was terrible but we could use people to bring these events to us. I'm happy to chair a
	RP	I wanted a camping weekend too. The bikers used to come too.
		Auction
	IW/LB	Could we do an auction? When we can have more people in a room, a stand up auction? I'd be the auctionist!
	RJ	There is a website specifically for auctions.
	WT	Was actually approached by company that do that for you, eg give us a shirt and they just concentrate on promoting - not big money but smaller items. Will have a look for their contact details.
	RJ	Have a good professional powerpoint presentation that we could adapt if needed.
	Gaming truck	
RJ	May not come off, but a contact has mentioned a gaming truck on site instead of the open air cinema which proved too risky for us. This would be half their ticket sale profits for us and we give them half profits on food/drink.	
All	Discussion re good idea in principle but would need to check exactly what half our profit means – does that include bar? Do they mean turnover or profit because there is a difference. All agree would be good to get more details but would need to be looked at more closely if so. Something else to consider.	
ANY OTHER BUSINESS		Kit Exchange
	KTH	Kit exchange already set up ready to add to and advertise
	RJ/IW	Under current legislation, equipment shouldn't be shared.
	All	General discussion around whether we can do this. Is really good idea, but maybe leave till circumstances change. KTH to remove signage and don't advertise we have a kit exchange. When time is right, can all be laundered before we offer anything to anyone, especially minis and juniors. Once up and running, kit will be taken as seen.
		New Kit
	RJ	New kit should be available to purchase online at O'Neills by end of September
		Daniel Robinson
	DR	Been given permission to sit down with CS and go through development, how to book courses etc
		Probation Service
	LB	Probation service now have one of our containers with all their kit stored in it. Can we issue swipe cards for them to go through gym to use toilet?
WT/IW	Do good stuff for us. Must ensure that it is relayed to supervisors that they have to be accompanied, perhaps in writing?	
	Club volunteers	
LB	Been asked about offering some sort of discount on membership to certain people who give lots of time and effort to the club.	
All	General discussion, hard to know where to draw the line, could make that case for lots of people – some people done an hour for years, others in sub committees etc recently and spend lots of hours. Most volunteers don't do it just to get something for free, they do it for the club because they want to and wouldn't want to upset any that got forgotten on the back of those who may be offered discount.	

ANY OTHER BUSINESS		<p>Some volunteers already given gifts throughout season and most coaches have kit provided so not really great point of bringing out membership to then decipher who gets discount. All agree not really a deal breaker if there is no gift/incentive but do agree that those who give time should be thanked personally. CS has tried previously to organise volunteer events, but not gone down very well, not everybody available at same time/date.</p> <p>Old kit</p>
	CS	<p>Still got lots of old stock approx. £1800 worth. Have taken some home to see if can remove initials in the hope that we can at least resell at cost. Club have already paid for them so as opposed to lose all that money if we can get some back that would be better. Socks, shorts, tops etc. Prefer to sell it cheap than not sell it at all - will check with TH. KD offering to assist CS with removing initials from personalised stock.</p> <p>Trustees protocol</p>
	RP	<p>Lots of missing Trustees lately. Is there a general protocol about missing meetings and if so, how many? Most of us are here, all have jobs to do but is holding up plans when not everybody present.</p>
	WT/LB	<p>Think its 3 – read it somewhere in the constitution. Agree missing 2/3 consistently isn't helping.</p>
	LB	<p>Have been over this before in meetings and also part of Charities Commission requirements that 3 main posts within Committee have second/vice to be able to step into their roles.</p>
	All	<p>General discussion re absence of main role Trustees, especially Treasurer. Has been discussed previously but nothing official ever been agreed so now is time to do it. Chairman, Treasurer and Secretary should all have a nominated vice person who can attend if they don't/can't. Agree for next meeting, 3 nominated vice people will be named officially to step in for main 3 roles mentioned above. Crucial for the Treasurer to be present or a nominated person in his absence. Doesn't necessarily have to be another named Trustee - more important for it to be a competent person who has a knowledge of that background. Will be flagged as part of Paul Lyons' audit, but lets pre-empt it and sort it before we're told to. Missing out on info and opportunities and delaying plans that have been agreed by rest of Committee. As a Group, have to agree that we are needed in meetings and all want the best for the club. Too important at moment, have to put full vigour into what we're doing here at this club. No sole person should know answers to questions.</p>
	RP	<p>Would like to get answers from email sent previously to only Chairman. Accusations were made that were completely untrue and haven't been able to address it since.</p> <p>Honorary Life Member award – Christine Spivey</p>
	All	<p>Certificate presented to CS and all Trustees thank and applaud CS for all her hard work and effort over many years.</p>

Transcribed and typed by Yvonne McGuire 07/09/2020.

Distributed to the following:

<p><i>William Thorpe Christine Spivey Trevor Hulmes Ian Wilson Kevin Turner-Hague Katy Davies Alan Whalley Ian Spivey Tyler Gibson Lee Bradley</i></p>	<p><i>Robert Palmer Chris Rushworth Dan Hardy Paul Lyons Ryan Jennings Daniel Robinson</i></p>
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