

ALDWINIANS RUFC

TRUSTEE COMMITTEE MEETING MINUTES 28 OCTOBER 2020

Trustees in attendance	William Thorpe (WT) – Chairman Christine Spivey (CS) – Hon Secretary Kevin Turner-Hague (KTH) – Deputy Chairman/In-house improvements sub lead Ian Wilson (IW) – Trustee, Club Member/Former Player Tyler Gibson (TG) – Future Assistant for KTH
Observers	Lee Bradley (LB) – Club President/Former Player/Corporate sponsorship sub lead Gina Hardy (GH) – Membership Secretary Paul Lyons (PL) – Assistant Treasurer Dan Hardy (DH) – Assistant Membership Secretary/Treasury Team Mark Grimley (MG) – Marketing & Media sub lead Daniel Robinson (DR) – Coach Development Yvonne McGuire (YM) – Transcript/minutes Mike Banks (MB)
Apologies	Alan Whalley (AW) – Club Member/Senior Fixtures Secretary Katy Davies (KD) – Trustee, Club Member/Ladies Team Admin Ian Spivey (IS) – House & Grounds Chris Rushworth (CR) – Hon Treasurer Bob Palmer – Members' rep Ryan Jennings – Crowdfunding/fundraising sub lead

CORRESPONDENCE		Points put forward for discussion by RP:
	WT	<i>RP - Trustees to vote on turning club into "members only" club while GM are in Tier 3.</i>
	All	Agreed but to also include parents of active playing child members, maybe only for foreseeable future but currently people losing their jobs/on furlough, less money, coming up to xmas - maybe simply can't afford more? After this week, if we continue to open, allow children's parents as members - discuss again few weeks.
	WT	<i>RP - How we as a Club continue to operate during Tier 3 covid regulations?</i>
	All	Agree cautious is best for at least first week, see how it goes, look to open for longer next week?
	DR	It has been discussed that some members' clubs can stay open without food if you have a Licensed Premises Certificate. If that's the case, we need to check ours.
	DH	Looked at guidelines and that doesn't apply to those with a Licensed Premises Licence.
	JG	Ours is a Licensed Premises Licence
	All	Agree, no point in trying to apply to Council as not the same thing
	WT	<i>RP - Trustees to rethink vote on outside cabin to provide another source of income if Club has to close completely (govt currently looking at implementing Tier 4)</i>
All	Discussion re what could be used for. JG thinks not worth it just to sell coffee/soft drinks on Friday evenings, based on how many buy those over bar. YM queried may simply be due to people having option to buy alcohol? If didn't have option, sure they would buy coffee/soft drinks from outside? GH offered to ask whats app age groups for general consensus. Within an hour GH had 24 replies, of which 23 said yes (one of which was Mike Marrow).	

CORRESPONDENCE	Trustees	Vote: Should we go ahead with portacabin for outside use? Only 5 Trustees present, although one absent Trustee sent vote by proxy, so vote of 6 Trustees - 4 in favour.
	All	Agreed if cabin to take 6 weeks (and can't order without access to bank accounts), then for now can still serve coffee from kitchen. JG queried if serving soft drinks too, lots of carrying to and from the kitchen. IW suggested use hatch in function room and serve from bar? All agreed would be ok given not serving alcohol. JG to ask AW about food again on Sunday.
	WT	<i>RP - CS to provide bank statements of M&J account for last 6 months</i>
	CS	Have them with me, going back to December. Was going to give to CR, but not here so will keep hold.
	PL	Happy to take and pass to CR
	CS	£16,589 in bank account of which £7,308 is tour funds
	All	Already agreed tour fund is ringfenced
	WT	<i>RP - Trustees to discuss M&J Treasurer - do we still need one?</i>
	All	One club, one pot, no M&J subs (all via membership), no need for separate M&J Treasurer, all under one Treasury Team but reiterated M&J tour funds are ringfenced.
FINANCE		Meeting between TH and CR
	All	PL now has access to admin account for Touch Office, but TH may still be collating figures. CS aware of email from TH to CR re meeting to be planned with TH and CR over weekend. Aware TH asks CR which of two email addresses to use. Following handover meeting, TH needs to be removed accessing Touch Office, BT, GMS, bank accounts. CR to revert back to Trustees following handover meeting to ensure has all info and access to everything needed and if anything missing. Go through what TH has access to that needs revoking.
		Club Accounts
	PL	Been to visit Barclays. Completed some forms, clarified personal info. Should be verified on account on Friday. TH will be removed from Club accounts once we are verified. Hopefully myself and CR will have access to all accounts affiliated to the Club by Friday.
		Bounceback loan
		Barclays sent me a link to apply from scratch for bounceback loan, have applied previously for my own business and was exact same process. Have completed and submitted with expectation we'll receive feedback once added to the account. Hoping can then start chasing and challenging on Friday. Was some debate about whether we were eligible, but won't be able to challenge until I hear further.
		Brewery Loan
	KTH	Marstons had us over really re terms of loan, TH said we get £5k back in sponsorship, but turns out we need to pay half back.
	PL	Think we're a couple weeks away from coming up with a plan.
WT	If we cast our minds back, whole ethos around Club comes back to when people found out how grossly unfair it was because deal between us and Marstons all appeared to be in Marstons favour.	
PL	Can try tip scale other way now; have relationship with them now. Moving forwards, if they can give us what we want at better price just to keep relationship then potentially would be something of use to us. CR is on board so need to see what options available. Stock position needs to be discussed in more detail. Had training on Touch Office and worth looking into. To discuss with JG as it may involve more work initially, putting all stock through till system, but then system would stock take for you.	
WT/JG	Would open an opportunity to deal with other people though – contrast in price is immense! TH was fairly draconian putting prices up, not sure where they came from, but should be a simple multiplier based on what we pay.	

FINANCE		Budgets, forecasting
	PL	Have started to look at budgets, but can't really progress until have access to all accounts (hopefully Friday).
	WT	Furlough Have all staff who hadn't worked been released now?
	JG CS	Yes. Others back at work (well up to now), being paid for what they do. I'm back at 100%. I'm still on furlough
200 CLUB	LB	DH will draw 200 club in future using same method as President's lotto. TH still has current list of members so need to get list from him. Need to do October's draw.
	CS	October draw was done on Monday, TH came to collect mail and did 200 club draw in front of me and IS.
	DH/WT/ LB	Why is TH taking post? What post did he take? Mail should be passed to CR? Already discussed this previously, TH should not be opening post or drawing 200 club. Agreed two people should be opening mail. And already discussed people unhappy with 200 draw being done in private, substantial amount of money should be done more openly and agreed to do that in future.
	KTH	Didn't realise only TH had keys for mailbox. Will change locks on postbox padlock. He had authority till end of month.
	MG	Do we know exactly what mail was collected?
	CS	There was one for JG, card for Rushworth family and one addressed to Trustees stamped Marstons, that's all there was.
	IW	Doesn't answer why TH coming down to do that does it? Did we all not agree that TH was to cease involvement, other than handover to CR? Go back to what MG was asking. Was it not agreed TH was to have no further correspondence or could he say that he was tying up loose ends ahead of meeting with CR over weekend as he did say that would be done by end of month? Did we not all agree TH would cease all further roles?
	YM	From memory of the transcript, listening to actual conversation between Trustees and agreement in last meeting, it was agreed that TH is to have no dealings as Treasurer or any role that a Treasurer would undertake, although we would appreciate a smooth handover to CR.
	DH	TH was sent a letter too both by email and registered Royal Mail 10 days ago. Various aspects re events at previous meetings etc and CR being voted in as Treasurer by Trustees but exact wording as follows: "also during this handover Chris Rushworth and other appointed members that we thought P Lyons would be given access to the Club accounts and you may notice payments being made from these accounts as agreed by the Trustees. At this Committee meeting, the Trustees wish for you to be informed that we request that you do not interfere with any transactions not initiated by yourself in this regard and limit any transactions by yourself to any of those that would be essential for the continued running of the Club and that would not be able to be processed by any other member. We also require that you do not make changes to any of the accounts or any of the systems within and affiliated to the Club from this point forward." Hence, no should not have been undertaken. Opening mail and 200 club draw could have been done by someone else.
	IW/KTH	Not aware of anything else only TH has access to. Hopefully will all be included in handover to CR.
	DR	Does that make 200 club invalid as it shouldn't have been drawn by TH?
	KTH/WT	No, better to be drawn than not drawn.
	YM	Asking CS if draw was done two days ago, who won and have results been posted anywhere.
	CS	Can't remember off top of head, but Andrew Sharples was one, doesn't think results been posted as yet.
LB	Checked Pitchero, results not present. Have to wait to hear from CR as to what happens at meeting.	

200 CLUB	DR	Asks CS was she and IS not aware that TH shouldn't have been allowed to open post or draw 200 club as agreed by Trustees at last meeting and in accordance with abovementioned letter.
	CS	Didn't think to say don't do it, didn't really enter head as people complain when not done. Just thought this TH's last one and probably wants to finish off before he hands over for good end of week which is end of month. End of day, unlike handing over personal bills, will be handing over all past accounts for Club.
	KTH	Need to find out who has won!
IN-HOUSE IMPROVEMENTS	WT	IS was to put job list together for in-house improvements – has dragged on a while now.
	KTH	In-house improvements – have started decorating but still need bodies to help. The sort your \$hi7 out Saturday wasn't able to go ahead due to closing after having positive Covid cases (this is with the funds from Natwest). Have had Dean Young in to look at roof. CCTV – I did say last meeting, I'd speak to the person who installed it but after speaking to IS in the week, he said he'd deal. CS do we know what IS has done?
	CS	Know he was looking into it, but unsure where he's up to.
	KTH	As IS not here, I'll take back and revert back to speaking to Ben who installed it initially and also sort out job list for what needs to be done.
	IW	Where is the CCTV held and who sees it?
	CS	Upstairs Discussion between IW, JG, PL, CS, KTH – room upstairs, need key to enter. CS holds one, but used be two - not sure whether other one is. CS to get another key cut.
	KTH	Also have broken window at front
	CS	IS did get quote for that - £9k (that's for full new front, not just window – includes door too) but that was from 12 months ago, maybe some new quotes needed?
	PL	Doesn't sound right, I'll get someone to come and quote - will just need to arrange time/day
	JG	Tuesdays or Thursdays are good
	GMS	GH
CS		TH was to sort. Lots of info originally transferred from old system to GMS, wasn't updated. Confirmed TH now removed from having GMS access. CR will most likely need access to produce annual reports, will give CR access to Level 5 too.
JG		Two paid in cash in envelopes which were left for me.
GH		Fine, CR is aware of those. But GMS currently has 1100+ people registered to it. Needs going through to sort eg parent of player who is now a senior, but played when he was a child – that parent no longer should be there.
YM		Tried to access son's account, but extremely difficult to get access as never been given password/login details by CS when originally registered. Most parents will encounter same problems when need to re-register children. Took around six emails to be able to finally gain access
DH		Needs to be raised with RFU if old data is still being stored – against GDPR regulations to store unnecessary data for more than three years. DH, GH and CS need to sit down to discuss way forward. Agreed that once up and running, will hold some sort of roadshow over a weekend to assist parents in re-registering children who need to be.

FUNDRAISING	WT	Points put forward for discussion by RJ <i>Need to meet with WT/CR over next week to put e-wallet together for crowdfunding to enable funds to be transferred to Club account</i>
	PL	Will money be released straight away or held for a period of time?
	LB	Not quite sure, suggest speak to RJ. There's currently about £5.7k in CFK. £10 tickets being sold for £500 draw too.
	DH	And approx. £400 to be transferred from monies owing from old membership system. Still no access to bank accounts but happy to put in until we have. This money was donated to the Club.
	LB	CFK get gift aid of our funds, but we keep initial funding. Prizes awarded for top fundraising team – 1st £5000, 2nd £3,000, 3rd £1,000.
	WT	<i>Currently looking into another £10k from Sport England with a view to refurb the Orange room, new flooring, new windows, paint – make it safe for our mini Winnies. Hopefully we can do most of it ourselves and surplus can go towards sessions ie food etc.</i>
	All	Agree RJ should go ahead and try
	LB	Unsuccessful with National Lottery bid and also Postcode lottery for the 4g pitch
	YM	Not sure if all Trustees aware but M&J was successful raising over £700. Confident have agreed and negotiated verbally with Eddie Leonard to donate £450 in return for feathered flags for M&J training pitches. Treasury Team to be informed so when money comes into account (via CFK), can be given back out for that sole purpose so don't have to include in budgets, get approved by voting etc – this is essentially a purchase, not a donation
	KTH	Outside DEFIB box – We've raised lots of funds over last few weeks and think we need an outside box to house one of two DEFIBs we have. One has been moved inside Club so it is visible and all coaches know where it is, but other is in a cupboard. Is not unlikely that Club may have to shut but may still be training outside. Should be accessible. Have looked into it, cost is approx. £500 but feel it is important.
	IW	Couldn't agree more, go ahead – this is life saving equipment and although Club may be shut, may still have people on premises
	KTH	Is secure, someone phones 999 and explains we have a DEFIB, given access code over the phone
	IW	Some companies are actually offering grants for this sort of thing, but problem is still furloughed. Think it is well worth £500 to potentially save lives
	CS	Not sure what condition it is in, is quite old. Will get it out and get someone to look at it
ANY OTHER BUSINESS	LB	U10s sponsor: currently liaising with Mark Whalley
	WT	About the U10s sponsors?
	CS	Charities Commission: Confirmed, CR now registered and TH de-registered Printing: Agreed with WT to stop printing minutes, action tracker for all. Time consuming and costly, if everyone could please print own. Covid: Have reported positive cases to RFU. Didn't need names, so just anonymous. RFU will be back in touch in 28 days to ask for progress update.
	KTH/WT	Deputy Club Secretary: Put something on forum asking for volunteers to assist CS, nothing as yet. Was agreed all major roles would have a deputy just in case they are needed to be trained up and step in at short notice. Will speak to Louise and see if she's willing
	YM	New positions/roles: People have taken on new roles, dropped roles, disappeared, new people been added - can I have an email with everybody's official role please? CS to send.

ANY OTHER BUSINESS	All	<p>General discussion re putting organisation chart together. DR & MG informed one had been prepared previously but only including M&J for new starters. All agreed should be a Club new starter pack prepared and list of contact names/numbers to put behind bar too for JG ease of reference. IW says important more than ever to have some kind of "welcoming committee". GH says will fit well with new feathered flags too.</p> <p>MARKETING/SOCIAL MEDIA</p>
	MG	<p>Marketing/social media – we have upped our presence on all social media streams recently and now have over 2,400 followers in two months. Looking to provide monthly report with comparative stats.</p>
	DH/GH	<p>GDPR: Some emails going out to distribution groups with recipients who shouldn't be receiving them - coaches wives etc, all email addresses on display and visible to all. Sometimes contain sensitive info and should ensure that only intended recipients are on distribution list.</p>
	PL	<p>Something that was picked up on audit and is on list to be addressed, to put standard procedures in place as a Club for blanket emails, correspondence etc.</p> <p>Aldwinians giving back to community</p>
	CS	<p>After all fundraising recently, think would be good to give something back to community, by way of donations to food banks or something else?</p>
	All	<p>General discussion re U10s already prepared and donated to local food bank. Fundraising Sub Committee already in conversations re making this a little more formal in terms of registering with local charities in need. Also looking into possibility of offering Aldwinians as a "collection" site to pick up pre-packed bags. Local supermarkets often willing to help chip in too. All agreed good idea and Fundraising Sub Committee (led by RJ) to revert back when have more info.</p> <p>Coach development/courses</p>
	DR/CS	<p>Given that there aren't any physical courses at present, think those missing DBS check are highest priority. Also all who need to, should compete online safeguarding course as a minimum. Need to find some face to face time to sit down with CS and go through gaps, do handover properly</p> <p>BT ACCOUNT</p>
	LB	<p>Need extra BT access - to implement answerphone and also mask email address to be @aldwinians.co.uk</p>
	PL	<p>Will speak with Stephen Marrow once I have access</p>

Typed and distributed by Yvonne McGuire, 10/11/2020