

MINUTES OF BRIDGE OF ALLAN SPORTS CLUB MANAGEMENT COMMITTEE
MEETING HELD AT MINEWOOD PAVILION ON WEDNESDAY 27th JULY 2011
at 6.30pm

Present : Bill Gilchrist, Kenny Wood, Jim McGregor, Lilian Clark, Iain Graydon, Belinda MacMillan and Morna Lohoar

1. Apologies for absence were received from Anita Fincham, Roslynn Mackay and Gillian Mackenzie and for lateness from Kenny Wood.

2. Minutes of the meeting of 29th June 2011 were approved.

3. Matters Arising

(i) Bill Gilchrist met with the manager to discuss a draft contract and job description and the matter is now in hand. The question of catering in the club was raised but it was felt that this should be deferred until it could be discussed with the manager present.

(ii) The mock-up of a membership card is still being considered.

(iii) Simon's lease. This is renewable on an annual basis with one month's notice on both sides. The Treasurer has ascertained the going rate for office space in BofA and the rent we charge Simon is below this level. There is need for discussion with Simon on this matter **ACTION: JMcG**

4. Manager's Report

The Manager's report had been circulated prior to the meeting.

- ❖ Summer camps are going well – thanks to Ollie and Jane for all their hard work. Numbers are high and hopefully this will translate into attendees for coaching programmes and also potential new members.
- ❖ Front steps still require attention
- ❖ Lights for squash courts have been delivered
- ❖ Staff members have raised the issue that members are not leaving the clubhouse in time for them to close at 10pm. The committee discussed this matter and decided that last orders should be called at 9.45pm which should still leave staff time to cash up before closing
- ❖ The groundsman has complained that members are not returning sponges after mopping puddles on clay courts. It was agreed that these should be returned to the shed after use. **ACTION: all committee members**
- ❖ A number of new members have joined this month and details have been passed to the relevant convenors.
- ❖ In Gillian's absence Jim McGregor reported that a recently held party had resulted in a small profit to the club after bar and staff costs were taken into account. It was agreed to monitor the situation regarding members' functions and if necessary introduce a charge to cover extra staff wages.

5. Treasurer's Report

The Treasurer presented six month management figures consisting of the actual figures for the first six months of the year compared with last year's figures and the forecast to the end of the financial year (September, ie 9 months)

- ❖ Figure for subscription income is looking good and should meet target
- ❖ Coaching income includes £13500 for last quarter – mostly income from summer camps
- ❖ Bar income should meet forecast
- ❖ Expenditure figures are pretty much in line with forecast, although there is £10000 in hand from Property and Grounds spending – if this is not needed for any other purpose, the Treasurer proposed that it should be put towards new flooring for the bar and lounge areas.
- ❖ The figures for the work needed on the roof presented at the last meeting were for laying a total new roof. At present there is one small leak caused by damaged flashing and there is no need to carry out extensive work. The Treasurer suggested that contractors should be invited to look at the flashings and any holes in the roof to determine what work is essential.

Alan Christie has prepared a report on the roof in his capacity as architect of the building and recommends such a course of action. Iain Graydon expressed a wish to see an independent report produced. The roofs vary in age from 11 years to 30 years and the youngest area (above the gym) is still under warranty until 2015. After some discussion it was agreed that contractors should be invited to quote for essential work required **ACTION: JMcG**

6. Tennis Report

The tennis report had been circulated before the meeting

- ❖ The first junior camp was extremely successful and subsequent ones look as if they will be as well. It was felt that the information issued at the end of the camp was not well presented and the tennis sub-committee feel this is their responsibility and have agreed to look into this and produce better information in future. However this was seen as a missed opportunity to attract potential new members.
- ❖ 2 new families have joined as tennis members and appear to be very happy with the facilities.
- ❖ Most of the league matches have now finished and provisional results suggest that both the Ladies and Gents 1st teams may have won their leagues.
- ❖ The new Ladies over 45 matches are proving popular.
- ❖ Spa Doubles Tournament went well, although it was a shame more members did not come and witness the high standard of tennis played by the participants. Kenny wishes to grow this event next year and is trying to attract enough players to have a ladies event as well. The Graham's Dairies Tournament is on the first weekend in August and hopefully will attract a good entry and a good crowd of spectators
- ❖ Adult social tennis is still going strong on Monday evenings
- ❖ All tennis playing members are encouraged to sign up for the club championships
- ❖ Next tennis sub-committee meeting is on August 16
- ❖ Gillian is passing on details of any new tennis playing members to Belinda who will contact them personally to welcome them to the club

7. Squash Report

- ❖ Eight volunteers worked at cleaning court 4 on 9th July and made a significant difference. Another work party is scheduled to do hopefully finish cleaning court 4 and start on court 2 on Saturday 30th July. Work still needing to be done includes: court 4 - finishing cleaning (front wall); changing fluorescent tubes; carrying out interim repairs to front wall; and touching up areas on tin. Courts 1 & 2 require cleaning of walls and replacing of fluorescent tubes. Walter McAllister has offered to get the contractor back to repair faults on court 3 under warranty, and give a quote for work to court 4 scheduled for summer 2012
- ❖ New members' initiative is gathering pace. New Members' night is becoming established and there has been some very positive feedback. One new member was on court within 3 hours of joining and responded to a follow up email: "Thanks for the warm welcome, it's just the sort of club I was looking for with active, passionate members and a friendly open environment." This is a very encouraging start.
- ❖ Squash handbook is a work in progress
- ❖ Squash sub-group is in hand but not being pushed at present
- ❖ Walter McAllister has mapped out dates for coming season and there is now a timetable of events up until September 2012
- ❖ Stuart Ferguson is considering taking over squash leagues
- ❖ Racketball – if we pursue the racketball initiative we can access free marketing from Scottish Squash. Racketball provides a doorway into squash and is also beneficial for tennis players, offering an alternative in bad weather.
- ❖ The lead up to the 2014 Commonwealth Games in Glasgow offers an unparalleled opportunity to encourage people into squash and the club should try to maximise this.
- ❖ Iain Graydon and Alan McGregor attended Scottish Squash AGM

8. Social Report

- ❖ Posters are now displayed throughout the club for the BBQ on 20th August. Tickets on sale at the bar priced £15. It is hoped there will be a good turnout. Ticket includes glass of wine/beer/soft drink, food and disco.
- ❖ Disco booked for Christmas Party at cost of £135

9. Development Report

Planning permission for the 3rd all-weather court should be obtained by the end of August. Applications to funding bodies are being prepared. We are including the resurfacing of the existing courts as part of the project for which we are seeking funds and we have a letter from the SLTA supporting the project. We will need to increase the number of playing juniors to increase the chances of obtaining funding.

10. Property and Grounds

No report.

11. Fundraising Update

John Kerr is organising a Junior Fitness Challenge for September 10th. Kenny Wood is to meet with John to discuss this further

ACTION: KW

12. New Members Discussion

Iain Graydon produced a report which highlighted certain key factors in attracting new members to the club and keeping them once they have joined.

Some of the main points in the report were

- 1 Analysis – the club database was not as useful as had been hoped and may need to be extended and improved. The club's identity and strengths need to be analysed and competitors identified. Also processes for joining need to be simplified and made more visible.
- 2 Advertising – leaflet drops, adverts in local shops and adverts and/or articles in local newspapers should all be used to raise awareness of the club. Also the use signs in the village directing people to the club would be useful and needs to be explored.
- 3 Open Days – should be held in April (tennis) and September (squash) as part of a wider process. Information packs must be available and the main emphasis should be on enthusiasm and fun.
- 4 Follow through – encourage, encourage, encourage. A process of encouragement to join in new members' nights, social squash and tennis nights, leagues and competitions should be followed through.

The report also highlighted the opportunities available for squash promotion due to 2014 Commonwealth Games and through the racketball initiative currently being promoted by Scottish Squash

The Chairman thanked Iain for an excellent and extensive report

13. AOCB

1 **Insurance Claim** A letter has been received from a member's solicitor informing the club of a potential insurance claim due to an injury received in the gym.

2 **Booking of Squash Court 4 for Table Tennis** Iain Graydon raised the point that recently he found members setting up table tennis on court 4 although it was previously booked for social squash. Court 4 can be booked via the usual means for table tennis as well as for squash and members should check before setting up table tennis.

The Meeting closed at 8.40pm

Date of Next Meeting: It was agreed to hold an extra meeting on **Wednesday 24th August at 6.30pm** to discuss subscriptions for the coming year.

Next scheduled meeting **Wednesday 31st August at 6.30pm**

