

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD BY ZOOM ON WEDNESDAY 12/01/22 at 1900**

**SEDERUNT:**

AM Wilson (Chair), JM Blair, RS Bond, K Fowler G Kitchener, R Mohammed, SA Ross, GM Taylor, CA MacDonald

**MINUTES:**

Minutes of the last meeting were agreed.

**Café Source:**

The membership survey had been discussed with Paul and Jacqui and then circulated to the membership. So far about 20% of the adult members have responded, with some interesting ideas coming forward, and some patterns emerging. Keith said he would make comments anonymous and put together the results. We will remind the members to reply, and hope to meet CST in a couple of weeks after that. **KF**

Gordon had met the Rugby section, and it was agreed that compromise is needed on both sides. They would like the Yill Hoos open later on Saturdays, and an upstairs bar style menu available (it was agreed that ordering in pizzas was not acceptable.) Arrangements need to be agreed for the Ladies on Sundays. The boisterous behaviour was not acceptable, and the section agreed that they would establish a code of conduct and police themselves. A system needs to be put in place for liaison between the teams and CST about match day requirements. It had been agreed that holding sponsored lunches in the Bobby Low Room with no bar open was not acceptable. **GMT**

Discussions had taken place with the Tennis section, and many of the comments in the survey related to customer service in this area, but the Tennis representatives had said that people were going elsewhere because of dissatisfaction here. This will be considered along with the survey returns. The problem of sand being brought into the Café on players' shoes was raised; We will see whether a water trough could be installed near the exit to the courts and shoes washed before being brushed; another brush might be placed at the front door. The section itself will have to get their members to use these. **GMT.**

Gordon has been speaking to Jacqui about using a card reader for collecting income from hall hire etc on our behalf. If CST keep a note of all transactions, supply a list of the events and the amounts paid on each to HSC on a monthly basis; this would be checked by HSC against the bookings calendar, and then an invoice would be raised monthly by HSC to CST. All this would cause a delay in any payments reaching our bank account but would give clear details of what had been paid in relation to each event. He would tell them we thought that monthly invoicing would work and speak about the means of setting this up. **GMT**

Gordon and Shona have been looking again at establishing an overall list of costs for hires for clubhouse lets; once all options have been considered and they have spoken to CST about their part of this, the structure will be circulated round the Board for approval before it is set in place. **GMT, SAR**

He has also been speaking to Jacqui about the possibility of bookings in the BLR for children's parties, possibly from 1130 to 1330; a cleaner would be required at the end of the

event, and then the room could be available for classes, perhaps from 1500 to 2100. The actual operation of this needs to be worked out, but he suggested that we could try it on a limited trial basis to see if it works. He will continue to work this out with CST. **GMT**

**External Hires:**

Shona, Gordon and Denise had met and were preparing job remits, so that each can progress different aspects of developing our marketing strategy. Links with local groups are areas for development, also links with local shops. Gary gave an outline of the playing sections' requirements for ground usage, to get a rough guide for what might be available for hires.

**SAR, GMT**

As noted above, they have been looking at pricings for all lets, and trying to create a fair structure which takes account of hires by members, non-members, and community groups. Jillian said she would forward them the information she had collected last year of prices in local venues and halls. Once everything has been incorporated, the paper will be circulated.

**JMB, SAR, GMT**

**House:**

We need to see details for the quotations on the roof access work for a longer term planning of maintenance work. Ramzan will contact them and move this forward immediately.

**RM**

Ramzan has been discussing what needs to be done about the grease trap; MGB suggest it should be cleared three times a year. This is not adequate at present, so we need to sort this out with CST and MGB together.

**RM**

Keith is looking at the various outstanding items for which we have quotations and will work out a timetable of going through these items.

**KF**

Keith had circulated a paper on the telephony options. The old contract has now expired and moving to an alternative he has found would bring us savings. He also suggested we could reduce the number of lines. We need to check who supplies the line for the alarms. He will talk to CST about all potential changes, since this affects them. The Board agreed that once all these checks had been made, we should move to the new company.

**KF**

**Grounds:**

The tennis floodlights have been installed and are all working. The final breakers in the system were installed last week.

The specialist sand for the courts is still stuck in transit. It was suggested that a meeting with Sportex to establish best practice in using the sand, and in fact in general court maintenance should be arranged. Ramzan, Gary and Keith can then discuss any changes which are needed to the ground maintenance contract.

**RM, GK, KF**

The costs for the work on the cricket square are now in. Alan will write to the Cricket section about getting this paid over to HSC.

**AMW**

**Membership:**

Alan circulated a paper showing the membership figures at present. Overall they have remained fairly stable, with around 90% being for a single sport. He is speaking with Eddie

about getting regular extracts from the data base which would allow us to analyse any changes more quickly. AMW

It had been noticed that there appear to be a larger number of non-members being involved in the rugby section. Alan said he would contact them and emphasise the Board's position that no non-members should play for the club; he would also state that if people were identified as being non-members over a longer period, the Board would invoice the Rugby section for these outstanding payments. AMW

### **Marketing and Social Media:**

The Social Media group should meet this month, and identify which platforms to use for different types of message. Items for newsletters should be sent to Jillian. JMB, KF, SAR

### **Telecommunications Mast:**

Ramzan and Alan are continuing contact with the company and hope to reach a conclusion shortly. It was noted that there is a problem with the floodlight on the mast again. Ramzan gave Gary the contact details to try to progress this. AMW, RM, GK

### **Governance:**

Details of the wording of essential clauses in sports club constitutions will be sourced and incorporated into our Memorandum and Articles. CAM, GMT

### **Finance:**

Alan asked for any questions about the November management accounts and the cash flow forecast to 30 April 2022 which he had circulated. Keith asked if it looked as if we would be running at a loss in the next four months, based on these figures. Alan said that the loss on the cash flow was primarily caused by lower CST rental payments due to the lower turnover over the winter, higher utility costs and full provision for all outstanding maintenance work for which MGB had provided a quote. Not all of this maintenance work was essential and could be postponed if necessary. As we move into the summer, higher CST turnover, increases in hall hire income, lower utility costs and completion of the catch up in maintenance work should result in us achieving positive monthly cashflows. However Alan was preparing a set of financial projections covering the next 5 years in order to allow the Board to properly assess future cash requirements.

Alan is working on a policy for delegation of authority of approval of invoices and payments, and agreements; this will be circulated to the Board for approval before going into operation. AMW

It was agreed that we should ask French Duncan to carry out a financial review on the 2021 accounts. Alan and David will take this forward. AMW

### **Strategy and Five Year Financial Projections:**

Alan will complete the first draft of the Five Year projection figures and circulate the paper. He said that the Bounce Back Loan had helped greatly in allowing the club to remain in a cash positive position. AMW

Alan will speak to Glasgow Life and ask them to get involved in planning our future strategy at the appropriate time. AMW

**Insurance Renewal:**

Richard had renewed the policies as agreed before Christmas. The renewal had reminded us that we should review all valuations, and check inventories of plant etc on a regular basis.

**RSB, AMW**

**A.O.C.B.:**

**(i)Centenary Celebrations**

For the 22<sup>nd</sup> February date, we can issue a newsletter noting the formal date of establishment of the Trust, and say that various events are planned over the next two years until the centenary of Hughenden's opening. A sub-group will be set up to plan this. Gary said that the existing flag is in very poor condition and that a centenary flag might be a good idea. He has a contact with a flag company and will investigate costs. Keith will recirculate his ideas for a new logo.

**GMT, GK, KF**

(ii) Gordon will speak to the headteacher in Hillhead HS and congratulate the pupils involved in the White Water writers scheme. It might be possible to get them to write something for a club newsletter about this.

**GMT**

(iii) The Rugby section have asked about getting use of the gym on Monday and Tuesday evenings, since they no longer have the use of the old weights room. Detailed arrangements will be established through discussion with Gordon and Denise. Keith noted that some tennis members and their coach might be interested in a similar scheme; he would discuss possible options with Gordon and Denise.

**GMT, KF**

(iv) Gary noted that the scarifier for the grass needs to be replaced. He has identified a suitable replacement. The Board agreed this purchase.

**GK**

**Date of Next Meeting:**

Wednesday 9<sup>th</sup> February 2022, and thereafter the second Wednesday of each month.