

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD AT HUGHENDEN ON MONDAY 18/11/19

SEDERUNT:

GM Taylor (Chair), RS Bond, HD Kirkpatrick, G Kitchener, R Mohammed, CA MacDonald.

IN ATTENDANCE:

J Lawton, E Millar.

MEMBERSHIP ADMINISTRATOR REPORT:

Lizzie circulated her report and the various statistics she had prepared (copy attached to file copy of minutes.) The figures are interesting with a peak in summer 2018, then a fall away through autumn 2018; numbers have risen again in autumn 2019. There are still some anomalies which she is checking with playing sections. It was agreed that if people are still playing, arrears should be paid or membership will be closed. She said that there had been some discussion about a short term membership, perhaps like the old country membership or a student term only membership. This needs more thought to overcome administrative difficulties. The question of a joining / rejoining fee was also considered. Again, this needs to be looked at from an administrative viewpoint as well as individual cases. Forms from the gym members will be recorded on a spreadsheet by Paul and communicated to Lizzie for recording on the system; Lizzie will send him names of new gym members. Shona has been working along with Paul on the administration of fees for fitness classes.

Mr Taylor thanked Lizzie for all her work and she left the meeting at 1933.

There followed a quick overview of the arrangements now in place for the fitness classes taken by personal trainers. Shona is liaising with Paul and the individual trainers, and passing information to Lizzie and Jennifer as required. She has also been checking their insurance cover.

MINUTES:

The Minutes of the meeting of 22nd October 2019 were read, approved and signed.

MATTERS ARISING:

Mr Mohammed reported that he had investigated the suggestion that the defibrillator should have suitable pads for use for infants. Also on checking the battery earlier this year (July) because it was sounding a replacement alarm, he had replaced it with the spare that was in the case. Following on from this he has purchased two new sets of pads (one for infant use and one for adults) along with a spare battery and placed these in the defib cabinet / defib case.

REPORTS:

Finance – A relatively straight forward month with most line items in line with budget expectations for October.

Subscription Income improved this month although down on last year. YTD is now down on last year and by the same amount on budget for this year.

It looks like the full year on subscription income will now be down on last year. It might be worth asking Lizzie to do an analysis of membership numbers Qtrly for 2019 to confirm the

reason for the trends we are seeing (e.g. is it still gym membership that is falling as we noted earlier in the year or other membership categories.) [see information above]

Costs - Broadly in line with budget for October. Electricity costs continue to increase vs prior year following less favourable renegotiation terms. However Jennifer has been working on renegotiating the electricity contracts so should see a change in February. She is now looking at the water contract. Also starting in May we have changed the telephone equipment agreement to move from BT to another supplier which should bring savings in this area'

Cost YTD are lower than budget and in comparison to last year. Main favourable variance vs budget is as before - lower R&M and redecoration costs within property costs vs budget assumptions and lower grounds costs (fertiliser favourable, sand-banding favourable as not performed, offset by adverse unbudgeted tennis court sand), water also down following leak identification and repair.

For YTD cost variance, main favourable variances are again water costs down, premises down, electricity/gas are however up [see comments above] and ground costs are up on last year (e.g. tennis court sand).

Water costs - Board to discuss at board meeting how we are getting on with Scottish Water re any potential for a refund of excess water charges given the underground water leaks.

Overall EBITDA YTD is positive vs budget but down in comparison to last October YTD (so we are now running behind last year due to strong membership income in October 2018 results)

Overall loss YTD is now down on budget but up on last year, so loss as with EBITDA is now worse than last year for the first time this year. We need to continue to keep a tight control over discretionary costs in Nov/Dec where possible.

Cash at 31.10.19 in the main a/c was £10.4k before doing a payment run to suppliers at the beginning of November. Cash remains tight and is being actively managed. GCC will be billed in November to aid cash flow ahead of the year end.

Sinking fund a/c +£23.8k at 31.10.19 - general fund - c.£5k & tennis court sinking fund to comply with LTA loan agreement £18.7k.

The main focus of attention, as with prior months, must continue to be ways of improving the income over the remaining months of 2019 whilst maintaining a very tight control over necessary expenditure.

Jennifer will be looking at the 2020 budget very shortly. Mr Bond will be in contact with the insurance broker about the annual renewal.

Buildings – Mr Kirkpatrick reported that MGB had been working well on any issues. He noted that we need to keep a record of flushing the water system for legionella prevention; this record book is in the boiler room.

He has been finding costs for roof access work and will report as soon as anything is confirmed. We need roof access to carry out ventilation system checks.

Grounds – The grounds contract has been agreed and signed.

14 of 60 posts on Great Western Road boundary fence have completely rusted through.

Mr Kitchener expressed concerns about the safety of people putting the shutters on the stands. Several times now they have been incorrectly installed. A possible solution which would need to be checked with our insurers first would be two curtainside vandal proof sliding doors, which would be a much better solution and provide good advertising space. David Shearer a rugby VP is involved with Eddie Stobart so he is going to ask the question to him.

The area behind the stand is now clear and much more accessible for stray rugby balls. There is a possible problem with the low wall between the hut and the stand; Mr Taylor and Mr Kitchener will look at possible solutions, such as posts and wire to close it off.

Cameron has sprayed tennis courts to control algae. We need to push the Tennis section to install the kickboards around the courts.

Stand seats have all been cleaned but plinth could do with a powerwash as it is slippery

Governance – Miss MacDonald is looking at various aspects of the memorandum and articles as they stand now and current requirements from SportScotland and the various governing bodies. We hope to move to an updated version once all the requirements have been incorporated.

It was agreed that we should have a short meeting in December to discuss future membership of the Board and methods of running the club. Mr Taylor had provided an overview of the various duties he has been performing, so that we could prepare a job description for any role within the Board.

Community Hub –Shona has been working on the following areas over the last two months
Regular work on end of month stats and figures for lets and Fitness Team. End of month information to Jennifer for invoicing purposes. New registers and paperwork for Fitness Team for new Month. Approve FTs invoices. Weekly cash and banking for FTs. Checking FTs certificates and insurance. Meet new FT to explain procedures. Meet with the FTs - networking and updates. Arrange flyers for FT and Hub classes for marketing purposes. Meetings with GT. Lizzie, Sandy, Ross (CST)

Work on updating all usage for indoor space via the calendar and website.

Meeting with Louise Keating (Active Schools) to discuss Gym usage for Notre Dame S5s and S6s. Organised for 6 weeks, plus liaison with Paul.

G12 change of contact. G12 lets cancelled..

Show various new enquirers the facilities, resulting in some bookings for new year and two still being discussed.

Email all Sections and appropriate HUB partners re Thornwood PS Health Week.

Visit Hyndland local business group. Needs further investigation.

General admin, calls, emails, g-mails and texts.

Sandy has issued 3 newsletters and lots of Twitter and Facebook posts covering gym survey, new treadmills, ground convener, classes, Rugby World Cup, cricket dinner, rugby ladies day, Sports Council for Glasgow awards, Remembrance Sunday, the festive season at Cafe Source too and Glasgow Sport initiatives.

A.O.C.B.:

(i) Gym Survey

Sandy circulated the results of the gym survey to the Board. These will be considered at a future meeting.

(ii) Tennis Contract

Mr Taylor will check with the tennis section about how much West of Scotland training takes place both at Western and HSC, and how this is financed. A decision will then be made about training at Hughenden.

(iii) Inventory

Mr Bond said that he still has to produce the final inventory of items owned by the club for the insurance.

(iv) Office Computer

The office computer is becoming outdated and there was discussion about how to replace it. The links with the door system may cause a problem in moving away from having one computer in the office. Possible options will be investigated.

DATE OF NEXT MEETING:

Monday 20th January 2020 at 1830 hours in Hughenden.