

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD IN HUGHENDEN ON WEDNESDAY 09/02/22 at 1900**

**SEDERUNT:**

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

**APOLOGIES:**

G Kitchener, SA Ross.

**MINUTES:**

Minutes of the last meeting were agreed. A list of the other minutes to be published will be circulated.

**Café Source:**

After a follow up meeting with CST, various comments from the survey were agreed for action. Alan will draft a list and circulate round the Board for comments or additions. **AMW**

For immediate action, CST are planning to introduce a breakfast menu, ideally from 1<sup>st</sup> March, and to make an overall menu change probably for 1<sup>st</sup> April. We will notify members of all of the actions which have been agreed. We will undertake another survey in perhaps 3 or 4 months to gauge progress. **KF**

From their side, abuse from members had been mentioned and needs to be addressed. Gary and Gordon will address the changes needed to get the rugby section to police their behaviour. Keith will get signs put up about the tennis problems. **GK, GMT, KF**

Alan is in the process of getting a card reader and all hall hire income should now go through this. **AMW**

Ramzan will pass the details of the grease trap and the company who installed it to Alan and Keith. They will investigate with KJ Tait and MGB to check whether it is adequate for the clubhouse use and whether it is operating correctly at present. Once these points are clarified, we will move to having a system which prevents grease building up so quickly in the sump. **RM, KF, AMW**

**External Hires:**

Shona and Gordon had met Vicki and she is getting groups of joggers, walkers and cyclists involved using the club as their base; we will try to get them to use the Café and perhaps join the club. Vicki is also going to be involved in marketing the club, and suggested using the existing publicity material with some inserts, maybe from the club and from CST. **SAR, GMT**

Links with local shops and with bodies such as Gartnavel Hospital and Glasgow University are to be encouraged. Alan will apply to be on the Glasgow University approved suppliers list and see whether they might use Hughenden for meetings or events. **AMW**

Gary had supplied an outline of the playing sections' requirements for ground usage, and Jillian had resent the information she had found earlier about local facility prices, so that

everything can be considered together. Shona and Gordon have been working on the pricing structure, and just need to put together the rates for members, non-members and local community groups; once this is completed it will be circulated round the Board for approval before being introduced.

**SAR, GMT**

An approach from Hyndland Secondary about a corporate arrangement for their staff to use the club was discussed. The basic idea was approved by the Board, and more discussions will take place to establish a code of conduct and methods of booking courts or gym sessions, and the requirement for PARQs or their equivalent before any activity.

**SAR, GMT**

**House:**

Ramzan will contact MGB again so that we can get the roof access sorted and carry out the work which is needed at once.

**RM**

Alan will contact them again about the rates being charged for their work, and press for a meeting this week.

**AMW**

Keith will look at the various outstanding items for which we have quotations from MGB and will prioritise what needs to be instructed at once. After that he will set up a timetable of general maintenance for things which are on going such as painting changing rooms and maintaining showers.

**KF**

Keith reported that the telephony transfer is progressing, with outbound calls now going through Exchange and the incoming ones to port on 22<sup>nd</sup> February. Once that is done, we will check that everything has moved and is working before cancelling the BT contract. The alarm is a separate line which has already moved. The new system provides additional call management functionality which we should consider utilising.

**KF, SAR, GMT**

**Grounds:**

The specialist sand for the courts has arrived and been installed; an extra ton was delivered for future use.

A meeting was held with Sportex to establish the best means of maintaining the courts and the time needed for this. Alan, Ramzan, Gary and Keith will discuss with Adam the changes which are needed to the allocation of time in the contract if more is needed for maintaining the courts.

**AMW, RM, GK, KF**

Alan is continuing to discuss recovery of the costs of the cricket square renovation with the Cricket Section.

**AMW**

Gary confirmed that the new scarifier has been bought, and that it is working as expected

**Membership:**

Alan will produce regular reports on membership now that he has access to the system.

Alan and Eddie have been in contact with the sections to remind them that anybody playing must be a member and both Cricket and Rugby are chasing people who appear not to be members.

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

The Social Media group has met and Shona is asking any groups making regular hires to tag HSC in any posts. She has also asked them for any reports to include in club newsletters. Keith is drafting the next newsletter which will mention the centenary of the founding of the club on 22<sup>nd</sup> February 1922. They will report on any specific marketing moves as they occur.

**JMB, KF, SAR**

### **Vodafone:**

An agreement has now been reached in relation to an increase in the mast rental and Alan will now complete the required documentation and chase for payment. Gary will contact them about the floodlight.

**AMW, GK.**

### **Governance:**

Gordon and Chris will meet to discuss the updating and simplifying of the Memorandum and Articles.

**CAM, GMT**

Gordon will ask Vicki if she can find us a template of a PVG policy which covers a multi sports club.

**CAM, GMT**

The directors' details on the Companies House register have been updated and checked. **CAM**

We are aiming at holding the AGM in late April or early May. Alan will update the Board on the progress of the accounts.

**AMW**

### **Finance:**

Alan working on the Five Year projection figures.

**AMW**

The cash flow this month is slightly down but not too concerning. In January we got a Leisure Top Up grant and income from the Tennis section through the non-member usage of the courts. He is monitoring the monthly cash flow position.

**AMW**

Alan will contact Glasgow Life and get them involved in planning our future strategy. **AMW**

### **Insurance Renewal:**

We need to review the valuation and update figures if necessary. We should also check and update the inventory of equipment and plant. We should also look at the various items of equipment and plant to see that everything is included, and not over-valued.

**RSB, AMW**

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

#### **(i) Centenary Celebrations**

Keith is drafting an item for the next newsletter to mention the centenary of the formation of the Trust in 1922. A small group will plan what events we will hold over the next two years, leading to the centenary of the opening of Hughenden in 1924.

**KF, GMT**

(ii) The Rugby section use of the gym is still being discussed between the section and Gordon. Keith will follow up with any request from the tennis team players.

**GMT, KF**

(iii) A list of all keyholders for the club is to be prepared.

**AMW**

**Date of Next Meeting:**  
Tuesday 8<sup>th</sup> March 2022