

MINUTES OF MEETING OF BOARD OF DIRECTORS OF HILLHEAD HIGH SCHOOL WAR MEMORIAL TRUST LTD HELD BY ZOOM ON MONDAY 2/08/2021 at 1900 hours

SEDERUNT:

RS Bond (Chair), JM Blair, G Kitchener, R Mohammed, CA MacDonald.

APOLOGIES:

HD Kirkpatrick, SA Ross.

IN ATTENDANCE:

Jennifer Lawton.

AGM Date:

Chris had circulated details of when notices etc need to be issued for various possible dates; it was agreed that we should aim for September when some questions about reopening and the Adapt and Thrive application will be clearer. Wednesday 15th September was agreed. On balance, it was considered that we should use Zoom again rather than trying for a meeting in the clubhouse.

Advance notice to be put on website. **CAM, JMB** Dates for required information to be circulated to all concerned. **CAM.**

Roof Access and Ventilation Work

Ramzan said that he and Gary had ensured that the wooden stair was secured and had anti-slip measures on the treads; he will now speak to MGB about moving the roof work forward. They had expressed concerns about the number of children from the Sport Ecosse and tennis camps, but these will finish shortly, or would be told they had no access to these areas during the work. We will cordon off the necessary areas for the work access. We need a detailed note of the work MGB would be doing and a date, so that we can set these measures in place. **RM** to write to them tonight.

Jennifer asked if they were still unwilling to use the access stairs, could we bring in a cherry picker or put up scaffolding. Ramzan and Gary felt this would be difficult and a very last option.

Jennifer asked whether we should then ask KJ Tait to prepare a report on the overall clubhouse ventilation for us, so that we can move forward on this area. She noted that we had funds in the bank which could be used for this and for starting any necessary work to allow us to open all areas of the clubhouse. Ramzan said he would get the date for the replacement of the actuators and then ask KJ Tait to attend and prepare a report. **RM**

Finance:

Jennifer reported that the accounts look fairly good just now, with some grant income and the regular GCC payment having come in. This can be used to move the reopening forward. CST had reported fairly good trading in May and June had looked similar; the test will come in the autumn months.

The initial assessment of the Adapt and Thrive application had been returned with a couple of minor areas to be clarified, and it will now go for the full assessment.

The Business Planning Group has been looking at subscriptions – Jillian has collected figures from clubs and venues across the city (hire costs as well as memberships) and Alan has been working on different models with changes in different areas to see what best suits our type of operation. Jillian will discuss hire costs with Shona and Gary once her figures are complete.

Lizzie has removed the note on the website saying that Tennis is closed to new members at present, since numbers have settled.

Communication with Members:

It was agreed that communication with the members was essential about how we are planning to reopen when government guidelines allow, and why things have not moved more quickly. We need to mention the problems with repairs to the ventilation system, and problems regarding ventilation on the upper floor with some areas having sealed windows. We should emphasise that our primary concern is to ensure that we are making safe use of all our facilities and that to this end we are taking professional advice. We will also remind members to follow all guidelines about hand sanitising and wearing masks inside. We should put a covering notice on the website, and send the final note to all members by e-mail. Richard will draft a notice and circulate for comment. **RSB**

Gym:

There have been problems with some of the machines, some of which Gary and Denise have fixed. We will ask Denise will prepare a spreadsheet showing the machines we have, any record of servicing, whether they should be replaced (some are old and spare parts can't be found), and any available replacement options and prices. **GK** to ask Denise.

All the equipment is now in the main area, and Denise feels numbers are stabilising. There had been a problem with one user not sanitising the equipment; a strongly worded letter has been sent.

Richard asked how the rugby would be accommodated in the main gym area. Gary said that a block booking had been set up at a specified time, and that rugby players were asked to use this time for their training and to do any extra by individual booking. Overall, the booking system is working well.

Bins:

Jacqui has replied to our letter about the bins, and things seem to have improved. However she identified some other problems with contamination of their supply bin. At the moment, this seems to have been sorted.

West Door:

Gary said that there seems to be a problem with the timer on the west door. Richard said he would ask Keith Fowler about adjusting the settings, since he had been involved in the original installation. **RSB** We could also ask MGB if Keith can't help.

Lions Coverage:

There will be no television coverage this weekend. We will consider provision of tv once we reopen.

Rugby Questions:

The rugby have asked whether we are planning to reopen the changing rooms and showers. This is not possible just now because of the ventilation issues, but is also not possible under the guidelines circulated by the SRU – we would need enclosed cubicles to operate the showers. However we will need to think about some sort of changing area for September when matches start – possibilities might be a portacabin, even a gazebo at first, or using the multi purpose room or the balcony. This will all be addressed after we see how the ventilation issue progresses.

They had also asked about the opening of the upstairs bar – this is an issue for CST.

CST:

We will speak to CST about their plans for the upstairs bar from mid-August when the Sport Ecosse camp will be finished. The bar will require a thorough clean at that stage. We should also discuss overall opening hours, now that government guidelines have been altered from 9 August. It would be better to have closing time for 10 each weekday, since the changed timings are causing us expense. We need to clarify opening hours going forward. **RSB**

A.O.C.B.:

(i) Ramzan reported that the floodlight on the telecoms mast is now working.

(ii) Gary said that despite specific instructions about where to put up the bouncy castle associated with the event last Sunday, it had been set up at the wrong place on the pitch. This is another matter which could be supervised by an on site facility manager. Luckily no damage was done, and a donation from the event organiser is coming in.

(iii) Gary said that we had been asked by the SRU at very short notice to host the Rugby Force day on Sunday 8th August. There will be a photo shoot with various SRU dignitaries around noon, and activities for youngsters. He will send Jillian a notice for the website. **GK**

Provisional Date of Next Meeting:

~~Monday 16th August at 1900.~~ Tbc. Wednesday 18th August