



Management Committee Meeting Minutes – Wednesday 10th April 2024, 7.30 pm – 9 pm

In attendance:

Richard Jones, chair (RJ)
Steve Bridgeman, secretary (SBr)
John Phillips, treasurer (JP)
Elissa Seddon (ES)
Stan Ball (SBa)
John Shepherd (JS)

- 1. Apologies for absence: none** **RJ**
- 2. Minutes of previous meeting, 14th March 2024** **SBr**
 - a. Action 2g – club credit card was not in James' name, but the previous administrator's.**
 - b. Approved unanimously.**

3. Matters arising **SBr**

- a. ES has posted previous minutes on the notice board.
- b. **Action: RS** to organize contract for Phil Atherton.
- c. ES & RJ & JP & office staff have downloaded the Xero accounting software in order to test it.
- d. ES has sent out appeal, drafted by SB, for new committee members. Peter Horne has offered to stand.
- e. We are waiting for the bank to confirm ES as primary user.
- f. **Action: ES** apply for a debit card once she is primary user on the account.
- g. Meeting to go through grant applications was postponed by ES.
- h. **Action: ES** to reschedule grant meeting.
- i. SBr spoke to Nick Cochrane regarding advice for announcing and running the AGM. All on track, but need to check the Constitution.
- j. RJ has sent digital version and paper version of Constitution to SBr.
- k. **Action: SBr** to look into proxy votes for the AGM.

- l. ES has produced two proposals for membership fees for the next year and circulate for response from all MC members.
- m. **Action: ES** to circulate those proposals for agreement by MC to put to the AGM.
- n. PB has repaired the lighting down the side of the Club.
- o. **Action: RJ** to seek two more quotes to deal with water ingress to the lounge and revert to the MC. Currently, we have a quote for £22,000.
- p. **Action: RJ** to get Squash Development Team captain to respond with an apology regarding a complaint received.
- q. Volunteers at the club. SBr spoke with the member involved and is happy that positive working together is happening.

4. Treasurer's report

JP

- a. JP reported on the current financial situation, which is a bit better than budget. Report attached.
- b. JP updated the MC on progress with Xero. JP has prepared a list of codes to use with Xero (document attached). JP and ES suggest that we have someone with more in-depth knowledge of Xero to help with the set up and showing us how to use it. Mary's son, Andrew (not a member) is qualified and willing to do this for a one-off fee of £65. ES will speak to another qualified person, who may give us this service for free. The MC agreed for ES to move forward on this.

5. AGM

RJ

- a. **Action: ES** to send out AGM notice now, as drafted by SBr and circulated to MC, to members.
- b. **Action: ES** to circulate suggestions for fees for next year for discussion via WhatsApp, so that we can send suggestion(s) out ahead of the AGM.
- c. **Action: All MC members** willing to stand again to ensure that the nominations go to the Club Secretary, SBr.
- d. **Action: RJ** to draft Chairman's report and circulate to MC for comments.
- e. **Action: JP** to put together the Treasurer's report for the AGM.

6. Facilities and maintenance

RJ

AOB: The Focus Group has decided to disband. This means that the MC will need to pick up everything which had been delegated to that group to report on.

Action: **RJ** and **SBr** to meet to pull together job description and salary justification for the post of Club Manager, with a view to circulating to the MC for discussion and then decisions at the next MC meeting.

Date for next meeting Wednesday 8th May 2024, 7.30 pm – 9 pm