



# Committee Meeting Minutes

Wednesday 4<sup>th</sup> June 7.30-9.00pm

## Letham St Marks Church

**In attendance:** Heather Cassie (HC), Nancy Davidson (ND), Bruce Gibb (BG), Gail Greenwood (GG), Gill Hilton (GH), Vicki Jones (VJ), Jack Moncur (JM), Eileen Wood (EW) and Lauryn Wood (LW).

**Apologies:** Gerry Gaskin (GGa), Iain Jordan (IJ) and Aimee Stark (AS).

**Joining by Teams:** Donna Wilson (DW)

### 1. Welcome and introductions for new members (BG)

BG welcomed everyone to the first meeting of the new committee. Everyone introduced themselves.

### 2. President's update (BG)

It was noted that the AGM had been poorly attended and raised queries regarding the current Constitution and voting arrangements. It was acknowledged that there is some work required to address these issues.

#### 2.1 Constitution, voting and memberships

It was agreed that the voting process at the AGM was not ideal, with only nine people able to vote based on current constitutional rules. As it stood athlete members over 11 years of age could vote, but coaches, committee members or parents had no voting rights. It was agreed that the Constitution should be changed to reflect a more appropriate voting system and to clarify membership definitions.

Currently there are 145 paying members. There are three groups with voting rights:

- Life members
- Associate members
- Athlete members (who pay £30 in annual fees)

**Life members:** *Esteemed members who are allocated life membership by the committee. ND agreed to provide the committee with a list of life members.*

**Associate members:** *Any committee member or volunteer/coach (with PVG), who have completed a form to register as an associate member.*

**Athlete members:** *Any athlete paying the £30 club affiliation fee.*

Voting age was discussed. It was agreed members age 16 and over should have voting rights. Athlete members under 16 years should be allocated a parent proxy vote.

It was agreed that the Constitution requires to be formally changed to reflect the discussions above. It was agreed that in order to implement the agreed membership structure and voting rights for the next AGM, an Extraordinary General Meeting (EGM) would be required, to formally vote on changes to the Constitution. How best to do this was discussed and it was agreed to hold a vote at the track. BG and DW to arrange voting on a Tuesday at 6.45 to capture parents/athletes and coaches from both early and later training groups. Information to be emailed out to all members in advance.

**Actions:**

DW will check with AS if all committee members are also required to have PVG.

BG and DW to arrange voting on a Tuesday at 6.45 to capture parents/athletes and coaches from both early and later training groups. Information to be emailed out to all members in advance.

**2.2 Scottish Athletics Affiliation and supporting documents**

BG advised that the Scottish Athletics portal is changing and a new portal for affiliations is being set up. Lynsey McMann who works for Scottish Athletics is PSH's point of contact and will provide support to the club. BG will liaise with Lynsey to ensure we know what is required.

**2.3 Policies and procedures**

It was noted that we need to identify which policies need updating and if there are any we do not currently have, e.g. a social media policy. The safeguarding policy may need to be updated in line with the new PVG requirements and we will need to hold a volunteer register with PVG details. BG also raised the use of 'incidentals' (people who help as a once off) and how to keep a record of these at event.

**Actions:**

AS to provide a list of all volunteers with PVG so that GG has a list of all people that can help at events.

ALL committee members to have a think about how best to manage incidentals' and discuss at the next meeting.

HC to add to next agenda.

**2.4 Committee roles - what are the remits?**

GH asked what the role of the parent representative involved and what are the expectations in terms of meeting frequency etc. BG updated that meetings are monthly until the next AGM and after that it will be for the committee to determine. VJ noted she is happy to be involved but keen not to take on a specific committee role.

**Actions:**

ALL committee members to have think about what our roles are before next meeting and draft a few lines/ a paragraph to describe it.

**3. Committee feedback/ Mission, Purpose and Values**

BG updated that he had received feedback from the group on areas of strengths and areas for improvement. This will be collated and shared ahead of the next meeting.

The group then discussed the Mission, Purpose and Values of the club. BG shared some options for further discussion and refinement and asked the group to feedback on these ahead of the next meeting.

**4. Treasurer's update****4.1 Accounts Audit/Expenditure Projection 2025/26**

DW provided an update and advised an update of accounts would be sent to HC for circulated when she returns from holiday. DW also advised that she will provide a predicted expenditure for the next athletics year as requested at the AGM.

It was noted that there is currently £77k in the bank, including reserves. It was discussed why there is so much sitting in reserve and BG advised that the reserves exist in order to cover/contribute to any emergency costs that would have an impact on the running of the club. e.g. . if track needed replaced. It was noted that this was also raised at the AGM and hence the request for the predicted expenditure for the following year.

Auditing of the accounts was also discussed and it was agreed to get the last two years accounts professionally audited. GG agreed to explore with Sandy Squires whether him/his accountancy firm could help with this.

**Actions:**

DW to send updated accounts and predicted expenditure for the next athletics year.

GG to speak to Sandy Squires regarding auditing of the accounts.

#### **4.2 London Marathon Fundraising**

Thanks were noted to Graeme Gatherer for raising £1400 by running the London Marathon. Some discussion was had about how these funds should be used. One suggestion was for a high jump cage which would allow the high jump to stay out. GG agreed to speak to Fiona Malloy about this and explore costs. We may need to explore purchasing high jump mats too. It was agreed before purchasing new equipment we must ensure that we have appropriate storage and that equipment can still be accessed easily.

JM also suggested exploring some indoor sports kit for training over winter. e.g. turning boards.

**Actions:**

GG to explore costs of purchasing a high jump cage/mats/indoor sports equipment

#### **5. Welfare**

Discussed under point 2.3.

#### **6. Club kit/shop**

BG updated that he has a possible new contact for club kit. There is the potential to set up a kit shop which would also provide a fundraising opportunity for the club, with the providers being able to make bespoke kit/items to order. BG to explore further. There was also some discussion about team branding and creating a unified identity across all sections of the club.

#### **7. Any other business**

- GG raised that a coaches meeting will take place on 11<sup>th</sup> June and any feedback or questions ahead of this could be directed to her.

**Actions:**

ALL to email GG with any discussion points.

- It was noted that the club is currently struggling to facilitate growth. There are a number of volunteers keen to do Level 1 coaching qualifications to support this. It was noted that the Club will pay the Level 1 coaching qualification fees and the Gannochy Trust can be approached to contribute towards the cost of Level 2 coaching qualification fees.
- How to increase volunteers was also discussed, particularly in light of new PVG requirements. It was suggested having a twice annually PVG 'stall' at the track where potential volunteers can bring the identification documents required for PVG to try and streamline the process.

**Next Meeting:** Wednesday 9<sup>th</sup> July, 7.00-9.00pm, Perth Leisure Pool.

## **ALL ACTIONS:**

- ND to provide the committee with a list of life members.
- DW to check with AS if all committee members are also required to have PVG.
- BG and DW to arrange voting on changes to the Constitution on a Tuesday at 6.45 to capture parents/athletes and coaches from both early and later training groups. Information to be emailed out to all members in advance.
- AS to provide a list of all volunteers with PVG so that GG has a list of all people that can help at events.
- ALL committee members to have a think about how best to manage incidentals' and discuss at the next meeting. HC to add to next agenda.
- ALL committee members to have think about what roles/remits before the next meeting and draft a few lines/ a paragraph to describe it.
- DW to send updated accounts and predicted expenditure for the next athletics year.
- GG to speak to Sandy Squires about auditing of the accounts.
- GG to explore costs of purchasing a high jump cage/mats/indoor sports equipment.