

St Andrew Boat Club

Trustee Board Meeting – Minutes

Date 27/06/19

Venue Greenhill Gardens, Edinburgh



Established 1846

Present	<i>Name</i> Sarah Whitley (SJMW) Lindsay Flockhart (LF) Iain Wilson (IJW) Robert Robertson (RR) Graham Butler (GB)	<i>Role</i> President Captain Secretary Treasurer Development Officer Fund Raising Officer Trustee Trustee
In attendance		
Apologies for absence	Martha Walsh (MW), Will Hean (WH), Beverley Pearson (BP)	
Start	The meeting started at 1940h.	
Minutes of previous meeting	The Board agreed that the Minutes of the previous meeting were a true and accurate reflection of that meeting. There were no matters arising. The Board adopted the Minutes of the previous meeting.	
Finance	While absent from the meeting, MW had earlier emailed her report (to be attached). In view of the evolving and increasingly complex demands within the club as a whole, the Board resolved to research and consider the financial controls functions of the club: what is needed, and how can we allot and delegate responsibilities for different aspects. Inter alia, under consideration currently is QuickBooks (accounting software) and WebCollect (a web-based solution providing quick and easy methods to facilitate payments). ACTIONS – On-going research and due diligence of possible solutions (LF) – BP and SJMW offered to help. 50-Club: no draw owing to absence of Treasurer (with numbers). Bank balances approximately as follows: Main account: £27 000= Boathouse account: £33 000=	
Governance	Terms of Reference required for Rowing Sub-Committee (LF).	
Safety and welfare	No report	
Boathouse	ESKC has relocated. Missives are now concluded on a ground lease between the Club and City of Edinburgh Council.	

GLM (architects) await receipt of calculations (re proposed erg/training room) from M&E (mechanical and electrical) consultants (mainly to do with ventilation regulations etc). When those are received, GLM will apply for Building Warrants (timescale likely up to three months).

Sub-Committees

Reports to be appended.

IJW noted excellent progress on PR and social media instigated by the Communications Committee and proposed a vote of thanks and appreciation to those concerned.

AOCB

Garden Party.

SJMW will host this year's Garden Party provided there are waiting staff present, on Sunday 1st September.

ACTION – IJW to speak with MacKenzies Catering

ACTION – IJW to liaise with and delegate volunteers to erect, supervise, and put away the gazebo/marquee

ACTION – SJMW to liaise with and delegate volunteers to assist site and event preparation

Cost/budget: similar to last year

Price: £15=

Annual Dinner.

Ticket prices

Juniors – £32,00

Seniors – £37,50

Associate Membership.

Junior – £2/month

Senior – £3/month

Kit.

Matt Gilliver has volunteered to be Kit Secretary. Hurrah.

Annual General Meeting.

Thursday 29 August 2019.

ACTIONS:

Book BRFC (IJW)

Draft formal Notice (IJW)

Inform communications committee (IJW)

Dates of next meetings

15 August, 29 August (AGM), 01 September (Garden Party)