

St Andrew Boat Club

Trustee Board Meeting – Minutes

Date 15/08/19

Venue Boroughmuir RFC, Edinburgh



Established 1846

Present	<i>Name</i> Sarah Whitley (SJMW) Lindsay Flockhart (LF) Iain Wilson (IJW) Martha Walsh (MW) Robert Robertson (RR) Graham Butler (GB) Beverley Pearson (BP)	<i>Role</i> President Captain Secretary Treasurer Development Officer Fund Raising Officer Trustee Trustee
In attendance	Tom Duke (TD)	Junior Rowing Co-ordinator
Apologies for absence	Will Hean (WH)	
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	Discussion relating to streamlining of accounting, book-keeping, and cash management; how they can be delegated, and automated. The Board noted and agreed the proposed move to using Web Collect (wef Sept 2019) for cash collection. MW outlined verbally the salient points arising from her provisional draft accounts which she will present to the upcoming AGM. 50-Club June: 25 Yvonne Scott July: 24 Michele Foran August: to be drawn at the AGM	
Governance	Terms of Reference required for Rowing Sub-Committee (LF).	
Safety and welfare	No report	
Boathouse	Report per RR: <ol style="list-style-type: none">1. Lease has been signed and first Payment Made.2. Agreement with [Donor] Trust has been signed & donation paid.3. Meeting with David Ralph of GLM attended by RBR & Will Hean on 15/8/2019, RBR will speak to current Plans & Costings etc at Trustees Meeting. Current Budget Costs are £407,880, this includes Boat Racking, Sliding Gate to Canal Side, Contingencies (10%) and VAT, there may be opportunities to reduce this depending on the Contract Negotiations (see below). David Ralph is going to	

email the Drawings so they can be circulated to those interested.

4. There are various Accounts to be Paid the most urgent one being the Fee to City of Edinburgh Council (CEC) to enable the Building Warrant process to start.
5. Timetable: (1) Building Warrant, CEC's target is 2 months from submission to Grant, with 21 days for CEC to come back with major questions. (2) Build Start Date, this could be end October, this rather depends upon whether the works are taken forward by negotiation with a selected contractor or the works are put out to Competitive Tender. The advantages of the former approach are certainty & speed, the advantage of the latter approach is that it may produce a lower overall cost. David Ralph is going to consult a colleague who has an expertise about contracts as to the best way forward and is going to prepare the Tender Packages if needed.

Sub-Committees

Rowing:
Minutes attached.

Fund Raising:
No report

Communications:
No report.

Kit:

1. Does Matt Gilliver want support? If so, Sam Woods has volunteered.
2. Ensure that the new club logo is represented correctly on all new kit.
3. Investigate suppliers and secure new kit arrangements.
4. Investigate new kit including: training bras; hi-vis long- and short-sleeved T-Shirts

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 (DONE)

ACTION – IJW to liaise with and delegate volunteers to erect, supervise, and put away the gazebo/marquee (IN-HAND)

ACTION – SJMW to liaise with and delegate volunteers to assist site and event preparation (IN-HAND)

Cost/budget: similar to last year

Price: £15=

Annual Dinner.

Ticket prices

Juniors – £32,00

Seniors – £37,50

Annual General Meeting.

Thursday 29 August 2019.

ACTIONS:

Book BRFC (IJW) (DONE)

Draft formal Notice (IJW) (DONE)

Inform communications committee (IJW) (DONE)

The Board suggests that the following subscription rates be proposed to the members

at the upcoming AGM:

Senior/Full - £23pm/£276pa
Student - £15pm/£180pa
Unwaged - £15pm/£180pa
Sculling Only - £15pm/£180pa
Racking (1x) - £8pm/£96pa
Junior - £16pm//£192pa
Cadet (up to JU15) - £11pm/£132pa
Junior Alumni - £2pm/£24pa
Senior Associate - £3pm/£36pa

Parking:

LF to write to all clubs in the Meggetland community to request that they each ask their members to desist parking in our area. The Board noted the CoE Council's stipulation (within the terms of the lease) that the Club must keep the area secure and not permit access by anyone besides members of the Club. Therefore, in due course the Club will erect suitable boundary fencing and lockable gates.

Dates of next meetings

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