

St Andrew Boat Club

Trustee Board Meeting – Minutes

Date 24/09/19

Venue Greenhill Gardens, Edinburgh



Established 1846

Present	<i>Name</i>	<i>Role</i>
	Sarah Whitley (SJMw)	President
	Lindsay Flockhart (LF)	Captain
	Iain Wilson (IjW)	Secretary
	Hal Thompson (HT)	Treasurer
	Susan Branigan (SB)	Trustee
	Andrew Dobson (AD)	Trustee
	Will Hean (WH)	Trustee
		Trustee
In attendance		
Apologies for absence	Neil MacFarlane (NMcf)	
Start	The meeting started at 1930h.	
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	<p>IjW to prepare an Extract Minute to record a resolution that SJMW and HT be included as authorised signatories to the Club's bank accounts.</p> <p>Jo Collings and Martha Walsh to be removed as authorised signatories.</p> <p>A Club Virgin Money [donation] page is now set-up for fund-raising projects. "Monster The Loch" (happening Saturday 28 Sep) is the first project using this medium.</p> <p>The Club has not processed any Gift Aid claims since becoming a SCIO in 2016/17. Action: HT to process current and retrospective claims.</p> <p>LF and HT are making progress with setting-up WebCollect as a medium for processing invoicing and receipts.</p> <p>Current balances: Main A/C £11634= Boathouse £192919= 50-Club £1334= Events £323=</p>	
Governance	Terms of Reference required for Rowing Sub-Committee and Fund Raising Sub-Committee (LF).	
Safety and welfare	No report	
Boathouse	The Club has applied for a Building Warrant. The process typically takes about two months from date of application, meaning (subject to due process and any additional enquiries) the Club should expect to receive the warrant by the end of November.	

While Building Warrant application is being processed, WH to procure three quotations from potential contractors for a turn-key project.

Sub-Committees

Captain's Report and Minutes of Rowing Meeting appended to these Minutes.

Fund Raising:
No report

Communications:
No report. IJW to make SB ah Admin of the Club's main Facebook Page.

Kit:
Matt Gilliver progressing kit activities and has confirmed he does not require help.

AOCB

Garden Party.
The event seemed successful (no financial report yet) and some lessons learned relating to proportions of hot versus cold food. Susie Simpson has offered to host next year's event.

Annual Dinner.
Ticket prices
Juniors – £32,00
Seniors – £37,50

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

07 November 2019 (2000h)
09 January 2020 (1930h)
20 February
02 April
14 May
25 June
30 July
27 August (AGM)