



BULMERSHE GYMNASTICS CLUB COMMITTEE MEETING

Monday 10th January 2022 at 7.30pm
Virtual meeting via Zoom

Present	Dave Gordon, Trina Farrance, Chris Wright, Laura Buckingham, Kyan Shorney, Matt Hickey, Charlotte Wilshire, Donna Kirkpatrick
Apologies	Andy Brown

1	Welcome & apologies and requests for AOBs
	Dave chaired the meeting, took apologies and asked for AOBs. There were no requests for AOBs.
2	Minutes of 11th October 2021 meeting and matters arising / action points

Dave reviewed the outstanding actions and matters arising with the committee:

- **Extension** – Trina, Matt and Donna met to review the pre-app. Barton Wilmore have allocated a new planner and architect to review the pre-app plans. Donna will meet the new contact and will arrange to pay the fee. Matt spoke to Wokingham Borough Council and the contact said she could not discuss the project until she had seen the plans. The plan now is to check that the plans are compliant and submit them to the council. **Action: Trina / Donna**
- **Fire evacuation procedure** – This is still outstanding but will take place soon. **Action: Trina, Dave and Matt to review. Matt to set up a meeting**
- **Ransomware insurance** – Trina spoke to Love Admin and they advised that they do not have ransomware insurance and have never been asked for it. Love Admin say they use the best system that is available (AWS – Amazon Web Services). We would need to put pressure on them if we felt this was important. All our data is held by Love Admin. A ransomware attack would affect our functionality. We need to understand the impact of a data breach / ransomware. **Action: Donna to talk to Edmunds to get their advice and report back at the next meeting**
- **Painting of the railings on the balcony** – All completed
- **CCTV** – Trina spoke to 2 clubs in depth and both say it is proving to be very beneficial both inside and outside. One of the clubs restricts who can view the screens. As long as the CCTV is clearly signposted there should be no real issues. We could use it to have a livestream to the viewing area when the curtains are closed. Trina will talk to the school in case they have any concerns. The plan would be to have it inside and in both car parks. **Action: Trina and Dave to source a quote. Trina to talk to the school**
- **Car park security** – Dave fixed the latch on the gravel car park gate and supplied a lock so we now have the option to lock the gate if it becomes necessary
- **Fans for the gym** – Chris and Dave discussed this and decided that it would be better to look at fans in conjunction with a review of heating. **Action: Dave and Chris to review heating and cooling and report back with their findings**
- **Financial reports** – Laura A, Laura B and Donna are looking at different reports that could be produced, particularly in relation to staffing and equipment. **Action: Donna to report back at the next meeting**
- **Water cooler** – Chris advised that there are permanent and semi-permanent options. Companies could get a cooler to us within a couple of days on a subscription service or we could buy a cooler and bottles separately. **Action: Dave, Chris and Trina to review and make a recommendation**
- **Supply of a new podium** – **Action: Charlotte to talk to the Silvers Workshop to see if this is something they would consider making**
- **Badge testing fee proposal** – Kyan presented a proposal for the introduction of a membership scheme to cover badge testing (attached). The main reasons for the proposal were:
 - To reduce administration time for the badges
 - To eliminate the need to ask parents for payments
 - To contribute towards coaching fees for competitions

The proposal was to introduce an annual fee of £20 for all gymnasts in either September 2022 or January 2023. January might be a better option as British Gymnastics membership

has to be paid by members in September.

There were no significant objections to the proposal but it was suggested that a sub group could work on the proposal and pull it all together. Matt asked if it would stop any gymnasts from taking part. Trina advised that Wokingham Sports Council has a fund that could assist people who might struggle financially. **Action: Kyan, Trina, Matt and Carla to form a subgroup and present a proposal at the next committee meeting**

3	Head of Operations report
	<ul style="list-style-type: none"> • Trina shared her report (attached to the minutes). Matt asked what the plans were if the club had to cancel sessions due to Covid. Trina advised that she and Kyan were working on a contingency plan. A standard email has already been prepared. One class had to be cancelled on Saturday. • Trina said the coaches were really pulling together and doing their best to cover classes • Trina advised that Claire Hickman has taken over from Steph as our new welfare officer. Abi Mills and Trina are the other officers. We also have the option to have support from the welfare officer at Pinewood if external help is needed • Charlotte requested that we officially record our thanks to Steph Bendall for all her hard work as welfare officer
4	Financial update
	<ul style="list-style-type: none"> • Donna presented the statement of our cashflow from the November bank reconciliation. We currently have £270k in the bank. Turnover is starting to pick up. Salaries remain our biggest area of expenditure. We are still making some small adjustments for fees that were paid but the service was not provided • The year end accounts are currently being prepared and will go to Edmunds soon. Trina and Dave are doing an equipment audit as that is part of our valuation on the balance sheet • Donna advised that the club had generally weathered the Covid storm well due to the efforts of the staff team and the financial buffer that we had • If figures continue to return to pre-pandemic levels we should continue to trend upwards although we should note that wage costs have increased due to Covid and could impact further if we need to cancel classes
5	Property
	<ul style="list-style-type: none"> • As mentioned at the start of the meeting, Dave has fixed the gates and tidied up the car park • Charlotte asked about the lack of lighting in the tennis court car park. Apparently the school is planning to repair the lights
6	Website update
	<ul style="list-style-type: none"> • The new website was displayed and Trina talked through its design • Donna asked if would be easier to update than the current site and Trina confirmed that this would be the case. Trina said she was comfortable making changes and that the site was much easier to use • Chris asked if there was anything preventing us from going live with the new site. Trina said it was going through final checking and policy migration • We also need to ensure that all emails are backed up and then the domain name can be closed and the emails can be reloaded
7	Committee realignment
	<ul style="list-style-type: none"> • We agreed that we would have 2 sub-committees; one to cover the extension and one to review fees

8	Fundraising
	<ul style="list-style-type: none"> Donna advised that fundraising had been severely curtailed due to Covid. Club competitions continue to be the main source of revenue. There has been some expenditure on viewing area improvements and some aerobics funding has been re-allocated Kyan asked Donna for details of club competition income. Action: Donna to provide the information to Kyan Donna suggested revisiting the fundraising committee to give Kyan some support. Currently only Donna, Kyan and Trina are actively involved. We ideally need representatives from each discipline It will be a while until we can return to normal activities such as viewing week We agreed that we should use Facebook and the website more actively in the future to highlight fundraising. Action: Trina and Kyan to take this forward as and when we can return to normal fundraising activities
9	AOB
	<ul style="list-style-type: none"> Charlotte requested agreement for the next AGM. The date of Monday 14th March at 7pm was agreed. Action: Charlotte to prepare invitations by 14 February 2022 <p>There was no further business so the meeting closed at 9.15 pm</p>
	Date of next meeting: Monday 14 th March 2022 after the AGM via Zoom

Summary of Actions

		Responsible	Date
1	Arrange submission of the pre-app plans to Wokingham Council	Trina/Donna	Mar 22
2	Conduct a review of the fire evacuation procedure. Matt to set up a meeting	Trina/Matt/Dave	Feb / Mar 22
3	Discuss ransomware insurance with Edmunds to gain their advice	Donna	Mar 22
4	Source a quote for CCTV and discuss its implementation with the school	Trina/Dave	Feb 22
5	Review heating and cooling and make recommendations for any changes	Dave/Chris	Mar 22
6	Put together new financial reports to make them more accessible	Donna/Laura	Mar 22
7	Agree the best water cooler for the gym and make a recommendation	Dave/Chris/Trina	Mar 22
8	Talk to the Silvers Workshop to establish if they could make a new podium	Charlotte	Mar 22

9	Put together a proposal for the membership/badge testing fee and present at the next meeting	Kyan/Matt/Carla/Trina	Mar 22
10	Email committee members to request suggestions for the club survey	Charlotte	Feb 22
11	Provide information about club competition income to Kyan	Donna	Feb 22
12	Send out AGM paperwork	Charlotte	Feb 22

Signed:

Date: