**Present:** Tim Johns (Chair) Yvonne Budd Mike Euridge

 Alan Cleave Richard Franks Vikki Jehu

 Michelle Hamilton-Kendall

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**1. Apologies:** No apologies. However, at this point Tim welcomed Vikki to the group, who has now become a Trustee.

**2. Minutes of AGM and 8th October 2014**

The amendment had been made to AGM notes and these would be circulated to group and be made available to members. The minutes of 8th October meeting were agreed.

**3. Premises Update**

Tim confirmed the planning application had elapsed, but it has been forwarded to the council and is due to be passed in mid December, however, there has been an additional fee to pay. Mike had spoken to Dave Cockman and is due to meet with him on Friday to go over the plans and discuss the specifications and works to be done. It is unclear whether the quotation given includes type of flooring which is needed and to tarmac the playground area. So there may be additional costs for this work, which Mike will confirm with him at the next meeting. Tim said we had originally thought the work would start early January, however, Mike think this may be later now. Mike would like it started no later than Easter, but he will discuss this at his meeting with Mr Cockman. It was agreed that money would now be drawn down from the HSBC until such time it is needed – so as not to incur unnecessary charges. The £40,000 grant from the council has no time limit on when it needs to be used, so this will be available to us as well. Mike said after discussions he would email a summary to Trustees.

**4. Land Registry and Holding Trustees**

Tim would like to keep this a standing item on agenda until changes have been confirmed. It was noted that although Meriel Fry is no longer a Trustee, she is still a holding Trustee on the property deeds. Yvonne confirmed that 6 amendments needed to be made, with two coming off (Peter Kelly and Tony Bodgin), two new names to be added (Tim Johns and Alan Cleave) and two were staying (Richard Franks and Meriel Fry). This needs to be sorted, as it forms part of the HSBC loan.

**5. CASC in 2015**

Mike is still in the process of changing his business to become a CASC. He has spoken to colleagues who are already running a CASC alongside a charitable trust – similar to the set up we already have within the gym club. Vikki, who is now a Trustee, will also be supporting Mike with the changes and will run through the contract with her. He wants to ensure that when changes come into affect, his contract and that of his staff are on the same basis as they are now. Tim mentioned that one of the issue that seemed to be raised at previous meetings was the “not for profit” element, but Mike confirmed that if the CASC adopts the constitution of the Trustees and EGC as it is now, this will cover it. When the new changes are adopted, salaries will be drawn down and any profits made after that will be put back into the organization for improvements etc. In terms of goodwill this is how it has happened in the past, but the charity will now be obliged to show members they are more involved in this process.

Tim hoped the committee woul become bigger and stronger, with more members coming onto the committee. Mike had already agreed that Yvonne would take on responsibility for Gym Mark records and the competition side. All the Young Leaders at the club had asked to take on the running of all events taking place at the gym club next year, with support from the committee and Friends as and when needed. Mike was pleased that work to move to a CASC is moving forward, with support from Vikki.

**6. Donation Websites**

Tim confirmed that both the My Donate (fundraising) and Give as You Live (shopping) websites are now both active. There was a discussion about how the fundraising site will work and what information should be on there. Having looked at front page, Alan felt the wording needed to be changed to encourage people to go on site and want to donate to events – Alan agreed to do this and email to Tim. It was also agreed that there would be a list of events for which people can donate to, i.e. Malta trip, Florida trip, general funds. Vikki offered to look at wording for this fundraising site suggesting a fundraising limit/closing date may be put on specific events, with any surplus money raised going back into the general fundraising account to be used at the committee discretion for equipment, other events etc. Mike said a list of dates for events next year will be ready shortly and circulated to everyone. When these changes have been made, Alan will email members to inform them site is active. In the meantime, Alan can email members about the Give as You Live site.

**7. Communication**

Tim didn’t think we needed to make emails and newsletters monthly, but when we have any news we should share this info with members i.e. fundraising events and the new build, as well as maybe congratulating children competing – which although is put on Facebook, could still be included in our updates.

Mike said Suzanne was making good progress with changing the way we send out accounts; these will now be sent electronically via email. There will be an option for those not having access to email to fill out their own. There are emails that have been added and updated. It has also been agreed that any member who lapses on their membership, but then wishes to re-join will be charged a re-joining fee. Alan asked if the list Suzanne sends him can include member’s names, to make it easier to cross reference lists. Mike suggested Alan contact Suzanne direct.

Alan asked about the gym club Facebook page and whether members could ask questions via this forum, as he had noticed a member had posted a question about classes. Mike said this was not what the page is to be used for and members who wish to ask questions should email or ring the club.

**8. Noticeboard**

Tim said it is important we are more proactive in using the noticeboard as a way of keeping members informed. The AGM notes, once agreed, would be put up. Details of the new building works would be put up, but not the detailed plans, just pictures of the elevation and floor plans. Mike and Michelle to do.

**9. Treasurer’s Report**

Yvonne circulated copies of the accounts. Under income PayPal Giving Fund would be amended to read “Givey”. Yvonne said following negotiations with the insurers, the buildings and contents insurance this year had been reduced by £1000. Alan suggested that the funds and expenditure for USA trip were kept on a separate line, to make it easier to read. Yvonne said the Cheer Festival is a restricted account that the Trustees will manage for the time being. This money will be passed to a new account when those running the Cheer Festival have a defined constitution and roles, as well as a committee in place. This is for the Cheer Festival only and Mike has suggested they become registered as a CASC.

**10. Friends activity and pending events**

More volunteers are coming forward to help support the shop, with other members offering to help with ideas for fundraising and contacting companies for donations. Having looked back at some of the comments from the survey about the coffee shop area, he said changes have been made and this could be highlighted in an update email to members; namely tables available and internet access. Events taking place are:

* Saturday 29th November – Christmas Fayre taking place. Which is being run by the boys parents to help raise funds for USA trip.
* Sunday 30th November – bag packing fundraiser at Sainsbury’s, Alphington Road for boys’ trip to USA.
* Friday 5th and Saturday 6th December – A Star attending to take Christmas orders.
* Sunday 7th December – girls bag packing fundraiser at Sainsbury’s, Pinhoe for girls’ trip to Malta.
* Saturday 13th December – Christmas parties.
* Saturday 20th December – Christmas Gala – fundraising for the foam pit.

These are events which can be emailed to members.

**11. Date of next meeting**

Wednesday 21st January at 7:00pm.