

EXETER GYMNASTICS CLUB – TRUSTEES MEETING
Wednesday 20th November 2013

Present:

Tim Johns (Chair)
Alan Cleave

Yvonne Budd
Alain Cook

Richard Franks
Michelle Hamilton-Kendall

Apologies:

Meriel Fry

In attendance:

Ian Honnor

Helen Honnor

Minutes of Last Meeting

These were agreed.

Matters Arising

Yvonne had received a letter from Meriel tendering her resignation as Chair of the Trustees due to personal circumstances. All committee members asked Yvonne to pass on their thanks to Meriel. All agreed to Meriel staying on as a holding Trustee and a committee member, as her experience and input would still be invaluable to the Trustees.

Proposed work on current building and New Gym

New Gym It has still been difficult trying to find a site or existing building for a proposed new gym, however, another option has presented itself with land being offered in the grounds of the St Lukes College of Sports and Sciences on Hill Barton Road. Helen has spoken to the Deputy Head and she is keen and interested in working with the gym club. Because the school was part of the Government's PFI (Private Finance Initiative) to build new schools in the area, the Local Authority would need to be involved in discussions and any building work would need to be done by Carillion, who, as part of the PFI, are sole builders for any future projects. Helen was due to meet them again, but feedback has been positive, even though we are only at the discussion phase. The school's sports teacher is also keen to help with this project, as she is an ex-gymnast from the gym club. Helen will still pursue this option, but concerns raised are around how this would be funded – partial or shared; and who would own the building. Tim said he would be happy to attend any future meetings to represent the Trustees with Helen and Ian, as well as Mike. It was noted this project could take up to 2 or 3 years to progress.

Current building Discussions then were around the building works to our existing premises; extension to entrance and side of building and removal of seats in main gym club. Ian and Helen said the deadlines for funding were middle of December. Ian let the Trustees know that if we apply for funding for work now, we may not be able to apply again for anymore for a while, so may affect any funding for a new gym. However, the Trustees agreed that we should go ahead and apply for funding now, as if the new build is unlikely for a couple of years, this would probably allow time to apply again. Or if it is felt the money could be raised and funding not needed, we could withdraw our bid at a later date. But better to be in the bidding rounds rather than not at all.

Ian also mentioned the possibility of a bank loan being sought. This is an option that Yvonne and Frank offered to pursue and, if we did get a loan, again we could look at whether funding would be needed. But this also could take a while to arrange. There was discussion around the affiliation part of the fees the Trustees get. It was suggested that this part could be increased, which could help towards paying any loan and may be favourable with the bank. This will be looked into further and discussed at a future meeting.

Helen pointed out that to apply for funding the structure of the business needs to be sorted in terms of how the not for profit organisation (Trustees) part works with the business side (Mike as sole trader). She had spoken to Mike and he is aware that changes and the structure of his business side is needed, which would include any succession planning. Following her discussions with Mike she is happy to proceed with the applications for funding, as she is aware that these changes are being looked at and made.

Application process of funding

Helen discussed the application process and made a list of what is required to go ahead. This list can be found at Appendix 1, with a note of who is the lead person to get this information to her. However, some of the areas highlighted and discussed in more detail were:

- 3 quotes for the planned works; Yvonne would contact the 2 builders who have already put in quotes. Michelle would ask Amanda Cox, whose husband is a builder for a quote and Alain said he also knew someone he could approach. These would be asked to contact Mike to arrange to look at building and plans and quote accordingly. They would be sent electronically to Yvonne to collate.
- Ian said letters of support from councillors was important. Ian had made an appointment to meet with the councillors and Tim offered to attend with him on behalf of the Trustees. They would go through the detailed plans and application with them. It is also hoped a “meet and greet” session can be arranged at the gym club for the councillors to look around and see for themselves the proposed work and benefits to the club. This maybe an opportunity to get the local paper and radio involved and get some good publicity for the club.
- Helen said it as important that we have evidence of need for the work, as this can go against our grant application if we can’t show this. Helen said she would prepare a questionnaire for parents, gymnasts and coaches to fill out. She also thought it would be good to try and contact 20 or 30 members who had left the club to find out why and if they would consider returning if works were done. Helen to liaise with Michelle as the Friends could help with this.

One other suggestion from Ian was that of the Trustees to look into having a business manager. A lot of charities employ them to facilitate income streams and can be profitable. Tim said this is something that could be considered for a later meeting.

Tim thanked Helen and Ian for all their hard work in getting things together and encouraging us all to move fast to try and get funding that may be available.

It was agreed that the Trustees would meet with Ian and Helen again on Wednesday 4th December to ensure all documentation is ready for the application process and sign off the application.

Any Other Business

- **Treasurers Report** – Michelle apologised that this had been missed of business agenda, and would ensure it is included next time. Yvonne circulated copies of the accounts. It was agreed that whatever money is used for funding in the future, £5,000 would be kept in the bank for rent/rates.
- **Communication** Alan suggested to help with communication maybe an email database could be set up for all members so that we could email out to members. He would be happy to help set this up. Tim would speak to Mike about having access to the membership database. In line with the Data Protection Act, members may need to be asked to give their email addresses and tick if they are happy for us to use their email address for communication. Michelle uses a template for her work with Exeter City Supporters Club membership around email communication; she would bring this to the next meeting and see if this is appropriate to be used.

The Friends also needed to raise their profile within the club. Alain suggested a blog for parents/gymnasts could be set up. The Trustees agreed that this an important area and ideas/suggestions will be discussed at a future meeting.

Date of Next Meeting

Wednesday 4th December at 6:00pm – to discuss grant application.

Grant Application Procedures

- Application forms	Helen/Ian
- Plans and Planning permission for the extension	Helen and Ian have got these already from Mike
- A sports development plan	Mike doing this
- A business plan and budget for the works and revenue plan for the longer term (3 years)	Helen and Mike
- Audited accounts of both organisations'	Yvonne to get these for both EOGC and EGC
- Bank account details. A minimum requirement of 2 signatories. Photocopy of at least 3 bank statements.	Yvonne
- Organisational Constitutions, Rules, Trust Deed, Memorandum & Articles of Association as appropriate.	Yvonne to send electronic copy
- Evidence of not for profit.	Helen and Ian have this.
- The Child Protection Policy	From Mike?
- 3 quotes for the planned works from separate builders.	Yvonne x 2, Michelle and Alain to poss get 2 more.
- Letters of support (including BG and local councillors)	Ian, Mike and Tim
- Evidence of need from the community. This could include consultation with existing membership or a wider community, feedback from parents and coaches, or other building users, evidence of waiting list. It should evidence greater participation, enjoyment, quality of experience and achievement.	Helen to put together questionnaire, following Mike's approval, with support from Michelle and Friends.
- Evidence that the proposal will proceed	Helen
- Confirmation of when funds will start to be drawn down and expected completion	Helen/Ian/Mike/Builder
- Copy of Deeds of the property	Tim
- Copy of lease agreement between EGC and EOGC	Yvonne and Mike