

## **Woodend BLTC**

Minutes of AGM

24<sup>th</sup> June 2024

**24 members were present, a quorum of 30 is required to approve the accounts. It was agreed to circulate the minutes along with accounts to members for their approval via an online poll.**

### Welcome

Alix McDonald (Chair - AMcD) gave an overview on reasons for delay of holding this year's AGM. This centred on the ill health of the outgoing Treasurer, Jim Arnott. This situation had led to an unavoidable delay in getting to a position where the committee were in possession of auditable accounts. AMcD thanked Lindsey Paterson (LP) for her work as interim treasurer and Laura Hardie (LH) for her assistance with transferring all accounting matters to a new software system, Xero. This will simplify club finances going forward and allow for cloud access for multiple people.

### Membership

AMcD talked through the membership summary provided. It was noted the club is slightly down on subs but that they are still trickling in. The main area of deficit is with junior members. The new expectation that all children in the coaching programme must join the club will help redress this balance from August.

Club membership remains in a healthy position. Pete Reid (PR) noted that bowling and social memberships are down. Miles Baigent (MB) noted that there was a reduced membership for Year 1 for new bowling members which matches the £42 social membership.

### Finances

LP summarised performance highlighting the bar loss and reasons for this and noted the actions taken to mitigate and stabilise position going forward. These were outlined in the Efficiencies Paper circulated with the papers.

John Moran (JM) summarised the audit work and stated importance of "de-risking" club finances for the future to avoid all resting on one person's voluntary effort. COM will take this forward.

JM noted accounts are better presented and that through Xero, monthly information is possible. It was agreed regular reporting is necessary.

JM read the audit report which was unqualified.

Tony McInnes (TM) noted there is a balance between the bar making too much profit and being a members' club and providing those benefits. This was agreed and COM will monitor bar performance carefully. AM stated it was important to remember the club needed to amass some funds to reinvest in the fabric and grounds.

TM asked if the Honoraria figure of £2,600 will disappear going forward. LP noted there will be an element in the current year for while Jim was in position but that would go and be replaced by accountancy fees.

MB asked what interest rate is on the Term Deposits. LP noted 4.2% which is a good income on c£100k.

Johnathan Best (JB) asked if Governance around finances will be increased and monitored. LP noted that results are now being monitored monthly and COM can now move to financial forecasting and life cycle planning.

Phil Oates (PO) asked if there is full visibility over memberships and who has paid and not paid. Kathryn Mackenzie (KM) noted that a full reconciliation had been done for the prior year to agree Clubspark to the bank accounts and that memberships are being monitored every couple of weeks with full view of members who have rejoined/not rejoined and what payments have been received.

AM thanked Katie Littlefield (KL) for all the work done in the Bar area and noted that a lot of effort has gone in to clarifying staff roles & responsibilities and improving customer service via training staff. AM also noted that more sporting events are being shown in the bar and there is a full programme of social events.

## Community proposal

AM outlined the community proposal to offer free tennis sessions in Victoria Park post Parkrun on Sunday mornings and asked for approval for seed funding of £500. AM noted that Julie Gordon would give up her time for free to get this off the ground.

PR noted that it could incentivise participants to join clubs other than Woodend.

AM stated that the venture is aimed at attracting kids into tennis more generally and to give back to the community. AM also noted that with it being sponsored by Woodend and run by Woodend coaches, it would be potentially more attractive to join Woodend rather than another club. AM highlighted the strength of the coaching team and the positive feedback that has been received since they began in April. It was also clarified that Woodend would be the main tennis club partnering this activity.

MB asked that the venture be advertised on social media to ensure that Woodend is known to be sponsoring. It was agreed that taking advantage of the visibility this activity would bring to the club was important.

LH noted if it attracts kids into tennis to enjoy the sport then it is a great idea.

JM asked how much other money will be put into it. AM stated it is £500 for this year and Woodend would be the only financial contributor at present. These funds are intended as seed funding and will hopefully open the door for future funding from other sources. AM noted that the £500 would last approximately 8 months dependant on scale and success.

TM proposed the venture goes ahead. ML seconded the proposal. Proposal carried.

## Office Bearers

AM noted the office bearers and asked for any other willing members to consider joining in one of the Committees. AM thanked Raymond Lynch (RL) for his work and noted he would be stepping down.

LP confirmed she would be stepping down in due course from the Treasurer role, however noting there would be an orderly handover to whoever takes on the role.

LP also noted that the role would evolve to be more strategic if the bookkeeping and processing is performed by a professional.

All attending were happy with the status quo on office bearers for the coming year.

## AOB

### 1. Licencing

TM asked for an update on licencing. AM reported the new licence variation had been granted which allows the bar to remain open until midnight and later on some occasions (e.g. Hogmanay). AM also confirmed the license allows food service and live events for members and guests.

AM confirmed that Occasional Licences had been applied for and granted for events such as the Gala Day in the current year and this will continue, noting there is a 9-week lead time to get them granted.

### 2. Safeguarding & Health & Safety

Russell Allan (RA) highlighted the safeguarding policy and asked if there were any concerns over safety/welfare to call or email RA. It is the responsibility of all members to report anything they feel needs it and to let the committee know of any hazards they see around the club.

AM noted there is a QR code on the noticeboard in the hall for reporting accidents/incidents.

JB asked that a formal thanks is given to JM, PR and to JA for their years of dedication and service to club finances.

AM thanked all present for their time and highlighted the ongoing need for volunteers.

Meeting ended: 7.50pm.