**Kilmarnock Harrier & Athletic Club (SC064169)**

Trustee Board Meeting

Location – AAA

Date:– Monday 5th August 2024

Attendees – Donald McIntosh (Chair), Douglas Dickson, Laura Haggarty, Alasdair Murray (Treasurer), Lindsay McMahon, Mark Alexander, Sal Monachello

Apologies – Ian Gebbie

Agenda

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| Item No | Subject | Action Items |
| 1 | **Previous Minutes, Action Items, Conflicts of Interest**  Action Items from previous meeting:   * DD has reviewed and circulated an updated Disciplinary Policy and a new Committee terms of reference for trustee review. DD will also review the club Data Protection & Privacy Policy * LH to contact Scottish Athletics for guidance on PVG renewal activity given changes to process.   No Conflicts of Interest were declared | All trustees to review.  DD to produce Data Policy.  LH contact SA |
| 2 | **Club Administration**  DMcI welcomed new trustees (incl himself) and proposed that Douglas Dickson and Laura Haggarty be appointed Vice Chairs. This was agreed by the trustees.  AM had circulated standard finance and membership information prior to the meeting. Club membership numbers are stable. An increasing Junior waiting list features, largely due to a shortage of coaches. Limited intake of new junior members occurs meantime and will also be reassessed post summer holidays. Given size of waiting list and length of time some may have been on it the Club will e mail all to explain current situation  Club finance position was noted with no abnormal items of income or expenditure in year to date. | AM to e mail Junior waiting list |
| 3 | **Risk Register**  DD had circulated the risk register prior to meeting and gave a brief description of its purpose. Primary risk remains succession planning. Anticipated that this will be mitigated through the new paid posts.  DMcI also encouraged the Club to identify members / associates with skills who can support the club generally. |  |
| 4. | **Welfare**   * No live welfare matters known of. |  |
| 5 | **Scheduled Agenda Items**   * No specific scheduled agenda item at this meeting. * Recommended that the Club Development Plan review scheduled for the December meeting is brought forward to the October meeting. | AM to circulate current development plan |
| 6 | **AOB**   * AAA facilities – DMcI met with Jenna Low (East Ayrshire Leisure) on 23 July to discuss various maintenance issues at the AAA, incl: Discus Circle; seated area and canopy; running track kerbing; long jump covers; athletics track surface; rabbits; electrical box and internal track dehumidifier. A response to this e mail is awaited * Paid positions – recruitment. Job advert closes on 9th August. AM to issue reminder e mail to club members. Applications to be reviewed and filtered by all trustees prior to selecting for interview. Interview panel members and line management to be discussed at that point. * Kit – MA was of the view that club kit offering needs reviewed and refreshed and is prepared to explore other suppliers and a wider kit offering. Timely since our current vest supplier is no longer trading * Club reporting – Online submission of the annual return to the Office of Scottish Charity Regulator has been completed by AM. Annual club return to Scottish Athletics is to be completed by 31st August * Meeting minutes – DMcI proposed that meeting minutes should be made available on the club website to give members increased visibility of club activity. | AM to issue reminder e mail  MA to explore kit options  AM to coordinate completion of SA return.  AM/ MA to create / identify page on website |
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| 7 | Date of Next Meeting – Monday 7th October |  |
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|  | Meeting Closed 8.25pm |  |

**Scheduled Items**

The timetable looks to ensure that the following items are considered by the Trustee Board on a minimum annual basis:

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| **Meeting month** | **Agenda Item** |
| Oct 2024 | Club Development Plan |
| Dec 2024 | Constitution, Club Policies & Code of Conduct Review/SCIO status |
| Feb 2025 |  |
| April 2025 | Membership fees / Annual accounts / Forecasts |
| June 2025 | AGM |
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