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

**Minutes of Trustee Board Meeting**

**Monday 7th October 2024 at AAA**

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

No apologies.

Agenda

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| Item No | Subject | Action Items |
| 1 | **Previous Minutes, Action Items, Conflicts of Interest**  Action Items from previous meeting were completed:   * AM emailed junior waiting list to trustees. There were only 3 replies from waiting list retention email, all confirming that their kids were still keen to join * LH advised that advice was taken from SA on new procedure for PVG renewal.   From management committee minutes it was agreed that an order of hi-vis vests would be required.  No Conflicts of Interest were declared. |  |
| 2 | **Club Administration**  DMcI welcomed Lynn Smith to the meeting and congratulated her on her new role as club Administration Officer.  The standard finance documents and membership information were circulated prior to the meeting. Club membership numbers are stable. The growth in senior members relate directly to the Dec 2023 jog squad intake  An increasing Junior waiting list features, largely due to a shortage of coaches. Attracting new coaches is a priority in the clubs development plan and will be taken forward by the recently appointed Coaching Officer.  The club finance position was noted with no abnormal items of income or expenditure in year to date. The cost of annual award event will be around £1k. The club’s contribution to the cost of the new posts will be paid biannually with the first instalment due in November. |  |
| 3 | **Risk Register**   * DD has updated the risk register and this was circulated prior to the meeting. He advised that the ‘People’ risk will be revisited in future months, after considering the impact of the new personnel appointments. * It was agreed that maintaining a sufficient number of volunteers is still a significant risk. The club’s Community Development Officer will be the lead for this once in post. * The risk of a decline in membership numbers was also discussed and it was agreed that club registration should be reintroduced. SS is checking laptops to see what information needs to be updated and if the love admin website can be accessed.   The Coaching Officer is currently speaking to coaches to compile accurate information on each group (members and coach) to update the love admin website and this will help restart the more formal registration process. He will also seek agreement on a process for storage and retrieval of emergency contact information. Paper copies of membership data will be destroyed.  DMcI will take forward a discussion with Jenna Low (EAL) on the use of the general purpose room for registration. |  |
| 4. | **Welfare**   * One welfare issue was discussed and agreed. |  |
| 5 | **Scheduled Agenda Items**  LMcM updated the Club Development Plan and this was circulated prior to the meeting. Subject to the inclusion of timescales and name of lead member for short term actions, it was agreed to move forward with the Development Plan as a live document following discussion on the following:   * It was agreed that the short term plan over the next 12 months is to grow the club by increasing the number of coaches to support increased membership and help reduce the junior waiting list. An audit is currently being undertaken to provide a baseline and support a plan to grow the club; * Retention monitoring is also required and this will be taken forward shorter term by the newly appointed officers; * A volunteer audit both of what is in place and what is needed to support and grow the club will be taken forward by the Community Development Officer once they are in post. Descriptions of current volunteer roles may help increase parent participation and mentoring can be considered, where appropriate; * All leavers should receive a questionnaire to help support club development. This is being taken forward by the Administration Officer; * Although not an immediate priority, the introduction of a young athletes academy and athletes forum is supported; * Trustees to further consider priorities and vision statement and feedback ideas to IG; * A general decline in junior members across all athletics clubs has been noted by SA. | AM to send suggestions on lead and joint role priorities to LMcM for inclusion on CDP  LS to send out questionnaires to leavers and provide feedback to trustees.  All – feedback thoughts on priorities & vision to IG |
| 6 | **AOB**   * The club standards have been revised to include track competitions to make it more inclusive. The data reference source should be noted on document, this being the world athletics age group standard, and the document should be updated annually. This was agreed as was the additional costs for purchase of t-shirts that may be incurred; * An overview will be taken of the club website to determine if it is fit for purpose or needs replaced. MA will also contact Eddie Toner for some background information if required ; * The Ayrshire Sportsability week at Ayrshire College went well and consideration is being given to restarting a disability club group in spring 2025. It is anticipated that some athletes may be able to integrate with existing groups with a bit of additional support. A request to members for volunteers to take this forward will be sent out. SA can also provide a workshop to support the creation of disability groups; * New equipment is required by the throws group and a business proposal from the lead coach will be submitted for further consideration; * Discussions are being taken forward with the club, the Council and other partners regarding increased partnership support for the Roon the Toon annual event; * The club will hold a Halloween club night with dates to be confirmed; * New event tents and an equipment container are required and this was agreed subject to provision of quotes to AM; * There will be no throws training whilst the pantomime is on. Consideration of using other club’s facilities during this period will be given. Only disabled parking will be allowed at AAA. A safeguarding issue regarding dropping off/picking up kids has been raised and a plan is being drawn up by Ayrshire Roads Alliance. | MA to follow up website issues.  LH to draft volunteer request and pass to LS for distribution. |
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| 7 | Date of Next Meeting – Monday 2nd December 2024. |  |
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|  | Meeting Closed 8.30pm |  |

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