

Minutes



Committee Meeting - East Coast Gymnastics

Wednesday, June 18, 2014

5:00pm to 6:00pm @ Chapel St Leonards School.

Meeting called by: Committee

Attendees: Cllr Fiona Brown, Ian Ison, Fiona Ison, Donna Brass, Amelia Haslehurst

Articles Provided: Minutes of Last Meeting, Club Constitution, Club Administrator Role Description, Complaints & Grievance Procedures, Large Community Grant Application, Gift Agreement & Current Equipment List, Letter of Intent Results.

Articles Presented: Cheque Book & Cashing In Book

TIME	TOPIC	FOLLOW UP NOTES
5.00pm – 5.05pm	Amelia H. was double booked and was not present, Donna B had previously informed Ian I that she would be unavoidably late due to the early start time of the meeting apologies made to all present on her behalf. It was decided to start the meeting rather than wait until Donna B arrived	None
5.05pm	Fiona Brown volunteered to Chair the meeting in the absence of a Chairperson	
5.06pm – 5.10pm	Review & Accept the Minutes from the previous meeting.	Official Records Held By I Ison (Club Administrator)
	The minutes of the previous meeting were found to be a true and accurate record of events and were formally accepted and signed.	
5.10pm – 5.15pm	View amended committee roles and constitution.	Official Records Held By I Ison (Club Administrator)
	The amended Club Administrator Role was reviewed and formally accepted and signed, The Constitution was also reviewed and found to be in accordance with the previously agreed amendments and was formally re-accepted.	
5.15pm	Review progress on outstanding policies:- Safeguarding Children & Child Protection Policy, Complaints & Grievance Procedures	Deferred
	This Article was deferred pending more committee members present	
5.16pm	Review progress on club formation and bank account	Deferred
	This Article was deferred pending more committee members present	

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TIME	TOPIC	FOLLOW UP NOTES
5.17pm – 5.25pm	Review progress on grant funding.	Await Formal Response
	As Fiona B. is also a councilor there was a discussion based on what happens and how the application is reviewed. There was a brief discussion on the way forward although without a decision or an official response nothing could be formulated nor agreed yet.	
5.25pm – 5.30pm	Arrival of Donna Brass.	None
	Donna B. Arrives and apologies to those present, Fiona B gives a brief rundown of the items that have been discussed thus far.	
5.30pm – 5:35pm	Review progress on club formation and bank account	Banking Articles Held By D Brass (Treasurer)
	This Article was re-introduced as the treasurer was now present. The Letters containing the Bank Paying in book and the Club Cheque Book were handed to Donna B. to open and keep safe.	
5.35pm – 5.40pm	Mrs Ison to formally gift a list of equipment to ECG. Discuss and Agree on any terms therein.	Official Copies Held By I Ison (Club Administrator)
	Mrs Ison (Fiona I) discussed with the committee her wishes for the current equipment held at chapel st leonards primary school to be officially gifted to the club with no conditions of any sort nor any form of remuneration. After consideration of the impact to the insurance and storage costs the club agreed and a formal agreement was signed.	
5:40pm – 5:50pm	Review progress on Leaflet to current gymnasts gauging interest in a paid session.	None
	Fiona I. presented and discussed the results of the letter given out to each child that attends Chapel St Leonards School. Based upon the numbers of interested children it was agreed that at least 2 sessions would be needed per week.	
5.50pm – 5.55pm	Any other business wind up meeting?	
	Various Re-cap questions were asked by Donna B. of some things that were missed at the start of the meeting	
	Amelia H. popped in to apologize for her double booking and was given a recap of the meeting.	
	Fiona B. suggested we set a date for the next meeting, while Amelia H. was present .	Next Meeting 23rd July 2014 6pm @ Chapel St Leonards School
	Both Ian I & Fiona I thanked everyone for coming to the meeting .	

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the First meeting held on 18th June 2014

Secretary

Date