

Minutes: Committee Meeting 02/09/24 - 7pm

Present: DW, JK, MF, SD, TM, IA

Delayed: MB, MP, GR, SR

Chairman delayed due to fixture congestion so Secretary called the meeting to order and thanked everyone for attending.

Note: Secretary proposed moving meeting frequency to 4 weekly as season is underway, inherited commitments are discharged and financial situation beginning to stabilise.

Minutes of Last Meeting

The minutes of our last meeting (12/08/24) were reviewed, approved and adopted. Carried forward action items were also reviewed and it was agreed to continue tracking carried forward actions as addenda to meeting minutes.

Health and Safety

GR has now been in position as H&S officer for a few weeks and had an opportunity to complete a review of the site and existing documentation. Good progress is being made on general H&S issues across the site with "identified risks" being prioritised as previously discussed. Key items from GR update included:

- Draft risk assessment and policy documents have been produced and will be shared with committee for review shortly.
- General need for staff, stewards & volunteers to be made aware of low level risks and a culture of keeping things tidy established at the club.
- Fire risk assessment in progress. GR meeting with fire protection officer. We will need to run emergency evacuation training & drill when complete.
- Asbestos report is adequate and register in place. Need to ensure all contractors review and sign-in going forward.
- Legionella - GR reminded the group of necessary precautions and working with MP to ensure they are followed.
- GR to review food hygiene documentation, training and processes.
- Alarm tests set for 7th Sept
- Policy and documentation for GOSH to be reviewed
- Stand lighting - budget approved, electrician on site 6th Sept to complete works
- Large tree - AB progressing as facilities project
- Stand safety - due to low front railings we need to ensure stand is closed at either end when not in use to prevent children playing in it.

A lengthy discussion about burgers and hotdogs ensued that meandered in various directions. The bottom line is for H&S reasons the routine cooking of hot food needs to move to the tea hut with the BBQs used for events and appropriately cleaned & stored in the interim. This is consistent with the plan to move cooking to the tea hut with the onset of autumn.

Actions

- GR: continue to work through H+S to-do list
- MB: work with Jamie (catering) to move cooking to tea hut
- AB: facilities to arrange ropes and appropriate signs at bottom of stand steps and add closure process to match day stewards duties

Facilities

AB unable to attend meeting but provided written update. Consolidated list of facilities issues / projects provided by SR and will form basis for tracking things going forward. Essentially 3 buckets as follows:

- Work Required - known H+S risks which we need to prioritise - owner GR
- Projects - larger items requiring funding etc - owner AB
- Maintenance - ongoing maintenance and repairs to be managed by work parties (owner SR) or specified individual (owner AB)

Current priorities are fixing the stand lights and getting on top of the big oak question.

Plan to maintain list of completed tasks & projects to report back to membership periodically. Also present short list of larger projects requiring budget / fundraising to be prioritised by membership ballot.

Actions

- AB: produce "first 90 day report" to members circa end Sept
- AB: organise membership ballot on larger projects short list

Event Management

MB continues to work on game plan for overall clubhouse management which will include events. In the interim it was agreed for 1 committee member to be nominated to assist bar / KD with event plans / management ... next major event being fireworks on 27th Oct. MD informed DW that he was delegated to do this as he was retired (shocking).

Actions

- MB: complete clubhouse management plan and implement
- DW: to be KDs committee assistant on events starting with fireworks

Operational Updates

Marketing

JP unable to attend the meeting but provided the following update:

"am not going to be at the meeting tonight still working and about to carry the conversation on over a few pints, , I don't have much to cover only that we have had Solent soul agree that they will honour all remaining events this year at no cost to ourselves what they make they make what we make we make all they ask is that we promote as much as possible, The banners are ready to go and MF will update, If everyone is happy with the Fan Zone now sponsorship is agreed I will print and add some down banners either side of the clubhouse and stairs to stand and try and keep as near to the £250 budget as possible. The website is all but done now, if someone wants to join the can download a form for now and pay at the clubhouse or contact membership direct through a link, we have created a darts and pool page and will develop further, The database is pretty tidy ATM still more work but getting there. I am about to start the official signage prints including both the replacement of the temporary ones and some new ones requested by H&S. possibly see you later in the foresters for a beer !

Committee approved £250 spend for fan zone decor
Unfortunately meeting closed too late to meet Jamie for a beer.

Action JP: proceed with fan zone

Membership

New membership cards received and being issued. Incomplete membership forms and cryptic notes left behind the bar are hampering progress but in general SD reported a modest / ongoing increase in new member applications. MB pointed out that a benefit of moving Dev and U18 games to Grigg Lane has been better awareness and a number of parents joining the club.

Football

MP provided the following list of updates and requests:

- Away toilet light needs changing before next home game
- Dev kit sponsored by CGI (£500) and ordered
- U18 kit sponsored by Brewers (£800) ordered
- Several NF marathon water stations being manned by club volunteers next Sunday
- Brock College continue to mess us around re pitch bookings
- MB & MP to attend mandatory FA meeting and report back
- MP following up with FA re ground accreditation actions & progress
- Coach for Bridport game approved by MB
- We need to ensure back gate in closed 45 mins before KO until HT on match days
- Our neighbour behind far goal (Carl) complaining about broken tiles
- Goal guards to be positioned to stop players warming up in goal mouths at HT
- Team managers complaining the pitch is bobbly - IA reported it has been dragged & rolled twice as recommended

Action AB: add Carl's broken tiles to facilities list add reach out

Action MP: talk to match day team re goal guards at HT

Action MP: talk to match day team re cable tie closing back gate (breakable in an emergency)

Finance

JK reported ongoing positive trading and optimistic that we are generating sufficient funds to cover football expenses as monthly player wage payments for the season begin in Sept. Additionally 1 significant payment remains on the off-season ground works after which all large inherited bills will have been cleared.

Funds for repairs to stand lights approved and monitoring potential costs of tree works pending results of AB investigations.

DW noted that verbal agreement to our repayment proposal of outstanding personal loan has been received.

Year-on-year trading figures continue positive trend with August 2024 up >20% on 2023.

Sponsorship

Limited response to email outreach regarding renewal of sponsorships. MF proposed second email thanking sponsors for ongoing support, including invoice for renewal, image of new look banners and appropriate cover letter. To be followed by phone / visit if required once 30 day payment terms expire.

Plan approved by committee and MF will proceed with support from finance (JK).

AOB

Fireworks booking confirmed with vendor for 27th October. Cost as expected. Deposit invoice was not paid earlier in the year so reissued and passed to JK for payment.

- **Action** DW: assist KD with arrangements - small event committee of DW, KD, MB, GR

Key holder list completed and all keys we are aware of identified and returned where appropriate. List will be maintained by KD & DW.

- **Action** MB: change front door barrel lock and issue new keys as appropriate

NF Pride meeting held and we have a good understanding of what they are looking for and our position following committee discussion. MP noted it would cost us at least 1 week of pitch prep time in June and potentially a home friendly fixture(s).

- **Action** DW: present our requirements to Pride and see if acceptable
- **Action** DW: outline subsequent proposal for committee consideration

Program notes have been written by MB and DW, group agreed that future notes would be written by committee members and trustees to keep things fresh. AB has agreed to produce notes for next home game (copy due by 10th Sept).

Fan zone plan was approved and JP will implement accordingly.

Chips or No Chips - we cannot have a deep fat fryer outside by the BBQ for health and safety reasons. If catering team want to pursue providing chips they should look into installing an air fryer in the tea hut.

Carried Forward Actions

- MP: updated squad photos for website
- MB: document high level club and football committee structures
- JP / JK: continue search for online payment solution
- JP / KD: implement online club diary
- JP: replace poster in Tesco
- MF: Damngoodmedia deferred sponsorship
- MB: engage with college re pitch fees & relationship
- MB: opening hours
- ALL: committee bar trained
- MB: cleaning / kit washing / transport review
- MB: improved match day players menu
- IA: to be trained in line painting
- MF / MP: consolidated view of sponsors
- MF: game plan for future car park vs ground sponsorship

Meeting closed 10.20pm (ouch!)

Next meeting September 30th 7pm