

# Minutes: Committee Meeting 12/08/24 - 7.00pm

Present: MB, DW, JK, JP, MF, SD, ML, KD, SR, TM

Chairman called the meeting to order and thanked everyone for attending. The group were reminded that we are now a formally established committee following the SGM (minutes of which are published on the club noticeboard and website) and that minutes of committee meetings will now be made public in line with our commitment to members.

## Website - and all its tentacles

At our previous meeting JP reported that he now had full control of the club website following handoff from previous Secretary. Given the large amount of work required to revamp the site and impact on projects / activities of other committee members it was decided to make Jamie "top of the bill" for this evenings meeting.

JP reported that following a redesign to modernise the site it was nearing completion and he expects it to be completed and online in the next 7-10 days. Committee were encouraged to review the updated site on their personal computers and provide feedback with access from mobile devices imminently available. Primary focus of the design was usability with simple access to key items like fixtures, results, events, member coms, sponsors etc... being the top priorities.

At risk of blowing the minds of some committee members - JP also explained that the club master contact database would be held centrally behind the website and fed by other databases like membership & sponsors - this is important long term as it allows us to clean up the general data confusion inherited and communicate much more easily and effectively going forward. The first beneficiary of this approach will be membership (renewals, comms etc..) which JP / SD will be working on over the next few weeks.

Finally, JP confirmed that official club emails and routing of messages were now implemented / fixed with incoming general inquiry, football, membership and sponsor messages being routed to DW, MP, SD & MF respectively. This will massively improve our communication with the world at large.

### Actions

- MP: need squad photos for website
- JK: provide financial info needed to implement online payments
- JP / SD: implement online payment starting with membership applications / renewals

## Clubhouse Operations Review

The review of all things related to clubhouse operations (led by MB / ML / JK) continues with incremental improvements / changes expected as the new committee gain a better understanding of the social aspects of the club.

MB reported good progress made identifying money saving opportunities on bar supplies etc... review is ongoing and results will be published when complete.

"Friday night events" have undergone initial review based on general popularity, attendance and revenue as follows:

- Internal (low cost) events like quiz & bingo will return (night of week TBD)
- Solent Soul is booked for Aug and may have a future pending result of meeting with them
- Open Mic nights, which failed to attract enough people & income, will cease
- Regular "Band Nights" will return with the generous support of Rick Bryant

## **Actions**

- JP: meet with Solent Soul to agree reduced fee and no ejection of members not taking part
- JK: approved to pay outstanding invoice re Open Mic

## **Minutes of Last Meeting**

The minutes of our last Transition Team meeting were reviewed, approved and adopted. The team were reminded that the "Transition Team" had now become the "Committee" and that future committee meeting minutes will be published in line with MB commitment to members.

DW noted that we continue to generate many actions as we get to grips with things and thanked the group for their diligence in following up and ticking items off our todo list. Carried forward action items will continue to be listed as an addenda to meeting minutes so that none are lost.

DW proposed we change the frequency of committee meeting from fortnightly to monthly as new committee members get on top of their new roles and things start to settle down (barely motivated by the volume of admin which is killing him). It was decided we would move to 3 week intervals.

## **Operational Updates**

### **Sponsorship**

MF confirmed he has written to our existing 34 sponsors - responses starting to come back - only 1 casualty so far due to insolvency - next step is to begin invoicing sponsors.

### **Membership**

SD recapped the work he is doing with JP regarding the updating the membership database, getting this online and enabling web payments. As indicated in the website notes above we can expect results and further update in a few weeks.

Access to our EPOS till system was briefly discussed and it was confirmed that all access by previous committee members had been terminated and a policy of minimising those with access implemented. JK / ML / SD / JP are the only committee members who now require and have access.

### **Facilities**

AB was on holiday but provided a written update. Great news! We have concluded the required tree trimming and passed our floodlight test. We have a 2 year certificate during which we have identified some essential maintenance to complete. AB & MB are also conducting a long term floodlight review / plan. AB has also identified a potential sponsor for future floodlight works.

A list of future facilities projects for consideration is being prepared which AB will no doubt be thrilled to receive on his return from holiday.

## **Finance**

JK reported further progress getting to grips with finance. We continue to trade positively and are making good progress paying our bills. This has been helped significantly by a 30% increase in year-on-year July income. A big thanks to members for their support!

MB noted that we are now charging a small fee for entry to development squad games which is consistent with other clubs. Monies raised are modest but sufficient to cover cost of match officials etc.

## **Bar**

KD walked through short term clubhouse bookings and committed to working with JP on establishing a consolidated online club diary to include bookings, events and football. It was confirmed that the clubhouse would be provided free of charge to Tesco for their annual staff training day in return for their club sponsorship and the big poster on the wall by the tills in the Brock shop

## **Actions**

- KD / JP: online club diary
- JP: replace the big poster in Tesco (which still advertises Brockstock)

## **Health & Safety**

GR could not attend but provided a written update. GR has conducted an initial site review and is building an action plan. We need to prioritise identified safety risk items for which we are potentially liable. Many minor items have been addressed or are in progress by work party activities. Two larger priorities are lighting in the stand (or lack thereof) and dead branches on the large oak on the boundary with Grigg Lane. A more detailed H&S update will be added to the agenda next meeting.

## **AOB**

We have been approached by New Forest Pride re potential use of ground next spring

- DW: arrange to meet NFP

Laser Show August 24th ongoing and needs fireworks night type support

- MB: set up meeting to organise

Amicable resolution re personal loan

- DW: draft reply to CP last message for review by committee

Ball catching nets to be added to potential facilities project list. DW has a representative quote. Would require significant FA grant funding.

Committee structure and internal comms

- MB: draft simple committee structure for review and publication

## **Carried Forward Actions**

- MF: contact Damngoodmedia re deferred Brockstock sponsorship
- MB: engage with college re pitch fees / relationship
- MB: new opening hours
- ALL: committee to be bar trained
- MP / JK: lost & damaged kit replacement
- MP / MB: physio
- MB: cleaning / kit washing / kit transport review
- MB: improved match day players menu
- IA: to be trained in line painting
- MF / MP: consolidated view of all club sponsors
- MF: game plan for future ground vs car park sponsorship

**Meeting closed 8.35pm**

**Next meeting September 2nd 7pm**