

Minutes of Meeting

Subject: Ashford Rugby Club Committee

Date (Time): 17-Aug-2016 (19:00)

Minutes: John Heaver

| Meeting Attendees | | Distribution |
|-------------------|-------------------|--------------|
| John Norman | Mark Bowes | Committee |
| Bob Jones | Allan Ferries | Web |
| Martin Briscall | Barbara Henderson | |
| Vicky Norman | John Heaver | |
| Charlie Vavasour | | |

1.1 New & Existing Actions

| Item | Date raised | Action | Owner |
|---|-------------|-----------------|-------------|
| 17/08/16.01 | 17-Aug-16 | Apologies | John Norman |
| Ian Foinette - Dave Wing – Jo Amner - Grant Burdon – Rhys Fussell | | | |
| 17/08/16.02 | 17-Aug-16 | Matters Arising | John Norman |
| No matters arising | | | |

| 17/08/16.03 | 11-Aug-16 | Administration | Barbara Henderson/ John Heaver |
|--|-----------|----------------|--------------------------------|
| <p>John Heaver to setup a meeting with Neil Crossly Roberts, John Norman, Barbara Henderson and himself to ensure all admin tasks are transferred and documented</p> | | | |
| <p><u>Subscription Costs</u></p> | | | |
| <p>Men & Ladies 21 and over = £240.00</p> | | | |
| <p>Men & Ladies 18 to 21 = £120.00</p> | | | |
| <p>Juniors & Minis = £80.00</p> | | | |
| <p>Pay as you go = £10.00 21 and over per game, £5.00 18 to 21 per game</p> | | | |
| <p>I will be collecting subscription forms and monies on 11th September in the clubhouse and probably for a few weeks after that. I will then create spreadsheets (plus a hard copy to be kept in the club) for the coaches of all age groups. I hope to have this all done by the end of September.</p> | | | |
| <p><u>Juniors & Minis</u>..... In October I will email each coach asking them to check the paid members on my lists, against the boys & girls turning up at their age group. There will be a few week's grace for new kids to see if they like rugby. (this includes girls U13, U15, U18)</p> | | | |
| <p>After that I will check with each coach at regular intervals to see if they have any new players and whether they have paid and filled in a subscriptions form.</p> | | | |
| <p><u>Senior Men & Women</u>.....Again I will be creating spreadsheets for the senior men and ladies. I will also be creating a cashbook to check against the club bank statements each month. The cashbook will inform me of any players who have not increased their Standing order or are just not paying.</p> | | | |
| <p>The manager/captain of each team should let me know each week who played for them on the Saturday/Sunday (they will be using a duplicate book for this I believe), I will then email them back letting them know who has not paid their dues.....This is where it may get tricky.</p> | | | |
| <p>What we are hoping for is that each manager/captain will back this idea in full and either collect the money from any players owing money, remind/encourage them to up their standing order or not let them play again until they do!!!</p> | | | |
| <p>If a player has been a sub and not got a game, they will not be chased for money.</p> | | | |
| <p>Also, they will not be entitled to the Wednesday gym offer or the free pints offer.</p> | | | |
| <p>This is all I can think of right now, but look forward to hearing from you if you need any other information.</p> | | | |
| <p>No other admin point covered at this meeting until post the handover meeting.</p> | | | |

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| 17/08/16.04 | 17-Aug-16 | Games Reports | Allan Ferries |
| <p>Games Fixtures – Allan is working with the games committee to complete a set of fixtures on a spread sheet so pitches and changing rooms can be confirmed to sides. Awaiting the ladies/girl's games fixtures. Nothing as yet from the Vets.</p> <p>Mini's and Juniors meeting in July minutes still need to go out to all coaches. Coaches need to get list of balls, bibs and cones into Vicky, Scott or Jon. Allan to let Martyn to pass the message about kit on.</p> <p>Vicky asked when will the games committee sit, Allan will be setting up meeting with the coordinators. Bob has been asked to pay the Grass Hoppers and Allan will email Matt Gilmore ref the payment.</p> <p>Junior's Report – No Junior's report</p> <p>Mini's Report – No Mini's report</p> | | | |
| 17/08/16.05 | 17-Aug-16 | Bar Report | Vicky Norman |
| <p>Vicky said that not many people are coming in after training but we have had a few functions to keep the club ticking over. Bob asked about have the council been in touch ref the beer festival. Vicky said they have been quite but the only thing they have mentioned is about improvement to the parking setup. Bob asked about getting some disabled parking bays setup. John H to reach out to NCR to confirm requirements from the RFU for the 1st aider for the beer festival. Ian is reviewing the job description for the house manager. Vicky to send out job description.</p> | | | |
| 17/08/16.06 | 17-Aug-16 | Welfare | Jo Amner |
| <p>No Welfare report</p> | | | |
| 17/08/16.07 | 17-Aug-16 | VP's | Dylan Tomkins |
| <p>No VP's Report</p> | | | |
| 17/08/16.08 | 17-Aug-16 | Development | Charlie Vavasour |
| <p>Charlie said about full planning permission for the installation of the new wing, Hendry and Bond are undertaking the drawings. Mark asked on time scales and Charlie said we should be good to go inside of 6 weeks. The new wing will include at least 2 more changing rooms, a physio room and a gym. Costs for the development is just under £20k.</p> | | | |

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| 17/08/16.09 | 17-Aug-16 | Communication | Grant Burdon |
| <p>We all recognise that we must improve the club communication this will be undertake with an improved emailing and texting system which is being collated by Barbara as she is working on a club database which can be used as a whole or split by divisions. Allan has suggested getting weekly communications out to the local media and is happy to take on the task. John N to ask Grant for admin access to the web site.</p> <p>Vicky will send out to all coaches a note regarding Barbara's role in the database collation/coordinator. It was mentioned about using a firm to undertake the role but as Mark pointed out we looked at this before and the cost were far too high.</p> | | | |
| 17/08/16.10 | 17-Aug-16 | Finances | Bob Jones |
| <p>Very little to report since our last meeting and the AGM. There has been considerable sponsorship received which will be used for kit purchases. Lloyd Stokes has been particularly pro-active in this area closely followed by Liz Ashby for the girl's teams having secured £1000 from Ashford Borough Council. Martyn Hodge brought Motorline Toyota on board for his age group.</p> <p>The balance in the Business A/c should now cover this month's Shepherd Neame invoice of £3k and other direct debit/standing orders for the remainder of this month putting us in a sound position for the beginning of the season. It will be fingers crossed for the Beer Festival to get us off to a flying start. We have hopefully reduced costs as far as we are able so it is mainly down to the vagaries of the British weather. On-line sales have been slow so far but should pick up as we get closer to the date. The festival will be followed by Registration Day for minis and juniors which will further swell the coffers.</p> <p>Just a thought for the future, but Junior Tours caused some problems this year in reconciling what the overall costs were and how those have been funded. Some groups pass the money and invoices through the Club while others deal with things through someone attached to the age group. From my point of view it would be easier if it was all done through the Club bank account and records kept within each age group to reconcile things. Maybe the new Youth Chair and Junior Co-ordinator could pass that on to the age group coaches/managers when they get the opportunity.</p> | | | |
| 17/08/16.11 | 17-Aug-16 | 100 Club | Mark Bowes |
| Nothing to report | | | |
| 17/08/16.12 | 17-Aug-16 | House | John Norman |
| <p>As we all are aware Vicky is stepping down as house manager. John N has asked if Bob can set up a form so all none related bar payments can go to club accounts not the bar. Mark asked what has been authorised for new players, John N said kit for all 3 senior sides. Bob asked what about match day programs. John N said they are being worked on but for the time being they are not being produced.</p> <p>John N said we must get the players to commit to paying subs by the end of September and we may enforce a no pay no play policy. Match day payments for those who are not paying by Standing order should pay by the following selection day, Tuesday. Bob is purchasing 3x duplicate books to keep records of said payments. Barbara will be able to supply the information to the games/selection committee for the start of the season.</p> | | | |

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| 17/08/16.13 | 17-Aug-16 | Sponsorship | TBC |
| <p>Sponsorship – still no volunteers to tack on the role. Vicky said that we are mindful of the current 22 club Sponsors still need to be kept informed and looked after if we are to retain them. Vicky had a call from an accountant (name to be confirmed) about also sponsoring the 1st team. They are also interested in doing the club account but this will be discussed at the next committee meeting as they will need to meet with both Bob and John N.</p> | | | |
| 17/08/16.14 | 17-Aug-16 | AoB | All |
| <p>Around the table for any other business</p> <p>Mark to email Jon H with the list of volunteers that have emailed him for the beer festival and the roster that he has used in the past.</p> <p>Mark would like the shop cleared of all none related shop items as soon as possible in preparation for the start of the season. Vicky will find alternative storage for said items.</p> <p>Mark said about where we published the minutes and mentioned about a display case in the club house. John H would like a “Hon Sec” section to post committee minutes and other communications.</p> <p>John N has secured a Wednesday evening training session from 6PM until 7PM with Anytime fitness at the cost of £40 per session. This will be available for all fully paid up members for the senior men and women and will be on a trail bases for 8 weeks</p> <p>John N has suggested that we offer 2 free pints for all fully paid up members for the senior men and women who train twice a week and play on a Saturday. This again will be on a trail bases for 8 weeks. This will start in October to ensure all players are fully paid up. The drinks are strictly for the players only and are none transferable.</p> <p>No other points and meeting was closed at 8:58 PM.</p> | | | |