



Bristol Surf Club committee meeting

Thursday 24 March 2022. 7:30 pm to 10:05 pm, The Rose of Denmark

Attending:

- Kirsten Ross (KR) (New Member Representative)
- Stu Woodham (SW) (ordinary member)
- Anna Madams (AM) (Membership Secretary)
- Catherine Cain (CC) (ordinary member)
- Craig Lockett (CL) (New Members Rep)
- Shaun Lancaster (SL) (Publicity & Communications)
- Catherine Butler (CB) (Treasurer)
- Sam Smith (SS) (ordinary member at commencement of meeting)


Apologies:

- Kristine Khan (KK) (Social Secretary)

Review of Discussion Points and Actions from Previous Meeting (Thursday 24 February 2020. 7:30 pm to 9:00 pm, The Hatchet Inn)

Item	Who?
1. SS voted in as Secretary (position vacant)	[info]
2. Grant SS access to the facebook site	SL
3. Create a message on the facebook site to reiterate that all members of the club are free to attend committee meetings. Make the message highly visible; pin to top of page or similar.	SS
4. Position of Deputy Chair: SL and CL both happy to stand. Proposal that both can undertake to role; each acting independently and not requiring agreement from the other in any matters arising, Either SL or CL would attend committee meetings depending on their availability. The arrangement was agreed by majority vote.	[info]
5. Re-advertise the position of Chair on the facebook site	SS
6. Pay the £109 (minus expenses of film hire and HDMI lead) raised from film night to charity. SL to provide receipts for spend.	CB SL
7. Issue minutes from Zoom meetings (AGM Jan 22; EGM Feb 21; and any others?).	SL

Look at Zoom account and see what was recorded. Send links to any recordings to SS	
8. Review any recorded Zoom videos and capture main points.	SS
9. Add SS to “committee@” email circulation list.	SL
10. Insurance: CB to send insurance policy doc to CC. CC to put bullet-point summary together and send to SL to put on the website.	CB CC SL
11. Ensure date of next committee meeting is posted on website (SL already done?)	SL
12. Membership update: 295 members, being approximately a 50/50 split being rolling membership and annual payments. Few applications over the last month or so. Membership level deemed satisfactory for effective club operation.	[info]
13. Treasurer (CB) gave an update on the current balance. CB does not yet have access to bank account; still waiting for Nat West.	[info]
14. Assess the level of funds in the club account and consider how much to retain Vs whether to donate any surplus.	CB (prior to next AGM)
15. Email from Social Secretary (KK) to committee was read out (KK unable to attend meeting). Discussion points and responses as follows:	-
a. Shaun to assess whether the “@committee” email circulation is working properly as some committee members don’t appear to be receiving all emails sent to this address.	SL
b. KK and K Swainson to arrange lessons for May trip.	KK (KS)
c. Check the situation with vans for the ‘no vans’ trip. Clarify whether those attending can drive vans to site and camp next to their van, or whether there are to be no vans on site at all.	KR
d. Post on facebook site the number of van spaces available, with the comment that they will be allocated on a ‘first come, first served’ basis.	KK
e. Ruda trip: Craig needs to pay deposit asap (£25) and proposes to pay this from club funds. Aim is for the club not to have to pay for this event, so the deposit will be paid back to the club from ticket revenue.	CL
f. Create a facebook vote to decide how to fund the Ruda event (e.g. tickets / voluntary contribution at the event / ...). Wording for the poll to be shared with the committee prior to creating poll.	CL
g. Provide a list of future events and likely deposits required, for committee’s approval to provide these from club funds.	KK (for next committee meeting)
h. Family trips: all info about official club events should be posted on the facebook site. The sooner we bring clarity – i.e. add a note to each event to clarify if kids can attend and how to book, and also we add a page to the website explaining this for parents/carers - the clearer it will be for all.	KK
i. Family-friendly events: clarification required around whether children’s places are in addition to adult’s places, or in place of (ref: constitution section 14.4). Review and advise via	KK

<p>facebook post, specifically also for the Combas and Gupton events.</p> <p>Discuss at the next committee meeting which forthcoming events are suitable for children and how they will be ticketed. Review in the context of section 14.4 of the constitution.</p>	<p>All</p>
<p>j. Send Kristine's email to Sam for info</p>	<p>SL</p>
<p>16. In response to previous discussion regarding proper procedure for decision-making and in relation to club expenditure for events in particular (ref: minutes from 24 February 2020 committee meeting. It is re-iterated that receipts or other evidence of payment, e.g. bank transactions, are to be provided for all purchases / expenditure.</p>	<p>All</p>
<p>17. When using WhatsApp, and in communications more generally, it is important that we are respectful to one another. Add this point to the constitution.</p>	<p>SS</p>
<p>18. Discussion around timing and frequency of committee meetings. Committee feels that a meeting in around one month from the date of this meeting is required, to close out the recent issues regarding communications. Next meeting scheduled for 21st April. This is during the Easter holidays and so availability of committee members is likely to be stretched. 28th April suggested instead.</p> <p>It was discussed that we move to bi-monthly (every two months) by around mid-year, but monthly is required for the foreseeable future. To be discussed at a future meeting.</p> <p>Propose 28th April for next committee meeting via email</p>	<p>SL</p> <p>SS</p>
<p>16. Send photo of self for inclusion on the club website</p>	<p>SS</p>
<p>17. </p>	<p>All</p>