



Bristol Surf Club committee meeting

Thursday 24 February 2020. 7:30 pm to 9:00 pm, The Hatchet Inn

Attending:

- Shaun Lancaster (Publicity & Communications)
- Catherine Butler (Treasurer)
- Craig Lockett (New Members Rep)
- Stu Woodham (ordinary member)
- Ric Harwood (ordinary member)
- Catherine Cain (ordinary member)

Apologies:

- Anna Madams (Membership Secretary)
- Kristine Khan (Social Secretary)
- Kirsten Ross (New Member Representative)

Actions outstanding from previous meeting

- Not discussed.

Discussion points and actions


- Stuart Woodham offered to take the meeting minutes.
- The following committee members stepped down from their positions this week:
 - Rob Jones (Chair)
 - Jo Lawson (Secretary)
 - Kat Swainson (Second Social Secretary)
- The committee's attention was drawn to clauses 6.3 and 6.4 of the constitution regarding vacant committee positions.
- **ACTION:** Shaun to post on the club's Facebook group that the Chair and Secretary positions are vacant.
- Prior to the committee meeting, there had been discussion amongst the members of the committee via email (including communication from Anna, Kirsten and Kristine) regarding proper procedure regarding decision-making and in relation to club expenditure for events in particular.
- The committee's attention was drawn to Appendix 3 of the club's constitution, available at: <https://tinyurl.com/BSC-Constitution>
- The committee acknowledges that it is best practice to discuss matters and make final decisions via formal committee meetings, including those arising at the time of transition immediately following an AGM. If there is not an obvious consensus during a meeting the committee shall vote on the matter.
- Incidental expenses of £50 and under will not require prior sign-off by the committee. Sums over that amount require confirmation from Chair (or Asst in Chair in absence) and Secretary via either the committee@ email group or the Whatsapp Group.

- Prizes for the 2021 Raffle Charity Fundraiser were purchased via a £500 advance to Kristine who then paid for all the prizes via bank transfer from her account. Catherine Butler, Treasurer confirmed she had received confirmation of the spend for all prizes. It was noted that for full transparency for any future BSC spending, receipts should be submitted to the Treasurer.
- There was a £47 miscalculation of the welcome drinks for the 2021 Christmas party by Shaun. £20.05 was allocated from underspend from the charity raffle prizes. Shaun offered to personally meet the additional cost difference but, as there was no impropriety and was to the benefit of the members, the club will meet the cost.
- Stu had previously emailed the committee to offer to update the now outdated constitution on the website (dated 2019) which was amended during the Extraordinary General Meeting (EGM) held on 25 February 2021. Stu's offer to the committee remains open and will be reviewed at the next committee meeting.
- **ACTION:** The committee shall post minutes on the club's website from the Annual General Meeting held on 27 January 2022.
- **ACTION:** Catherine (Treasurer) to pay the £109 raised through recent fundraising at the film night to the charities.
- **ACTION:** The committee shall publish these minutes on the club website and post a link to them on the club's Facebook page.
- The club's insurance has recently been renewed. **ACTION:** The committee shall obtain a copy of the Policy Document and examine it to understand what the club is, and is not, covered for.

Next committee meeting

- Thursday 24 March. Time and location to be confirmed. **ACTION: Shaun** to post invitation on the club's Facebook group.

Summary table. New actions from meeting 24 February

Action no.	Who	What	By when
1	T.B.C.	Publish these minutes on the club website and post a link to them on the club's Facebook page.	2 March
2	Shaun	Post on the club's Facebook group that the Chair and Secretary positions are vacant.	2 March
3	Catherine	Pay the £109 through recent fundraising to the charities.	6 March
4	T.B.C.	The committee shall post minutes on the club's website from the Annual General Meeting held on 27 January 2022.	31 March
5	T.B.C.	The committee shall obtain a copy of the Policy Document and examine it to understand what the club is, and is not, covered for.	31 March
6	Shaun	Post date, time and place of the next committee meeting on the club's Facebook group.	2 March
10	All		Always