

**MINUTES of a meeting of the Board of Directors of the Drumsheugh Baths Club
Limited held at 6:00pm on Wednesday 12 September 2018 at the Club.**

Present: Jock Miller (Chair), Jenny Boyd, Carol Keith, Justin Macinante

In attendance: Paul Dunlop (Operations Manager)

The Chair welcomed everyone.

Apologies: Stephen Archer, Tony Vettrano, Gordon Henry

The Chair moved a vote of thanks to CK and Operations Manager for all their efforts in making the installation of the new poolside sauna and steam room a success.

1. Minutes of the previous meeting:

Minutes of the previous meeting on 8 August 2018 were approved.

2. Matters arising from same not covered by this agenda:

Using numbering (and order) from previous Minutes:

All items for action addressed under other items of this agenda (or have been completed).

3. Matters for Approval

3.1 (refer Operations Manager's Report at 4.5.7): Job description for club cleaner approved.

3.2 (refer Operations Manager's Report at 4.6.1): Noted that there had not been a new incident, item pursuant to TV's email of 8/9/18 and Operations Manager's meeting with St. Mary's boarding house manager. Agreed that Operations Manager tell school that Club would allow a maximum of 6 students in the pool at one time provided they are supervised by a teacher/school official; or unaccompanied, only 3 (pool) + 3(gym).

Action: Operations Manager

3.3 (refer Operations Manager's Report at 4.6.2): Approved that the Club enter into a contract for supply and to maintain a mat with Club logo for the front door. There was discussion of the level of authorisation for the Operations Manager to deal with these matters without referral to the Board.

Action: (1) Operations Manager; (2) GH to define authorisation/budget level.

3.4 (refer Operations Manager's Report at 4.6.3): Agree that Operations Manager to canvass staff on whether they would be comfortable working during Naturists' swimming sessions: if not, then agree to advise British Naturism Scotland that would not proceed; if staff comfortable with the idea, timing for a trial could be discussed with British Naturism Scotland.

Action: Operations Manager

3.5 (refer item 6.3 Energy update): In relation to the last remaining of the 4 small recommendations from the February 2018 energy report (the other three having been discarded for reasons given by SA in email of 11/9/18), agreed that Operations Manager obtain a report on whether installation of VSDs to pumps appropriate to the circumstances of the Club.

Action: Operations Manager

Chair noted that insulation for piping costs appear to be over-budget, Operations Manager requested to look into it and report back to the Board.

Action: Operations Manager

There was general discussion of the Resource Opportunity Assessment report by Resource Efficient Scotland and its recommendations noted. There was discussion of the Surface Water Source Heat Pump proposal and resolved that before any action proceeded in respect of this option there would need to be full discussions with both SEPA (as to licensing requirements for a controlled activity) and Edinburgh Council (re access and ownership considerations). It was also unclear when the ventilation system review was proposed to be undertaken. Further clarification of the report to be provide by SA.

Action: SA to advise Board.

4. Manager's Operational Report including Health and Safety update:

Operations Manager's report dated 7/09/18 noted in general.

4.3 (Complaint concerning member) This matter is on-going.

Action: SA and JDM.

5. Finance:

5.1 The meeting considered the Income and Expenditure Account to end of July and the Balance Sheet for the months January to July 2018. The Chair noted that the membership subscription figure did not accurately account for the payments by direct debit and change in membership numbers as a result of the audit of direct debits (refer Operations Manager report item 4.1.2). Chair also noted that figure for planned maintenance did not account for work already carried out. Agreed the need for an income reconciliation to be undertaken and updated revised budget.

Action: GH

6. Director Updates/Marketing & Communication (by exception):

6.1 (Sauna & Steam Room): Noted that installation of facilities successfully completed and now commissioned and in operation.

6.2 (Upstairs shower and gym): Content of Chair's email of 10/9/18 noted – query concerning increase in costs for wall and floor tiles over the initial estimate from Campbell & Smith. Considered acceptable. General discussion of the need for staging of the works and revised quote on this basis to be sought from Campbell & Smith.

6.3 (Energy update): see item 3.5 above.

6.4 (Members' evening): There was discussion of TV's proposal for a members' evening to celebrate the opening of the sauna and steam room. It was agreed that with the upcoming Coffee morning, Doors Open Day and AGM, there were enough events taking place for the moment.

7. A.O.C.B.:

Nil.

8. Next Meeting:

The AGM is scheduled for Wednesday 10 October 2018 at 7:00pm, preceded by the Board meeting at 5:30pm.

In relation to the AGM, noted that notice to members plus abbreviated accounts (and advice that the full accounts can be obtained on request from the Operations Manager) must be issued by not later than 19 September to allow the statutory 21 days. Allowing for the need to post notices to a number of members, these should go out at the latest by Monday 17 September.

Action: Chair + Operations Manager.

9. Private Business:

Nil.

The Chairman closed the meeting at 19:45pm.