

**MINUTES of a meeting of the Board of Directors of the Drumsheugh Baths Club Limited held at 6:00pm on Wednesday 9 January 2019 at the Club.**

**Present:** Jock Miller (Chair), Carol Keith, Justin Macinante, Tony Vettrano, Gordon Henry, Stephen Archer.

**In attendance:** Paul Dunlop (Operations Manager)

The Chair welcomed and wished everyone happy New Year.

**Apologies:** Jenny Boyd

**1. Minutes of the previous meeting:**

Minutes of the previous meeting on 12 December 2018 were approved.

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

*Using numbering (and order) from previous Minutes:*

**Item 5 Finance 5.1 (Finance)** Chair advised he had looked into professional fees expenditure and indicated a break down as all standard matters and not problematic, such as Citation, architect fees, IT support; some of these were one-offs, others were recurring.

**Item 5 Finance 5.1 (Finance):** GH advised that he had investigated opening a deposit account in a different bank that offers higher interest; he outlined options and noted that Bank of Scotland was the best rate on offer (subject to 32 day notice of withdrawals). SA commented that it seemed like quite an effort to set this up for small additional return. GH to proceed.

Action: GH

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

**3. Matters for Approval**

3.1 (Refer item 4.6.1 Operations Manager's report – Front Door Access): There was discussion of using the need to address the card access system for the front door as an opportunity to look at access and security more broadly. Operations Manager to investigate possible adaptation or replacements systems that might allow better gathering and interrogation of information as to members' use of the club facilities so as to better serve their requirements.

Action: Operations Manager to investigate other options, as well as proceeding as proposed re back up cards.

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

Operations Manager's report dated 7/01/19 noted in general.

4.1.2 (Membership): Membership figures were noted.

## **5. Finance:**

5.1 GH gave a brief update:

- renewals cash was flowing in; there was approximately £125K cash in the bank; current remaining outstanding amount on bank loan was approximately £72K;
- no further communications had been received from the former telco provider in relation to payments recovered as a result of invalid direct debit mandate unauthorised direct debit;
- staff pensions: noted the confusion with the government sponsored scheme had been cleared up and the payments were now moving directly from the bank account;
- misplacement of 'A' share certificates: GH and Chair to follow up with Indemnity for Lost Shares process to enable replacement certificate issuance (JDM to include in overall discussion of Club legal restructuring memo to next meeting).

Action: Chair and GH; JDM.

The meeting also noted and thanked Operations Manager for efficient work in getting the membership renewals letters out without incident. Chair noted appreciation of several life members for being included in the mail out for information purposes.

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

6.1 (Marketing) CK advised that she would look into the need for marketing after the membership renewals period to assess need.

6.2 (Capital works (gym) plans) Chair to work up plans at A1 and specifications in conjunction with architect for the gym/upper showers for a separate meeting of the Board.

Action: Chair.

## **7. A.O.C.B.:**

7.1 (PVG) Chair noted need to ensure that PVG Scotland informed of any changes to staff.

Action: Chair to follow up necessary requirements.

7.2 (Staff use of facilities) GH noted that it may be an issue for staff to be using facilities when the Club is busy with members.

Action: Operations Manager to ensure staff aware that members have priority when busy.

7.3 (Records and documentation) GH, CK and Operations Manager to spend a day reviewing Club records management and storage arrangements.

Action: GH, CK, Operations Manager;

## **8. Next Meeting:**

Wednesday 20 February 2019 at 6:00pm.

The Chairman closed the meeting at 6:45pm.