

**MINUTES of a meeting of the Board of Directors of the Drumsheugh Baths Club Limited held at 6:00pm on Wednesday 20 March 2019 at the Club.**

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

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

**Apologies:** Nil

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

Minutes of the previous meeting on 20 February 2019 were approved.

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

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

**Item 2 Matters arising:** 6.2 (Capital works (gym) plans) Chair has worked on specifications for the gym/upper showers, still waiting for pricing. Proposed that Board review proposal then meet with architect. Possible dates in first half April discussed. Chair to sound out architect for availability.

Action: Chair continuing.

**Item 2 Matters arising:** 7.1 (PVG) Chair advised completing necessary paperwork in respect of new members of staff, communications with PVG Scotland re removal of old entries still on the record. Matter is on-going so delete.

**Item 3 Matters for Approval:** 3.5 (Refer item 5.1 previous minutes JDM report on proposed corporate restructuring): On-going.

Action: JDM.

**Item 6 Director Updates/Marketing & Communication:** 6.1 (insulation) Operations Manager following up.

**Item 7 A.O.C.B.:** 7.2 (Planning application) Noted that Chair had sent objection and circulated to Board members.

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

**3. Matters for Approval**

3.1 Swim Experience proposal: The paper circulated by CK was discussed. Agreed not to proceed. Operations Manager to speak with Leslie.

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

Operations Manager's report dated 18/03/19 noted in general.

4.1.2 (Membership figures and enquiries): It was noted that there had been 36 leavers at end of last year, but with 524 members and new joiners, membership figures were still positive.

4.2 (Health & Safety): Operations Manager noted that legionella risk assessment required every 5 years and now due. Citation cost £500.

4.5.1 (Merchandise): There was discussion of the loss of elasticity in Speedo costumes purchased from Club outlet. Operations Manager to put up notice advising anyone who purchased through the Club that supplier will provide replacement for prematurely deteriorated costumes.

Action: Operations Manager.

4.5.2 (Shallow end trapeze platform): Operations Manager advised quote obtained for stairs and platforms in teak, including suspended scaffolding of £3400. Pool to close early when work undertaken and should be completed overnight. Approved.

4.5.2 (Hot tub filter): Operations Manager to check how long required after grouting before reuse.

Action: Operations Manager.

4.5.2 (Cork tile): Operations Manager to see whether he can reduce the length of cork tile by using sandstone tile from undercroft. Otherwise proceed with replacement rubber tile.

Action: Operations Manager.

## **5. Finance:**

5.1 GH presented two versions of cash flow forecast to end of current year (31 January 2020). Noted difficulty in projecting income because we have to make assumptions regards number and type of members and whether they pay annually or monthly. Version 1 assumed no new members which results in a low point December 2019 £132,239. Version 2 assumed 12 new members spread through the year which results in a low point December 2019 £146,584.

JB queried whether possible to get more accurate picture of actual year-on-year cash balance increases. GH to liaise with bookkeeper (Man-Yi) to see if possible to give details of prepayments included in year end balance – aim to separate out clear ‘saving’ each year so Club cash position is clearer, to facilitate assessment of funds available for capital and other large item expenditure. GH to check average number of new members of each category per year for the past 3 years, taking account of how they paid i.e. annually or monthly.

Action: GH.

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

6.1 (Energy update) The meeting noted SA’s email of 12/3/19 with the Energy Summary. SA noted the energy savings that were detailed in the note: there had been a 9.7% decrease in costs year-on-year, although the actual decrease in consumption was probably larger (impact of unit cost increases). SA and Operations Manager to work up figures to provide an update to members for posting on Club website.

Action: SA and Operations Manager.

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

7.1 CK and Operations Manager to write an short update on the capex forward planning and schedule to inform members, for posting on website.  
Action: CK and Operations Manager.

**8. Next Meeting:**

Thursday 4 April 2019 at 5:00pm (followed at 6:00pm by meeting with architect).

The Chairman closed the meeting at 7:10pm.