

MINUTES of a meeting of the Board of Directors of the Drumsheugh Baths Club Limited held at 6:00pm on Thursday 4 April 2019 at the Club.

Present: Jock Miller (Chair), Carol Keith, Jenny Boyd, Justin Macinante, Tony Vettraino, Gordon Henry.

In attendance: Paul Dunlop (Operations Manager)

Apologies: Stephen Archer.

1. Minutes of the previous meeting:

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

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

Using numbering (and order) from previous Minutes:

Item 4 Manager's Operational Report: 4.5.1 (Merchandise): On-going.

Action: Operations Manager.

Item 4 Manager's Operational Report: 4.5.2 (Cork tile): Operations Manager advised having difficulty securing supplier to do the work. Continuing to follow up.

Action: Operations Manager.

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

3. Matters for Approval

3.1 Counsel fees: JDM outlined the figures previously advised by Brodies (email 17/01/18) in relation to the work recommended by counsel in his advice of October 2017 concerning steps to address issues with the corporate structure. In terms of instructing counsel, it was noted that the advice received clearly outlines the steps necessary to be taken, so it will only be necessary to request that counsel proceed as per his advice. JDM to contact Brodies to set the process in train. The meeting approved expenditure up to £5000 (+VAT).

Action: JDM

3.2 Pay rises (under Private Business).

3.3 Veteran's swim request. As per the details set out at item 4.6 of the Operations Manager's report, the meeting discussed the request received for a veteran to swim during adults only sessions (5-7pm) once or twice per week, noting that any arrangement would probably need to be on a charitable basis. The Board was cognisant that there may be a range of views as to whether this was an appropriate role for the Club. It was agreed to invite the veteran for a guest swim, and alert him to the subscription rates for membership.

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

Operations Manager's report dated 29/03/19 noted in general.

4.1 (Membership figures and enquiries): It was noted that there had been nine new joiners in the last month and 15 in the last two, which was very positive. The meeting noted and acknowledged the role members of staff play in presenting the Club positively to persons inquiring about possible membership.

[Operations Manager, CK and JDM departed at 6:00pm]

5. Finance:

5.1 Nil

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

6.1 Nil

7. A.O.C.B.:

7.1 Nil

8. Next Meeting:

Wednesday 8 May 2019 at 6:00pm.

The Chairman closed the meeting at 6:00pm so that the Board could meet with the architect and discuss the proposed arrangements for capital works (gym, classes and upstairs showering/changing).

Operations Manager's notes of the meeting with David Willis, architect

Main points were as follows:

The work is to be carried out in 2 phases due to costs. Phase 1 being the dry changing and gym area. This is to allow members access to the gym while classes are on. With class numbers increasing, board and Operations Manager felt the need to allow more space for the classes higher priority, as they are becoming overcrowded.

Board and David Willis discussed a change in the layout of the area (most notably moving the lockers opposite the changing cubicles) to allow more room for gym equipment.

Board agreed not to go back to tender regarding the new specifications/layout, but for David Willis to report back to Campbell and Smith to re-quote the work based on the new layout and specification.

Campbell and Smith to quote for two options:

- (i) with the gym completely out of use while the work is being done; and
- (ii) for them to put up a protective type board as a walkway for members to access the gym while work is being done.

Operations Manager to obtain a separate quote for the provision of lockers, seating, cubicles and vanity station from Crown Sport lockers and Craftsman quality lockers.

Operations Manager to get a detailed specification of what gym equipment can fit into the new space and get a 2D/3D drawing of proposed layouts of the new gym area, so this can be passed onto members and used by builders (most notably for installation of sockets for cardio equipment).

Timeline as follows:

- Layouts to DBC by 12th April
- Costs back by mid-May/17th May
- Two costs (i) to carry out the works completely and (ii) to allow for access to classes.
- Start on site after Trades Holidays 15th July (tbc)
- Indicative programme based on the two scenarios above.