

DRUMSHEUGH BATHS CLUB. LIMITED

MINUTE of

MEETING OF BOARD OF DIRECTORS

11.00 am 31 October 2023 at the Club

(Where appropriate, responsibility for action is noted in red.)

PRESENT:

Carol Keith (Chair) (CK)
Stephen Archer (SA)
Tony Vettraino (TV)
Caroline Docherty (CD)
John Jackson (JJ)
Robert Robertson (RR)

IN ATTENDANCE:

Paul Dunlop (PD)

1. APOLOGIES

None

2. APPROVAL OF MINUTE

A draft Minute of the last meeting (28 September) had been circulated and was APPROVED.

3. FINANCE

- **Finance Report - 8 months to 30 September 2023**

PD had circulated this prior to the meeting. NOTED as follows:

- At £80,589, the operating surplus for the year to date is £11,659 (17%) ahead of the forecast. Some of the variances are due to timing differences and the increase in our electricity bills will erode some of the savings in the heat and lighting category, but we remain on track for our forecast outcome.
- Bank charges. The actuals are almost double the budget due to a calculating error between categories when forecasting at the start of the year.

SA raised a technical question regarding the treatment of depreciation and the operating surplus figure. JJ answered these to SA's satisfaction.

JJ had nothing further to add.

- **Financial Forecast and Subscription levels for 2024**

JJ circulated and spoke to a financial forecast, projected cash flow and proposed subscription level document he and PD had worked on, showing the projected outcome for 2024, assuming the works to the external fabric of the building, with grant assistance from EWH, and assuming subscription income on the basis of the proposals he had circulated. The intention behind the latter was to

DRUMSHEUGH BATHS CLUB. LIMITED

continue to address areas of unfairness – particularly in relation to single members versus couple memberships.

Following detailed discussion on all three documents, the Board CONFIRMED it was comfortable on all three.

4. GENERAL MANAGER'S REPORT

This had been circulated and was NOTED. The following matter was for discussion:

- **Swimming lessons**
NOTED that PD had met with a potential provider of lessons. Discussions are ongoing. AGREED that communication with parents is important.
PD

5. MEMBERSHIP MATTERS

- **AGM**
Preparations for the AGM on 29 November are well in hand. CD, PD, CK and JJ to meet following the Board meeting to finalise the documents to be sent out.
- **Directors - succession**
NOTED per CK that we have 3 directors who have been in post for almost 6 years. It is generally accepted in business now that directors should not remain in post for much longer than that. AGREED that it will be healthy to encourage interest from members in becoming a director. Consideration will be given to how best to achieve this, but in the first instance, information will be included in the newsletter profiling a different director each month, to allow members to see what our directors do.

CK

6. BUILDING

- **Possible EWHT Grant funding.** NOTED per CD that we have received verbal confirmation of grant funding of £100k in the form of an interest free loan repayable after 10 years. The process is fairly slow, but CD will liaise with our architect, JJ and CK with a view to progressing as quickly as possible. CD
- **Timing of works.** In response to questions from CK, RR confirmed:
 - He felt that there was not a significant risk that the works scheduled for 2024 will overrun significantly.
 - He remains comfortable that the phase 2 works – principally electrical are non-urgent.
- **Gym toilet.** NOTED that the Saniflo unit was scheduled to be fitted the following day.

7. AOCB

None

DRUMSHEUGH BATHS CLUB. LIMITED

8. DATES OF FUTURE MEETINGS

31 October 11 am and immediately before the AGM – 5pm on 29 November - already in the diary. AGREED a December meeting may not be necessary, and so proposed that a final decision on this be held over until after the AGM.

9. ANY CONFIDENTIAL BUSINESS

None