



Dundee Gymnastics Club 2K

Limited company by guarantee SC 250221
Charity Registered in Scotland SC 034466

DGC2K, 1 Davidston Cottage, Couston by Newtyle, Blairgowrie,
PH12 8UT, Scotland.

Tel: 01828 650 606

Web Site: www.dgc2k.co.uk, E-mail: paul@dgc2k.co.uk, bea@dgc2k.co.uk



Minutes of the Directors' Meeting 5 June 2016, 16 Rankine Street, 7-9pm

1. **Present:** Clare Huxley, Bea Petersen, Paul Carson, Alison Bell, Mel Barron, Gordon McBean

Apologies: Jacqui Archibald

2. **Child Protection Issues**

Martin Ritchie, the Child Protection Co-ordinator, updated the Directors with new Codes of Conduct for gymnasts, parents and coaches. Once the Directors have agreed these, they will be issued to gymnasts, parents and coaches and will need signing once a year. This would include up to date contact details.

We also need to introduce a clear handover from parents to coaches at the beginning of the session and back again at the end. Agreed that;

Primary school children need to be brought in and picked up by a parent with the parent signing/initialing a sign up sheet. Will need to have a coach come out to the main foyer to collect a class and deliver them back to the main foyer at the end.

Secondary school children - if the parent signs an Unaccompanied Travel Permission sheet then the children do not need to be signed in or out.

3. **Agree minutes from 24 April 2016;** These were agreed and can go on the web site

4. **Matters Arising from 24 April;**

The Development groups Show and Tell and fundraiser was held on 28th May. This was a great success with a number of parents commenting on how good it was. Hayley, Bex and Jess demonstrated their moves and the entry fee and sales raised £477.80 which will go towards international competition costs.

5. **Salaries and contracts along with courses should go through the Directors meetings**

It was agreed that salaries, contracts and courses for coaches should all be agreed at Directors meetings so that the costs to the club are clear and will be met. Bea, and several of the other coaches, need updated contracts and this will be brought to a future meeting.

6. **Update on Current accounts – accounts by month for Feb, March, April**

The Year to 31 Jan 2016 showed a positive balance of £4889. However, this is offset by the -£14,000 the

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year before.

The period Feb, March, April and May 2016 has seen a loss of £1,146. This is mainly due to not getting new gymnasts in to the development classes efficiently. Vicky has passed the waiting list over to Louise who is kindly going to update it. It is probably more efficient for Louise to do both the updating of the list and the inviting to taster sessions rather than having two different people involved.

In order to streamline all the administration of members, Paul is looking into a new electronic system 'Gymnastics Club Manager' this is a whole system which will keep the waiting list, the members list and link it all to class registers and payments. They also manage Direct Debits for monthly memberships (we can't do Direct Debits and it is expensive to set up). The cost of the system is 2.95% of all the Direct Debits, and 3.95% for Credit Card payments (about £4,000 pa) which is a reasonable cost for such a streamlined system which should reduce admin time by about 80% and would help tremendously with collecting monthly payments.

7. Leotards

After an in depth discussion it was decided that in future DGC2K will not buy the competition leotards - each gymnast/parent will be responsible for buying their own. Although this will be a £100 cost to all the gymnasts, it will remove the upfront cost (~£3,500) and the administration and washing of the leotards from the club. Email needs to go out soon so all the club knows and new leotards can be ordered in time for the autumn competitions. Some competitions (floor and vault) will use the short-sleeve leotards (£45) while all 4 piece and Tumble will use the long-sleeve leotard (£100). The old leotards will be offered to the gymnasts for sale – preference to the elite girls for the current stock of long-sleeve competition leotards. Boys leotards are a stock item which can be ordered with shorter lead time.

8. Update on Brown Street

The Telephone number is 01382 520310 and the post code DD1 5DT.

We are still waiting for the outcome of the small facilities application to Sportscotland which is being put to the June meeting of the panel. There has been a meeting between Scottish Gymnastics and Leisure and Culture Dundee to determine whether there is a need for more gymnastics facilities in Dundee and it was agreed that



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there is a need. Further meetings will take place to determine a letting procedure for the McTaggart and outline a strategy for gymnastics provision in Dundee.

9. Pre-school equipment for Brown Street

Jacqueline Archibald has prepared a quote for some preschool equipment and matting for the upstairs hall at Brown Street from Scotplay. This needs to be compared with the Gymnova quote.

Clare had emailed John Gheel at Sportscotland to determine whether it is OK to buy the pre-school equipment prior to the outcome of the Sportscotland application. However, there has so far been no reply and this needs to be followed up.

10. AGM and fee increases

We had set the AGM for 26th June. However, Bea would not be able to make this date due to work commitments and it is not clear whether the accounts will be ready.

Decided to change the date of the AGM to Sunday August 21st 3-4pm. Brown Street should be ready for use by then and the accounts ready.

As the AGM is not till August we need to introduce the increase in fees for those doing 16+ hours a week to £120 now.

It was proposed that an extra charge, say 10%, be added to the fee for all competitions and this would go towards the cost of travel and accommodation for coaches at competitions that require an overnight stay.

This needs to be finalised.

11. A.O.B.

Sponsorship by TSPC and Michael Brown: Paul has been negotiating sponsorship in exchange for advertising space – we had in mind portable banners. TSPC and Michael Brown have come up with a design for a set of advertising panels, but these were felt to be too obtrusive. Paul to speak to Michael Brown.

Cleaning session at Brown Street; Alison will put a note on Facebook inviting parents to a cleaning party at Brown Street on Sunday 12 June, 11am.



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