

Dundee and District Table Tennis Association

(Registered charity no. SC045977)

Minutes of the Management Committee meeting held at 7:00pm in Ward Road Gym on 4 November 2016

Present: Trustees: Elaine Forbes (Chair), David Sim (Vice Chair), Dave Beveridge (Treasurer), Andy Hughes (Match Sec), Sandy Elrick, Stuart Halliday (Trophy Convenor), Paul McCabe (Coaching Convenor), Miriam Rennet (CPO), Chris Riddoch, Arthur Pritchard. **Others:** Derek Johnston (for item 2).

1 Welcome and apologies

Elaine welcomed everyone to the meeting. Apologies were submitted by Kenny Stewart.

Elaine explained that Graeme Elrick had resigned as secretary due to work commitments but that he had offered to continue to help whenever possible (eg with running tournaments). The committee's appreciation of Graeme's work over his years on the committee was acknowledged.

2 Website

Derek explained the current arrangements for hosting the website and set out the options that were available to the Association if we wanted to ensure website sustainability. After discussion it was agreed that TT365 offered us something of a backup but that it would be preferable to acquire control of our own site.

ACTION: It was agreed that Derek would search out the scope for free charity web hosting and make arrangements to transfer the website to a new provider not later than after the end of the season.

3 Matters arising from previous meeting

The MC minutes of 1/9/16 and the Finance sub-group of 9/6/16 had previously been circulated. They were agreed as a satisfactory record and, subject to anything discussed further below, the Finance sub-group's recommendations were endorsed.

Elaine thanked Miriam for the progress made with PVG disclosures – about 6 had now completed the process (around a third).

Elaine reported on the national league team's first fixtures and thanked Chris for providing transport.

Elaine also gave thanks to Graeme Elrick for preparing this season's handbooks and David S for the prompt distribution. It was noted that the printer had not returned our USB memory stick.

ACTION: Elaine to follow up memory stick with printer.

4 Constitution/AGM point of order (Graham Wood)

There was a long discussion about the provisions in our constitution around the definitions of 'member' and our voting structure, which is based on votes by teams, not individual members. Miriam said that the constitution was not especially well worded in a number of areas. Whatever the voting structure we finally adopted, she felt that the constitution needed to be re-worded to present the position consistently. It was also agreed that if we attempted (again) to propose votes for individual members that this should permit proxy voting and not be restricted to only those present at the AGM. It was agreed that we should aim to present a revised constitution to an EGM in early 2017, noting that this will require to be voted on under the current system of team votes.

ACTION: Miriam will prepare two versions of the constitution for further consideration before the proposed EGM. One will be based on the current voting system and the other on votes for individual members; but both will be constitutionally correct. The EGM will adopt whichever version is preferred.

5 Trophies

There was a discussion about whether we could, or needed to, save funds by reducing the number of medals and engraving (eg by dispensing with runner up medals for adults). Elaine also offered the suggestion that each 'winner' could be presented at the year-end dinner with one memento recording all their achievements for the season.

It was agreed to maintain the status quo for this season but that we would attempt to present individual medals on the day of a tournament rather than at the dinner.

ACTION: Stuart to arrange winners and runners-up mementos for Chairman's Challenge, Sec Shield and Consolation Cup finals day on Saturday 10 December.

6 Community TT – active and healthy sessions

These sessions are proving popular and are well-attended. Elaine thanked all the volunteers who are involved. Martin Hayman (acting for TTS) had visited one session and been very impressed. Paul's role as coach was also valued and it was agreed that he should continue to be paid for the coaching side of the sessions after the period of the TTS grant.

Dave B explained that the £1500 TTS grant was provided to fund the first six months lets and coaching costs. Without the grant, David S said the sessions would currently be running at small loss (£10/week). Dave B explained that taking into account the grant and £3/session charge being levied with TTS approval, we could run the current session for 2-3 years before we incur any real net costs.

Sandy cautioned that it remained to be seen how well the sessions would be attended over the winter period.

It was agreed that we would canvass participants before considering an increase to the session charge at the end of the 6 months grant period.

There is a possibility of running another session for people with special needs, also on a Wednesday when tables are already up. Elaine is waiting on a response from several groups who have expressed initial interest.

7 Inter-league and development squad shirts

There was a discussion about where to acquire shirts and how to have them printed. It was generally agreed that printing the Association's title in full was excessive and that this should be abbreviated, probably to DDTTA.

ACTION: Elaine will investigate the options for purchasing and printing shirts, both for the interleague teams and for Paul's development squad youngsters.

8 Match secretary's report

Andy reported that the league and cup competitions were going well for the most part. There have been 11 postponements in the league but no claims. 6 fixtures had so far taken place with one team short of a player (of which 5 were thought to be avoidable).

The committee were very disappointed to hear that Lairds had failed to turn up for their SS cup tie against Truants at WRG and that they had also been the subject of a couple of player shortages.

ACTION: Elaine to write to Lairds team secretary and Mylnefield club secretary in appropriate terms.

9 Treasurer's report

Dave B had circulated a note of progress on a range of financial topics, a receipts and payments account for the period 10/9/15 to 21/10/16 and a draft budget for the year to 31 December 2017.

The key points were:

- the bank balance stands at £16,795
- since 10/9/15 we have made a small surplus of c£700 (aided by grants totalling £2050)
- based on current activities, we would need to raise funds of around £700 to break-even in 2017
- Ward Road practice/coaching sessions have made a surplus of about £400 since 1.1.16. However, this converts to a loss of c£600 if coaching payments and income are included
- The Finance sub group had recommended a reserves policy based on a year's expenditure (estimated at that time at £12,000). Several committee members felt that this was too high and it was agreed to defer adopting the final policy until the next MC meeting
- Dave B explained that if the Association has been set up as a SCIO, rather than an unincorporated charity, the trustees would have enjoyed limited

liability. However, the Association had been felt to carry a low risk. Dave explained that converting to a SCIO now would involve winding up the present charity, applying to OSCR to set up a new legal entity and would require existing bank accounts to be closed and re-opened for the new charity. No one proposed taking this action.

10 Coaching report

Paul reported orally on a number of matters:

- he expects Monifieth head of PE to issue a letter to parents soon, seeking agreement to a £2 charge
- the youngsters attending for coaching at Ward Road are showing good progress
- two youngsters in particular at Baldragon are showing great promise and could soon play in Division 3
- the Junior league has had it's first evening – the best players are those who attend WRG on Thursdays
- the Li Chao day had gone well – Li had noted a significant improvement since his last visit

Paul said that he was finding it difficult to cope with all the duties of coaching convenor. It was agreed that he should cease transporting youngsters to and from sessions if this was inconvenient. The committee were also sympathetic to Paul wanting to share alternative Thursdays with, say, John Hannah; but John does not yet have a PVG certificate or coaching license. Instead it was agreed that 1 December would be the last Thursday session until the new year.

Elaine in particular is trying to relieve Paul from some of his admin duties and it was agreed that we needed to get more folk to do UKCC Level 1 to relieve the future burden of coaching.

It was also agreed that Paul should be remunerated for coaching the youngsters at the schools tournaments.

Paul advised the committee that ITTF rules now permit players to be coached between points during games.

11 AOB

Elaine gave brief feedback on her attendance at the last Sport Dundee meeting – grant funding is to be capped at £500 per sport and funds will not be provided to put paid coaches through qualifications.

Dave B said that we had finally had feedback on our ClubDundee application. Actions required as a result:

ACTIONS: Dave B to

1 Advise all members that our misconduct/disciplinary procedure will permit a right of appeal (pending introducing this formally in our Rules).

2 Circulate members to find out who has first aid qualifications.

3 Prepare a parental consent form for approval by SportDundee before asking Paul to ensure that these are renewed asap.

Having spoken to TTS, Dave reported that for insurance reasons any non-affiliated person attending DDTTA recreational or practice sessions had to be 'added to our membership list' after three attendances. TTS had agreed that our attendance sheets would suffice for this but that both forename and surname of participants should be recorded.

ACTION: Dave B to advise all door volunteers (and Paul) at WRG and schools clubs that attendance sheets must record the full name of participants.

Elaine and Sandy reported on reaching out to local community centres and village halls. A number had responded and some have TT tables. John Thain has been helping the Charlotte Street hub to set up a TT session on Thursdays. Sandy thought there was possibility of an Angus Village league.

Kenny Stewart has been trying to obtain funds from Spar and has had initial discussion with the area manager. He has asked Dave B to write as treasurer to formalise our request for financial help.

ACTION: Dave B to draft letter for sight of Kenny and Elaine before submitting to Spar.

12 Next meeting

Thursday 5 January 2017 – venue to be confirmed.