

# Churchdown Club Committee Meeting Minutes

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Date: 10 February 2025

Chair: Gina Jones

Location: Churchdown Club Meeting Room

## 1. Welcome

- Confidentiality of discussions was reiterated.
- Meeting protocols confirmed: hand-raising, no talking over each other, break planned midway.
- Attendees reminded to arrive by 7 PM.

## 2. Attendance and Apologies

- Present: Gina (Chair), Jo (Secretary), Patrick (Deputy Chair), Hannah (Treasurer), Anna, Andy, Grant. Fred (representing Bowls)
- Apologies:
  - Leo
  - Richard (Tennis) – Not confirmed, presumed absent
  - Charlotte (Manager) – Absent due to illness

## 3. Minutes of the Previous Meeting

The minutes of the previous meeting were reviewed and approved.

## 4. Bowls Report

Fred raised concerns about the removal and non-reinstatement of the Bowls honour boards. The committee acknowledged the feedback from the Bowls section and agreed further discussion was needed with full representation. Options such as resizing or photographing the boards were discussed. Fred also reported successful membership renewals and upcoming maintenance behind the green.

## 5. Manager's Report (via Secretary)

Charlotte returns Saturday. Sonia has performed well in her absence. Minor stock discrepancy noted. Early Friday openings are successful. Thanks recorded to Riley, Andy Guilding, and Sonia.

## 6. Secretary's Report

Jo is updating memberships but experiencing issues with the TouchOffice system and reporting capabilities.

## 7. Treasurer's Report

Positive cash flow, budget being finalised. Discussion on pricing adjustments for food and drink margins. Plan to call a pricing meeting after receiving stock report.

## **8. Club Community Strategy / Fundraising**

Fundraising group to be revived. Memory café and grant uses discussed. Bowls section to seek internal fundraising support.

## **9. Bank Account Update**

New account application submitted; awaiting bank's response.

## **10. Manual Handling Training**

Approved spend of £70 for online training for 10 people. Grant to proceed.

## **11. Club Mobile Phone**

Need for a centralised mobile phone recognised. Charlotte's input required. Plan to reduce reliance on two-step authentication.

## **12. Membership System and Data Management**

Proposal to use Xero as a membership database due to better usability than TouchOffice.

## **13. Heating & Log Burner Proposal (Patrick)**

Investigated installation of a log burner. Estimated cost £3.5–5k. Discussed aesthetics, safety, and alternative options. No decision made.

## **14. Constitution Simplification**

Simplified constitution prepared for AGM with no content changes. To be shared with members.

## **15. AGM Planning**

AGM set for Monday 17 March 2025 at 7pm. To be advertised via all club channels. Pre-meeting to be held one week prior.

## **16. Any Other Business**

Fred queried maintenance of the Bowls shed. Club confirmed it is not under lease responsibility but support can be offered if needed.