

Churchdown Club Committee Meeting Minutes

Date: 15 July 2025

Location: Churchdown Club

Chair: Gina Jones

1. Attendance

Present:

Gina (Chair), Jo (Secretary), Patrick (Deputy Chair), Charlotte (Manager), Hannah (Treasurer), Leo (Committee Member), Paul (Committee Member), Anna (Committee Member), Andy (Committee Member)

Apologies:

Grant (Committee Member), No representatives from Bowls or Tennis

2. Approval of Previous Minutes

- Minutes for May and June were shared via WhatsApp, amended as requested by Charlotte, and resent to her for website upload.

3. Reports

- Sports Reports:
 - No representatives were present for Bowls or Tennis. Reports expected via email.
- Manager's Report:
 - Wine Tasting Night hosted by Majestic was well received; £55–£60 raised in donations.
 - Wine pricing and product quality under review; alternatives being sought from suppliers.
 - Other updates addressed in relevant agenda items.
- Secretary's Report:
 - Membership increased from 584 (June) to 614.
 - Confidential discussion from previous week noted—strict confidentiality emphasised.
 - Mutual Society access updated; Jo working with Cooperative Bank on new account.
- Treasurer's Report:
 - £5,200 transferred to savings due to strong cashflow.
 - Balances: Access for All ~£10k; Savings £56,702; Working Capital £20k.
 - Issues ongoing with pension software.
 - Stocktaker due imminently; profit margin update expected next week.

4. Ongoing Agenda Items

- Access for All: Grant applications progressing, including Stoke Orchard Tip grant and solar panel investigation via council. Parish presentation planned for September.
- Manual Handling Training: Most staff have completed it; reminders to be issued for remaining individuals.
- Membership System: Now operational and up to date; item closed.
- Bookkeeping & Accounting: Committee agreed to retain Wildings for year-end accounts only; in-house bookkeeping to be handled by Hannah.

5. New Agenda Items

- Website Upgrade:
 - Proposal to update or rebuild the website to better showcase club activities and facilities.
 - Hugh from SkyFire Designs to be approached with ideas and examples.
 - Drone photography and professional images (Jack Wakefield suggested) to be explored.
 - Charlotte to coordinate; members to send example websites.
- Card Machine Provider:
 - Stripe deemed unsuitable due to technical complexity and higher costs.
 - Dojo selected due to ease of use, live integration with tills, and significant cost savings.
 - Motion carried unanimously to move forward with Dojo.
- Membership App and Website Integration:
 - Committee approved system upgrade to include app and digital scanner.
 - Monthly cost of £125 approved.
 - Rollout to include app, loyalty, website integration and scanning.
 - Proposal to raise membership fees by £5 at next AGM to cover costs.
- Sponsorships:
 - Gloucester City Girls: Request declined.
 - Kings FC: £900 sponsorship agreed on condition that all players become individual members.
 - Panthers: Awaiting clear proposal; no decision taken.
- Waste Management:
 - Charlotte sourced better value quotes, but the consensus is to retain the current supplier (Print Waste) for now.
- Letters to Contributors:
 - Standardised thank-you letters to be prepared by Charlotte for groups such as U3A and Folk Club.
- Staff Event Proposal:
 - Proposal for Flight Club event after the cider festival.
 - Early closure on Sunday requested (pending sports and fire safety check).
 - Charlotte to confirm costs and present final budget.

- AOB:
 - Tribute bands not feasible due to band fees.
 - Member concerns being addressed.
 - Lease paperwork for Pano to be dropped off.
 - Holiday Club booking cancellations noted; future planning needed.
 - Riley is leaving in early September—committee to acknowledge his contribution.

6. Action List

7. Date of Next Meeting

Monday 12 August 2025 at 7.00pm

6. Action List

Action	Responsible	Due Date
Submit Bowls and Tennis Reports	Charlotte	ASAP
Confirm Hugh for website upgrades	Charlotte	Next Meeting
Gather photography quotes	Charlotte	Next Meeting
Process switch to Dojo	Charlotte	ASAP
Email Charlotte example websites	All Committee	Ongoing
Update Mutual Society access	Jo, Hannah, Gina	Ongoing
Send standard thank-you letters	Charlotte	Next Meeting
Chase manual handling completion	Charlotte	Before next meeting
Draft event budget (Flight Club)	Charlotte	Before next meeting
Drop off Pano lease	Charlotte	Wednesday
Acknowledge Riley's contribution	All	By early Sept