Minutes of

**Committee Meeting**

Tuesday 3rd May 2017

DHS, 7-9pm

*Present:* David Dale (Club Chair & 2002), David Pollok (Club Secretary & 2001 City), Mark Talbot (2005), Derek Cartner (2000), Vicky O'Lenskie (2005), Mhairi Adams (CPO & 2004), Brendan Adams (Treasurer), Jim Riddell (2001 Utd), John Inglis (2003), David Gunn (2009), Graham Hesketh (2008), Carol Wilkie (2006), Owen Hutchinson (2004), Jo Carruthers (Club Admin).

***Apologies:*** Michael Connolly, Neil Grant, David Webster, Yan Stewart

***Not present****:* 2007, Girls

Minutes from the last meeting approved.

Outstanding actions from previous minutes:

* AGM date – Tuesday, 6th June 7pm – 9pm, DHS
* Amateurs will take on the management of their fees themselves and DSC will invoice for any associated costs.

1. CPO

So far there is a CPO for each year group except 2003, 2007 and the girls section – **Action, those teams to allocate a CPO, contact Mhairi Adams with name and contact details.**

There is nothing mandatory but that it likely to change and as good practice we expect our CPOs to do the suggested courses.

There are 2 courses to go on which some have already completed and some have booked onto. However the SYFA have just launched an online course (which is estimated to take around 3-4 hours) and will take the place of the 2 current courses so of those who have not completed the 2 courses should just do the online course instead – **Action, Mhairi Adams to contact all CPOs with details.** The online course is open to anyone who would like to do it (not just CPOs) and is free, so it is advised that coaches also complete the course.

1. Finances

Outstanding fees – a document of all outstanding fees has been supplied to all coaches/teams. The current estimate of outstanding fees totals around £3,500. Names of those who have outstanding payments have been communicate to coaches/year reps so that contact can be made.

The total of outstanding fees can be finalized after June.

It is agreed that payments will move to either one annual payment or three installments (Sept, Dec and Feb). Payments either made by Bacs or cheque.

The fees for the next year need to be decided at the AGM. Accounts look healthy currently, even though sponsorship has been less this year, therefore the fees look likely to remain as is for another year.

What does the club want to do with the money? Keeping a £10,000 security fund the club has around £20,000 available to spend. The club is open to suggestions and the question is put to coaches/parents. Some suggestions made at the meeting:

* DSC Shed or container for resources. The SFA are likely to help fund the container. Permission would be needed from DHS – **Action DD to write to the school.**
* Coaches’ kit - approved by the committee at the meeting.

1. Website.

Content and images required, within the CPO regulations, from all teams.

Send content and images to either Jo Carruthers or David Dale for upload onto the website.

The question was raised as to whether the constitution is an available document on the site. **Action - Andy Thomson to check and upload if not.**

1. Pitch issues

Recent pitch issues have been resolved with the council.

11.15am KO is becoming difficult fill – as part of our home status it is important that we book the 3g as much as possible, therefore we need to fill this time slot.

It is therefore requested that teams speak to their opponents as soon as possible after the allocations have been sent out, so that any alterations can be made before our deadline of confirmation to the council by cop Tuesday.

Pitches have been requested to be rolled, this does not look to have been done – **Action Jo Carruthers to check with the council and to request the Upper Pitch be lined also.**

It is advised that coach’s risk assess pitches before play not only to avoid injuries but to also ensure the club does not have responsibility for any injuries. If the coach feels the pitch is not in a playable condition then they should not start the game. If play goes ahead, responsibility is on the club.

If a pitch is deemed unplayable after the risk assessment, images of the pitch should be sent to Jo Carruthers to be passed on to the council/FES.

As it has been confirmed that the club will no longer use the Laighills the club will retire John Alexander. The club will acknowledge and mark John’s contribution at the AGM. **Action David Dale.**

1. Transition to Amateurs

The amateurs will be looking at the 1999s team for those who would like to join the Amateurs after this season has ended. Possibility of both teams to train together in their last training session. It is important that we establish a pathway to the adult team for the upcoming teams.

Goalie sessions to be initiated – Gavin Kitching is a potential to run these sessions and it is possible to give Gavin Kitching an incentive.

1. Coaches Manual.

David Pollok putting the manual together. It is agreed a great idea to formalise, especially for new coaches.

1. Committee roles

A succession plan for the Chair and Secretary roles is important. Proposals for Vice Chair and Vice Secretary roles will be put forward at the AGM. Ideally to ensure longevity and fresh new ideas, parents of younger team members would be preferred to fill the roles.

To encourage parents to come along to the AGM, a speaker could be asked to come along. Refreshments should also be offered after. **Action David Dale & David Pollok.**

To achieve the whole club community feel that is currently lacking parents of all players in all teams will be invited along to watch the last amateurs’ game of the season (24th June) and bring a picnic. A coaches match, activities will also be organised – **Action** **Mhairi Adams & Jo Carruthers**

1. Physical preparation course

A poor response to the course. The club needs 6 to achieve Quality Mark. 2005 have a possible 2/3 to go along with David Dale but we need more confirmed ASAP.

The Community Award has been achieved – credit to David Dale for pushing through.

All coaches for all teams along with their qualifications to be sent to David Dale. **Action all teams.**

1. AOCB

Fling – Goal mouth needed and poles – **Action David Pollok to Email**

Riverside has sent an email asking to run a First Aid course **- Action David Pollok to Email**

Guests for the AGM - **Action David Pollok to Email invites**

There have been a number of changes in personnel in teams, names and contact details of each teams Head Coach and Admin to be sent to Jo Carruthers for update – **Action all teams**.