

## JUST Committee Meeting

Monday 15<sup>th</sup> April 2019

### MINUTES

#### Present

Paul Stacey

Claire Peacock

Jeff Peacock

Tracey Wright

Matthew Wright

#### 1. Admin

##### a. Membership

##### i. System

TW gave an overview of the new web-based system including some of the features. All in agreement that it looks like a system that will benefit the club and make recording and monitoring membership easier.

##### ii. Agreement/Disclaimer

Due to no action having been taken following previous meetings, this was revisited and it was agreed that the membership forms need reviewing to ensure they are robust and fit for purpose, and it was also agreed that an annual renewal would be beneficial to refresh the minds of members/parents and to ensure records are kept up to date – currently any forms pre-2016 are not in hand due to them not being passed on from previous post-holders.

**ACTION: TW to circulate the current and previous forms for review and comment**

##### iii. Survey

All agreed that a refreshed membership survey would be good to canvas opinion of members. TW had one from 2016 but this was more focused on views around having a committee and recruiting people to help.

**ACTION: CP to check for previous version(s)**

##### b. AGM

##### i. Minutes

The minutes of the AGM to be approved then circulated to members

**ACTION: TW to circulate, all to comment/amend**

##### ii. Letter

Dealt with separately – a response was sent to Doug Harris' letter.

**c. Doug**

**i. Outstanding Expenses**

No outstanding expenses are known to be due to Doug Harris.

**ii. Outstanding Items**

It was brought to the attention of the committee that DH had discussed with Anne Keya that a staff workshop would be held, with Anne to hold a workshop previous to that to teach people how to make staffs.

**Action: MW to discuss with Anne**

EJC was discussed including DH's purchase of tickets – 2 adults, 2 teens (10-17), and 4 (free) under-10s tickets.

It was discussed that there is a high likely-hood that anyone who was intending to be there will already have purchased tickets. DH's post on social media only gained one response (Iain Jenkins) and none others are known.

It was agreed that, due to the lack of interest and available personnel, JUST's presence at EJC will be withdrawn. Tickets will be made available for interested members who have missed the early-bird booking price, including Jodie Cuthbert.

**Action: TW to contact EJC to advise.**

**d. Constitution**

It was agreed that the constitution needs reviewing and updating but that the aim should be to make as few and as minor changes as possible. Main areas of focus to be around committee roles and lapsed member process.

**e. First Aid Certificates**

These are still missing.

**Action: TW to chase**

**f. Velocity**

**i. Update on Changes**

MW advised that he has spoken with Velocity about the change in leadership

**ii. Door Update**

The door was actually fitted last week. The only current issue is that Velocity have soft flooring down across the doorway which can't be walked on with shoes. All members to be made aware.

**g. Themes/Schedules**

TW suggested that a more fixed rota be put in place (workshops, visitors, hockey nights etc) to enable better forward planning and to encourage attendance by those with a particular interest.

It was agreed that this should be progressed.

In addition, TW highlighted some recent feedback from a parent about the progress made by their child as a result of committee intervention.

**h. Volunteers**

TW highlighted thoughts/concerns around lack of volunteers and suggested reimplementation of a set rota. It was agreed that this would be trialled.

**i. Teesside University Project**

TW gave a roundup of what the project had entailed including some of the challenges faced on both times. The group had 3 main aims and while the project wasn't as big as it could have been, it did meet the aims and so was adequate for the group to report on.

It was requested that the logo be changed back to the original one following several negative feedback comments from members.

**j. Proposing a Budget**

MW explained his proposal of setting budgets at the start of the year for expenditure such as equipment, workshops, promotion, etc with the idea that this will give more autonomy to the committee and commit less time going back and forth over expenditure. He also suggested raising the spend per committee member to £50 instead of the current £25.

The committee were in agreement that as a proposal, the idea worked, and it would be looked at fully at a future meeting.

**2. Visitors to Club**

**a. Gary Linton, Photographer**

Gary was due to visit on 11<sup>th</sup> April but when contacted to confirm, he said he was unable to make it.

**Action: TW to issue invitation for him to attend an alternative date.**

**b. Billingham Scouts**

TW advised that the Billingham Scouts, who have visited previously, are due to visit on 25<sup>th</sup> April. She confirmed that this was already in the online calendar.

**3. Events**

**a. JUST 20<sup>th</sup> Anniversary**

All the committee was in agreement that a celebration should take place marking the 20<sup>th</sup> anniversary, but that following two successful events at the Synthonia, it should be at a venue like that, The Swan or similar.

It was agreed that a separate meeting would take place specifically for the 20<sup>th</sup> anniversary – Paul Tasker to be invited.

**b. Christmas Show**

It was suggested that the next one should be combined with the 20<sup>th</sup> Anniversary event (dependant on date) rather than trying to run both.

**4. Outside Events**

**a. Ropner Park**

**i. Spring Fair (5<sup>th</sup> May)**

As already committed, it was agreed that attendance of this event should go ahead and that effort should be put into recruiting volunteers and looking at logistics.

Agreed equipment to take as plates, poi, diablo, unicycles and hula hoops – with the view that the majority of these are ‘pick up and play’.

**ii. Eid (16<sup>th</sup> June)**

Due to this clashing with Horwich and falling on Father’s Day, concerns were raised around being able to get enough volunteers. It was agreed that we would canvas for availability before committing.

**b. DJC**

It was updated that the event is definitely not being held in Billingham, no other details are currently known. To be looked at further when we know more.

**c. EJC/EUC**

As covered earlier, it was agreed that JUST will not be attending in an official capacity.

**d. Stockton Cycling Festival**

While it was agreed that this event is one of the best in terms of club promotion and recruiting new members, concern was raised around the registration form which mentions no charge for us attending but equally no payment.

It was agreed that payment would be queried and that if none is available, we would still attend but with a scaled back presence.

**Action: TW to query payment**

**e. SIRF**

TW updated that the artist has been in touch and that it is the same one as last year which has the benefit of them being aware of our requirements. Discussion was had around the suggested themes.

The float was also discussed, and MW put forward his suggested construction and added that Anne Keay had volunteered her help with it.

**f. Let's Circus**

The committee were advised of Steve Cousins' suggestion of being added to their supplier list, and also the request for us to attend Hardwick Live. It was agreed that we would gather interest before committing as there was little uptake last year.

**g. Barley Fields School Fair**

MW To lead

**h. Horwich**

Claire and Jeff are attending. It was agreed that we would promote to members as usual to encourage attendance but noted that the date is the same as Fathers Day.

**i. Scouts Fun Day**

It was agreed that this would be declined due to other commitments, and that we would put them in touch with Coral and Josh.

**j. Links Primary School Visit**

It was agreed that this would be declined due to it being during the week, and that we would put them in touch with Coral and Josh.

**5. Grants/Initiatives**

**a. Skill Levels**

It was agreed that MW would circulate the breakdown of the £3700 from CDCF. It was suggested that there are already badges on the market available to buy.

**Action: MW to circulate info.**

**Action: PS to investigate current options**

**b. Juggle Squad**

The committee were advised that the final report has been submitted and that there have been no queries raised from it.

**c. Tesco**

It was agreed that this can be used for leaflets, business cards, etc – in line with the original purpose of promoting the club.

**d. On-Site/Awards for All**

MW updated that the application had been unsuccessful. JP advised that the car club are now putting in an application for the same things.

**e. Thirteen**

It was confirmed that the money has now been received from Thirteen, with £1k to be used on equipment and £1k to be used to build the float for SIRF.

CP requested that Juggling Balls be put on the list of equipment to purchase.

**f. Magic Little Grants**

TW highlighted the above grant which doesn't appear to need huge commitment in terms of projects and reporting. It was agreed that an application be submitted on the basis of the above.

**6. Finance Review**

**a. Current Balance**

MW updated that the current balance is £14,738 inclusive of ringfenced spends of £6,700.

**b. Outstanding Invoices**

As the treasurer handover has not taken place yet, MW to check and pay any outstanding invoices (e.g. Onsite)

Further to recent communication from Doug Harris, it was updated that Paul Tasker has now been paid, having had to be chased for his bank details (which didn't match anything held on record).

**c. Bank Signatories**

It was agreed that Paul be re-added to the account.