

The Windsor Club Members Committee

Committee Minutes

Tuesday 11th August 2015

Attendees: Nick Pellew, Wade Kirkaldie, Mark Quinton, Jonathan Posner, Emma Summersgill, Caroline Wise, Angela Dare-Batten.

Apologies: Terry Carter, Dave Howell, Alex Davis, Andy Stangroom, Matt Fleming

Members: None attended

Copied to: Staff

		Action
1.	ATTENDING MEMBERS WISHING TO ADDRESS COMMITTEE None	
2.	MINUTES Jonathan Posner agreed to take the Minutes of the meeting.	
3.	LAST MEETING MINUTES The minutes of the last meeting on 16th July were accepted as a fair and accurate record of the meeting.	
4.	OUTSTANDING ACTIONS FROM PREVIOUS MINUTES Actions picked up below a) Banners - 3 banners designed and delivered. To be installed w/c 24-08 Agreed b) Day time cleaner – applications received and being reviewed. c) Bar tab. Both non-staff <u>and</u> staff members of the Committee able to buy a round of drinks / coffees on the Club. Angela to organise book to be kept behind the bar. Approx spend £20/month. Agreed	AD-B
5.	AGM / COMMITTEE Each member of the Committee to find at least one further member prepared to stand. Caroline advised she will stand as a general member rather than Studio Rep.	All
6.	MARKETING Jonathan proposed an event at the King Edwards Court, with ergo challenges / mini-classes / leafleting (with an offer for a free day's use of the club / free coffee) to recruit members from Windsor and demonstrate commitment to the club. Jonathan to progress. It was noted that there will be boards up when the sewer works start, so we will need both some boards up saying 'still open' and some PR.	JP JP
7.	FINANCE / MEMBERSHIP UPDATE The Club made a profit of just over £3.5K in July. Nick to clarify the line 'Guest Fees'. Wade advised a net 6 member increase from June, with membership in July of 433.	NP
8.	STAFF Remuneration – Nick's proposals including terminal bonuses and merit awards were discussed at length. It was agreed that the final rates would include both elements. Nick to finalise with the staff.	NP

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	DBS checks – it was agreed that all checks must be done at either the Basic or Enhanced levels as appropriate to level of contact with kids. Wade and Emma to get information and plan out who needs which level.	WK / ES
9.	MAJOR OPS ISSUES	
	a. Electrics Upstairs electrics to be checked – unsure of location of fusebox.	WK
	b. Ladies Sauna Controls Agreed that the need is to have manual on/off facility – like men’s. Wade to action – budget agreed up to £1,000 + VAT.	WK
	c. Maintenance Repairs to structure noted, such as Bar windows. Action on Andy’s return.	WK
10.	STUDIO & SPIN UPDATE Noted that numbers are holding up.	
11.	GYM UPDATE Cross Trainers – Mark is chasing 20/20 and will look at servicing needed for equipment (some headsets need attention). Agreed it is best to maintain HP contracts rather than outright purchasing.	MQ
12.	SOCIAL EVENTS	
	a. McMillan Evening Ladies Charity evening in aid of McMillan 29 th July – could have been better (but still wrapping up). Can we get news media at cheque presentation?	NP
		Should we do another nearer Christmas? AD-B
	b. Coffee Morning MacMillan event planned for 25 th Sept.	AD-B
	c. Pink Day Planned for 23 rd October. Ideally something in the bar after Club Night.	AD-B
	d. Christmas Party Max publicity needed to get people to come. No cooking - nibbles only.	JP / MQ AD-B
	e. Bar bookings Currently a number of bookings up to Christmas.	
	f. Friday Nights More themed nights to get people to stay in the club after squash.	AD-B / MQ
13.	UPDATE ON CLUB CLOSURE / NEW CLUB Planning for the Panel Meeting on 19 th August: <ul style="list-style-type: none"> • Nick to circulate RBWM’s 15-page document. • John Andrews to deliver rebuttal. • All to attend if possible for support. 	NP ALL

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14.	AOB		
	a. AGM	Discussion on how to run the AGM. Committee to meet and plan the AGM / presentation of Accounts at 12.00 on Friday 4 th . Free drink for all attending, and some nibbles / food.	MF / All AD-B
	b. Mem & Arts	M&A should be closer aligned to the Constitution. Nick to review.	NP