

Fairford Rugby Club Committee Meeting 7th November 2022

Committee Present: Lorna Pugh (LP), Karen Spour (KS), George Ellis (GE), Wendy Burton (WB), Andy Stopka (AS)

Attendees: Nil

Apologies: Ants Little (AL), Katharine Buchanan (KB), Debbie Rees Jones (DRJ), Kenny Robins (KR), Lindsey Thurlow (LT), Chris Hill (CH), Chris Jackson (CJ)

Area	Summary of Discussion, Decisions and Actions	New Actions	Owner	Target Closure Date
Item # 1: Minutes of Previous Meeting	The minutes of the previous meeting were accepted as a true and accurate account of what took place. The distribution for minutes was discussed. KS mentioned that Colin Spour had been emailed the minutes - despite not being a committee member.	Action: Secretary to check with LT to see who we should distribute the minutes to and how to upload those minutes into GMS	AS	28/11/22
Item # 2: Actions for Escalation	Nil			
Item # 3: Chairperson's Report	The chair explained the action escalation process: <ol style="list-style-type: none"> i. The minutes will, ideally, be completed by the Friday immediately following each meeting and distributed to committee members ii. Committee members will then have two weeks to action any outstanding actions iii. One week before the next meeting, committee members are to either report on actions that they have closed or escalate the actions iv. By the Friday before the next meeting, at the latest, committee members may raise any agenda items that they wish to be added to the next meeting for discussion 	Action: All committee members to check outstanding actions and feedback on progress made at least one week prior to meeting to the club Secretary.	ALL	28/11/22



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Item # 4: Club Development	<p>A request has been put out to encourage more volunteers to join.</p> <p>We have had some interested parties for the volunteer roles and there may be some people that would be interested in our club house development project.</p>	<p>Action: Facilities Manager to discuss the opportunity of creating a team focused on a club house project.</p>	GE	28/11/22
	<p>GE mentioned that it would be good to create a team to focus of progressing the club house development opportunities.</p> <p>GE then discussed whether Fairford Football Club are fully on board with the clubhouse development plan. He is struggling to establish a reliable communications line with Fairford Youth Football Club</p> <p>George Ellis and his staff have taken over cleaning up the changing rooms to prevent further complaints from FYFC and to keep the relationship with the club favourable.</p> <p>Volunteers: Lorna Pugh mention that one mother is interested in helping the under 11 girls (x 3) move to Cotswold Lionesses – so that they do at least maintain their interest and development in rugby and may hopefully return to FRFC in due course.</p>	<p>Chair to email Nick Russo / Rousseax (check spelling of name) (an ex-Saracens board member) to assess whether he would be interested in getting involved with the club development</p>	LP	28/11/22



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Item # 5: Financial Report	<p>The Chair mentioned that the treasurer must attend a minimum of four meetings per annum as required by the RFU.</p> <p>The meeting acknowledged that the Treasurer (Katharine Buchanan) is very busy with her PGCE and family commitments at the moment and offer their full support and any assistance that may be required.</p> <p>Karen Spour questioned whether we need a deputy treasurer in the interim? It was thought that the treasurer should be a sole post-holder due to simplicity of accountability.</p> <p>George Ellis mentioned that he has paid the referees £200 bill during the week and that that bill had been sent to Helen Ross. He then mentioned that he will take reimbursement for the £200 referee bill out of the Butty Van revenue</p>	<p>Action: Chair to ask Treasurer for a monthly report containing the account balance and a summary of income and outgoings for that month for each monthly meeting.</p> <p>Treasurer to take note the GE is due £200 reimbursement and that will be taken from Butty Van revenue</p>	<p>LP</p> <p>KB</p>	<p>28/11/22</p> <p>28/11/22</p>
	Item # 6: Coaching	<p>Danny Briggs confirmed that he will be standing down as head coach at the end of season. He wants to help find a replacement and he will assist fully with the handover.</p> <p>Danny Briggs will stay on and continue to coach the Vixens</p> <p>Possible coaches were discussed.</p>	<p>Action: Coach: Danny Briggs please document what you do as a coach to provide a checklist for a new coach joining the club</p>	<p>DB</p>



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Item # 7: Youth Development	<p>Chris Hill has given feedback from the last week's away match at Cirencester: five parents had independently praised Fairford Rugby Club for the professionalism of the youth coaching team and it was a great showcasing of the clubs ethos. Chris Hill would like to invite other clubs to join the Christmas sleigh ride event</p> <p>Lorna Pugh mentioned that Karen Spour is doing an excellent job as the (Interim) Youth Fixtures Secretary: far better than the previous incumbent in that role.</p> <p>Karen Spour mentioned that there is an away fixture at Swindon for the under 11s and 12s this weekend</p> <p>Lorna Pugh mentioned that we should keep trying to get more fixtures for the remainder of the 2022 / 23 season</p> <p>Karen Spour said that she is setting up contacts for next season</p>	Action: Youth Coaching Coordinator to invite other clubs to join the Christmas sleigh ride event	CH	28/11/22
Item # 8: Senior Men's Team Report	There was a great team out this Saturday versus Minchinhampton with some key players returning from injury and military deployments. The players returned to winning form: 34 - 12			
Item # 9: Vixen's Team Report	WB explained that the Vixens had lost a hard-fought Cup Match against Camberley She proudly stated that it was the best Vixens game she had ever played in.			



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<p>Item # 10: Sponsorship</p>	<p>Debbie Rees-Jones: nothing to report</p> <p>Lindsey Thurlow: still awaiting info on sponsorship booklet from Danny Briggs for players sponsors and we need a paragraph on P Morse Roofing who have increased their sponsorship commitment to gold level.</p> <p>Lorna Pugh discussed the recruitment boards that have been committed by Steve Moran of Total Impact Signs: We have already got two advertising boards that will be positioned in the green by the Malborough Arms and at the entrance to Fairford Town from the Lechlade direction.</p> <p>George Ellis mentioned that we should make three banners because banners are more flexible and resistant to damage than hard signs</p> <p>Lorna Pugh mentioned that we have a scaffold pole frame that could support a banner at the Coln House site and we will replace the advertising board ends with flexible banners once they are made.</p> <p>It was reported that there are less Vice Presidents than last year.</p> <p>George Ellis explained the donation process and the need to get business minded people on board for the future clubhouse development.</p> <p>Honorary vice presidents were discussed</p>	<p>Action:</p> <p>Secretary to add vote to next month's agenda to decide whether Steve Darley and Scott Cohoon can be granted honorary Vice President status in recognition for their contributions to the club.</p>		
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<p>Item # 11: Comms / Media / Publicity</p>	<p>The sponsorship boards have been discussed</p> <p>It was explained that Danny Briggs has introduced a “Team of the Month” award. Any team can be nominated - including bar staff / butty van staff / minis / first team / vixens or supporters etc.</p> <p>The mini mascots have become very popular and are excellent at highlighting a united club</p> <p>George Ellis has been praised for giving free hotdogs to the four selected mini mascots.</p> <p>The mini mascots have to make themselves available and then they are notified one week before the match if they are lucky enough to have their names being pulled out in a drawer.</p>			
<p>Item # 12: Rugby Safe (Accidents / Injuries)</p>	<p>Four injuries have occurred in the last month.</p> <p>Nine fully qualified first aiders and two partially qualified first aiders have been added within the last month: 11 in total.</p> <p>LP explained that all new first-aid kits have been placed in the cabins</p> <p>There was a nasty break at Cheltenham North tended to by our first aider Georgia – well done to her.</p>			



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<p>Item # 13: Safeguarding</p>	<p>Safeguarding Lead explained that there are no new Safeguarding issues to report.</p> <p>There is an open disciplinary investigation ongoing. The investigation was scheduled for tomorrow.</p> <p>Chair will reschedule</p> <p>Chair gave Discipline Secretary a set of the questions that will be asked during the investigation.</p> <p>Lorna Pugh had written to the RFU explaining the reason for the delayed response to the investigation: due to the change of key committee personnel within the club.</p> <p>It was mentioned that the invitee can only bring one fully paid-up member to the hearing with them.</p>	<p>Action:</p> <p>Chair to reschedule disciplinary investigation</p>	<p>LP</p>	<p>28/11/22</p>
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Item # 14: Social	<p>Saturday was well attended it was a good bonding event after a win.</p> <p>The Oktoberfest socials were also very good</p> <p>George Ellis estimated that the bar had taken approximately £2000 at the weekend and the Oktoberfest socials had taken £500 which will mean that the club should gain approximately £400</p> <p>The club has also taken £60 in 'Beer Pong'.</p> <p>It is thought there was a great ethos of investment in the whole club</p> <p>George Ellis cautioned that we have expensive outgoings at Coln House: approximately £750 per annum grass cutting and £1000 for the building rent.</p>	Action:	AS	28/11/22
Item # 15: AOB	<p>Lorna Pugh mentioned that she had been asked by two marathon runners: Emma Gardner (Macmillan) and Steve McMann (Crohn's and Colitis), a former player, are raising money for charities and they are searching for sponsorship of £3000 each.</p> <p>LP asked "could we do a club challenge to support them?"</p> <p>George Ellis mentioned that we had already donated £1200 to different local charities this year but we could share the runner's Just Giving pages so our support will take the form of advertisement.</p> <p>George Ellis mentioned that we should make a pitch-side donation for Steve Darley and Scott Cohoon on the 20th of November</p>			



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	<p>Possible presents to the departing Chair and President were discussed: the general consensus was to get leather bound etched hip flasks.</p> <p>George Ellis mentioned that the Christmas market will be on the 2nd of December. He will have a hog roast there with his Outside Inn catering company. He will get the tent out to advertise Fairford rugby club.</p> <p>We need fliers and people to promote the club beside the Butty Van</p> <p>George Ellis will arrange all the staffing</p> <p>George Ellis mentioned that he will be paying his staff (except for himself) out of the Butty Van income</p> <p>George Ellis stated that he wants to get a boot scraper and washer trough outside the changing rooms at Fairford Youth Football Club</p> <p>GE then mentioned that Fairford rugby football club have not been paid any revenue from Fairford Cricket Club for two years.</p> <p>George Ellis has spoken to Fairford cricket club chairman about a defibrillator.</p> <p>Karen Spour asked “how do we verify how much Fairford Rugby Football Club should get from the cricket club?”: George Ellis explained that he keeps a tally of all bar takings</p> <p>Andy Stopka highlighted concerns about the international ticketing process – we have a surplus of unsold Argentina and Japan</p>	<p>Action: Chair to email Steve Darley and Scott Cohoon to see if they can attend the match on the 20th of November</p> <p>George Ellis to approach Alex Paton to discuss revenue stream from Fairford Cricket Club to Fairford Rugby Club and when we might receive this.</p>	<p>LP</p> <p>GE</p>	<p>ASAP</p> <p>28/11/22</p>
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	<p>tickets and we need to improve the process for the coming 6-Nations Tournament:</p> <p>We will ask for orders from the VIPs and gold sponsors and then purchase up to the club allocation to prevent a recurrence of the autumn international ticket surplus.</p> <p>It was mentioned that we have 11 tickets left for the Japan match. The tickets are £65 each so we have £715 worth of unsold tickets.</p> <p>The meeting discussed whether we should offer those tickets to our Vice President and sponsors for free.</p> <p>Andy Stopka mentioned that he still does not have the Fairford rugby club card details in order to purchase 6-Nations tickets</p>	<p>Action Chair to advertise the surplus tickets</p> <p>Action: Chair to email the Treasurer To get the details for the international ticket secretary</p>	<p>LP</p> <p>LP</p>	<p>ASAP</p> <p>28/11/22</p>
<p>Item # 16: Admin / Diary Events</p>	<p>The VP's day will be on the 20th of November The Christmas market will be on the 2nd of December The next meeting will occur on Monday, the 5th of December</p>			

