

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT / FINANCE MEETING

HELD ON THE 13th SEPTEMBER 2016

Present: Nigel Carter (Chairman), Richard Salt, Susanna Newall, John Mackenzie, George Skellern, John Wright, Malcolm Heaver, Nick Forbes, Allan Staerk, Eddie Colfox, Peter Brook, Nick Neale (General Manager) and William Thrower (Deputy Manager)

Apologies: Gillian Summers, and Alec Bailey

Nick Neal introduced William Thrower (Deputy Manager) to the meeting.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous meeting held on the 19th July 2016 were accepted as a true record.

MATTERS ARISING:

Appointment of Chairman – Susanna Newall elected as Chairman and Gillian Summers elected as Vice Chair appointments to take effect following the AGM. Vacant Hon Sec position may be appointed at Management meeting following the AGM.

NEW IT SYSTEM:

Susanna Newall explained that the current front of house/ back office IT system was not fit for purpose as discussed at previous meetings. Will Thrower produced price comparisons / service for our current system and the 3 alternatives. Extensive research undertaken visiting sites and discussing systems used by their staff. The proposed new system was Legend, with the main advantage being upgrades included in the cost and improved technical support. The new system would include on line bookings, increased communication with members, support for the swim school (improved retention) and improvements in back office functionality.

Nick Neale read a statement from Alec Bailey “At the Financial Efficiency Working Party the need for a new front of house has been examined and it found necessary. The current one was cheap but is inefficient. New systems were examined by staff and the Legend system was found best for the centre. The working party have examined the arguments and agreed that Legend should be acquired I consider that the BST should purchase this system as soon as possible. I will fine tune the cheapest alternative costings – rental versus up-front capital.”

John Wright asked if the new system would include fast track entry. This would be available at a later date as an add on, however reception would be far more efficient therefore reducing congestion and improving the customer experience.

It was proposed by Susanna Newall and seconded by Malcolm Heaver to proceed with the new IT system.

Agreed unanimously.

Will Thrower left the meeting.

HRTC:

Report from John Mackenzie:

Ben Ronaldson (pro) leaving after 8 very successful years. Post to be advertised, Jez Brodie to cover in the short term. Expect a decrease in income.

FUND RAISING WORKING PARTY:

Nick Neale to meet with Clare Handford and Alex O'Dwyer.

FINANCIAL EFFICIENCY:

Susanna Newall updated the Committee as follows:

Chris Baker to discuss gift aid with FE Committee in October.

On going work with ASA arranging staff training sessions.

AOB:

MEETING DATES: It was agreed to continue with combined Finance / Management meetings to be held monthly at 6PM. Dates booked as follows:

25th October
22nd November
20th December

Meeting Closed at 2005

Minutes subject to approval