**DTTC Committee Meeting 10th June 2024 at DTTC 19:00**

**Present**: Anne, Dylan, Gordon, Norma, Kay, Kenny, Graeme, Jason (WhatsApp), Dawid (WhatsApp)

**Apologies**: Steve

**In attendance**: Reuben De Silva, David Niven

**Minutes of last meeting**: Accepted as a true record

**Matters Arising**

* **Social/Awards Event**: Graeme B reported that finances were £588 total income, £570 catering cost, £18 profit on the night.**Graeme B** to bring to next meeting for discussion/evaluation of event
* **Club shirts/clothing**: Junior shirts to be distributed on June 17 to all paid-up Juniors. Adult training shirts now available for purchase. Rostrum charged £8 per shirt, agreed to sell to members only at £10 per shirt
* **Development Officer Role**: **Dawid** working on this with Jason and will bring to a future meeting
* **Solar panel installation** Documentation is on the website and a printout is at the club. Kenny has signed up for an export tariff of 15p per kwh, and has applied for a smart meter to facilitate this
* **Robot**: the controller has been posted to Hungary for repairs. A replacement wire trip guard has been bought
* **League format next season**: **Gordon and Graham G** to bring proposals to future meeting
* **Larger doormat:** Norma has this in hand
* **Forward planning for events:** **Dylan** will bring this to committee meeting in August/September for finalising dates alongside dates from Table Tennis Scotland. In the meantime will email the coaching team to better coordinate activities and get relevant dates in the diary and communicated to members.
* **Junior member for DTTC Committee**: **Steve** to email (or resend email if done previously) junior members to ask for volunteers
* **Sponsorship**: no major updates to report. **Graeme B** will reach out to more potential sponsors and draw up National League player sponsor proposals
* **On-line access to club savings accounts:** Kenny and Gordon can now make transfers online
* **Cleaning:** Reuben has been doing this. Volunteers needed to cover 2 hours per week cleaning for 6 weeks through June-July when Reuben is away. Gordon can do some, but help needed. **Anne** received no suggestions for paid cleaners from over-50s, but will ask again, as well as for volunteers.
* **Old light fittings**: **Anne** will offer these on Freecycle. If not response, Gordon will take to the tip.
* **Insurance cover**: Kenny and Graham G have finalised insurance cover for DTTC and the certificate is on the website. The club fire certificate is also on the website and a printout is at club
* **Damp issue in reception area**: Graham G has this in hand

**WhatsApp**  **decisions to be minuted:**

* **Over-50s members can stay on** after their sessions on Mondays and Thursdays provided that a) they sign the diary book b) if a £5 annual member, they pay £1 or £2 into cash box c) the last person to leave ensures heaters and lights are off and the door securely closed d) bats, balls, and kitchen area are left tidy
* **Monday nights** will stay as open sessions, times will be 19.00 – 21.00 pm from July 1 – Aug 19. If Kay or Brian aren’t there, tell Anne and she will open up. Anne to post this on website and Facebook
* **Parkinsons fitness group** – **Anne** will follow up
* **World TT Day** was marked with a joint session with the Saturday morning Disability Group
* **Donation of £100** was agreed and presented to Shannon for her Malmo trip
* **A replacement cash box** has been installed
* **Heater timer switches** have been installed in the downstairs social area

**New tables/HWT grant, etc.**

Cost for 10 new tables is £8,200 (includes <50% Teessport discount). Holywood Trust have agreed £5000, leaving a £3200 shortfall. Agreed **Dylan** would look again at what tables we can buy with the grant money and will put new proposals to the committee

**Refugee support (MOOL).**

* David Niven, supported by Dylan and Maria, ran a taster session on 6th June, with a small number of enthusiastic attendees of beginner level. Agreed he will run 3 or 4 more free sessions to build up interest. If successful, he will look at grants to fund regular sessions. Helpers to hit with new players are welcome. **David** to put dates in the diary book.
* **David** will encourage refugee players to use the Saturday drop-in session. The club will not charge them.
* Possibility of MOOL volunteers using upstairs room for meetings. Suggested this could be on a Thursday or Monday morning when the club is in use. **David** will liaise with MOOL to see what they need.
* **David** will send Steve an email to forward to club members about supporting refugees with gym memberships.

**Usage/Investment (Upstairs).**

Dylan has brought in a large TV which will fit on the existing shelf, and suggests improving the space with e.g. sofas. Discussion held over till future meeting.

**Summer arrangements/Teessport**/**Summer League/Ladder/additional sessions/events/family days, etc**.

* Dylan has transferred Teessport agency to Graeme B for 2 months July/August. Contact him for any queries.
* **Steve** to email members to gauge interest in a 2-a-side handicap competition to run through the summer, details to be finalised by Gordon if sufficient takers.
* Danny and Dawid will run two coaching days in July and mid-August. **Dawid** will put dates into diary book once finalised.
* Shannon and Senga are considering a girls-only coaching session. Dates to be put into the diary book once finalised.
* Senga is likely to put on a couple of family days during the summer. Dates to be finalised.

**Business Energy Scotland report**

Areas identified for cutting energy costs: a) change from gas to electric boiler b) replace fluorescent tubes with LED lighting, c) double-glazing windows above main door d) high performance external doors. We can apply for cash grant of 75% of the cost. Not worth doing a) – c) as savings would be minimal, but we will apply for a grant for a new front door, as that is needed anyway. **Anne** will take grant application forward.

**Front door replacement**

Ian has looked at a door replacement, and will supply quotes for different locking mechanisms. This could include fobs or codes instead of keys.

**Financial assistance for level 2 Coaching Course for Shannon & Dawid**

Agreed to give £150 towards the cost of £370 for the Level 2 course, £50 as a donation, and 10 hours free coaching to be offered in return.

**On-line registration/Purchase of a DTTC Personal Computer**

Reuben has created an on-line registration form which feeds into a spreadsheet, and recommends the club keeps a laptop at the club to allow multiple administrators to access. This could also be used for communications to ensure GDPR compliance. **Reuben** will investigate refurbished machines.

**Anne** has yet to convene a sub-committee to explore wider issues around player registration and communications with Steve, Graeme B and Norma. She now has an email list for Over50s club members and will move to a new over50s@dumfriesttc.co.uk email address.

**Health & Safety: Risk assessments/emergency contacts**

**Dylan** has templates for a risk assessment, and will progress this after his return.

Gordon is willing to have his phone number advertised at the club as emergency contact, with Kenny as back up. **Graeme B** to produce notice

**AOB**

* Table Tennis Scotland have a new policy for safeguarding referrals. Requires us to have a club policy -using their template – and to submit a form with names of our lead Safeguarding person – Dylan - and a back-up name - Norma. **Anne** to forward information to Norma and progress this.
* Kenny has updated the expenses form, available on the website – but old ones can still be used.
* The club have been invited to run a stall or taster session at The University of Glasgow, Dumfries Campus Welcome Week event for Sports Clubs on Wed 18th Sept. , 9:30 AM to 2:30 PM at the Crichton Campus. Anne has a ¾ table which can be used for a taster. **Anne** to accept the invite, details to be sorted nearer the time.
* Trees at the back of the club need to be pollarded again to avoid the gutters getting clogged with leaves and also shading solar panels. Gordon to speak to Graham G and approach the council to deal with this.

**Next meeting: July 8th**