



Annual General Meeting

Minutes

Monday 28th May 2018

Present Committee members:-

Stephen Dixon, Tony Cervi, Sharon Hosie, (Ann Phillips not yet an elected member)

Apologies

Apologies were sent in from the following club members

David Wallace

Chris Matson

The meeting started at 7.05pm

1. Last year's minutes

Stephen advised to committee and members that prior year minutes were not detailed given the termination of the old club and the formation of the new club.

The minutes of last year's A.G.M (Monday 24th April 2017) were read and approved.

Michael McCran – Proposed

Stuart McClay – Seconded

2. Chairperson address

Current Chairperson Stephen Dixon welcomed everyone to the AGM of Dalkeith Thistle Community Football Club covering the period ended 31st March 2018.

Once again, this has been a challenging year, although, as the season has progressed, there has been clear evidence that significant progress is being made on and off the field.

We are very fortunate to have had a strong committee in place for the last season and, through their considerable hard work, we have managed to stabilise the club and lay sound foundations for the coming season.

Stephen then went on to record his sincere thanks to everyone on the committee – youth and junior representatives alike; and his thanks to people not on the committee, but who have made a large or small contribution to the club – every little counts.

Stephen then went on to discuss the past season both on and off the field.

2. Chairperson address (continued)

On the Field

- The Football Development under the guidance of Jamie Smith has again excelled itself this year. The support provided to our coaches has equipped them with the skills and other tools to assist in doing their job as best they can. We look forward to the continued growth and new initiatives in the next year.
- Over the course of 2017 / 2018, we've grown in strength across all of our teams on the playing fields and progress has been made in building strong squads that will sustain us for the future.
- Across our junior teams, we continue to compete at the highest levels but something which is very much at the foundation of the DTCFC is the tenet of 'it's not just about what we do on the field'. We conduct ourselves properly, we are respectful of our opposition and we do the right things to ensure our boys and girls enjoy their football.
- Our Wee Jags section set up is regarded as one of the best, if not the best run academies in Midlothian. Jamie Smith continues to deliver a fantastic programme for boys and girls giving them the best possible introduction and experience of club football.

Off the field

- Our treasurer Tony Cervi in his first year has been instrumental to the club Stephen went on to advise that the club is in a strong financial position – possibly stronger than we've been for a long time;
- Stephen went on to thank Sharon Hosie in her role as club child wellbeing and protection officer. He went on to discuss that it's not an easy role to fulfil and Sharon has stepped up to the mark and is doing a fantastic job.
- Thanks was given to Ann Phillips for stepping into the role as club secretary when Michael Scotland resigned part way through the year. The work load that Ann has went through over the last 5 months in respect of the quality mark has been phenomenal.

Grants

- 2017/18 has been a very active year and the club has been fortunate to have received grants for lots of projects undertaken. Stephen went on to advise that these would be discussed in more detail within the treasurer's report.

Fundraising

- No fundraising events took place in the 2017/2018 season so nothing to report on.

Things which we could do better

Stephen went on to discuss what we as a club could be doing better and that he would be looking into these for the forthcoming season. These were detailed as follows:-

- Notice board –detailing committee roles
- Detailed board for pitch layout at Cowden
- Monthly coaches meetings
- Handbook guidelines for team coaches and team secretaries

Stephen then went on to close his report by saying that he could go on as there are many other aspects to be proud of but that he could go on all night but one final point that he said was that we're putting the heart back into Dalkeith Thistle Community Football Club and other clubs in the surrounding area are becoming envious of us.... he hopes that the momentum that we've now created continues into the coming season and that all club members enjoy what happens on the pitch next season as much as they've enjoyed what's happened off the pitch this season.

3. Secretaries Report

Ann Firstly thanked the current committee for allowing her to step into the role as club secretary, Ann went on to say that she had enjoyed the past 5 months and has now settled into the role.

Ann followed that it had been a very busy year within the club. That there has been a lot happening behind the scenes and hopefully all members are happy with her input during her period as secretary.

Ann then went on to give special thanks to our Current Club Chairperson Stephen Dixon. On behalf of the committee and club we would like to thank Stephen for his efforts, passion and dedication to the football club. We look forward to seeing him around the club for many years to come.

Ann went on to say that Stephen's role in the past year has been sometimes difficult and is an extremely time consuming role, but he has proven to be an excellent leader and his contribution to the success of the club cannot be underestimated.

Ann went on to thank all of our club sponsors for their continued generous support of our club. In particular our major sponsors **Mactaggart and Mickel and Menco Environmental Services**.

And also the other sponsors, which were too many to name but who have contributed to the club over the last 12 months and have given much needed support in enabling the club to continue to grow.

Ann went on to say as we look forward, the outlook is positive. We have strong playing squads and an excellent pathway from Minis, right through to our First teams and we have qualified coaching staff working with every team.

DTCFC is a great club with a lot of genuine people involved, Ann took on the role as secretary as she wanted to see the club progress and grow.

She would like to recognise and record thanks from the Club to all the people who make DTCFC the great club that it is. We have something really good going on so let's not waste the opportunity in the year ahead.

4. Finance report

Tony firstly apologised that no financial statements were available to be distributed to the members due to personal reasons. Stephen backed up this statement by advising that he wanted to postpone the AGM until figures were available but Tony wanted to proceed.

Tony then advised that he had a draft outline of the past years figures but he didn't want to distribute these as they were not final. Ann mentioned that Tony was a Chartered accountant and that the figures that he was providing to the body of the hall would not be far off exact.

4. Finance report (continued)

Tony then went on to discuss the main movements in the financials to 31 March 2018. NOTE THESE NUMBERS ARE DRAFT:-

Income

Monthly subscriptions increased on last year by £22.5k – Stephen Dixon commented that this was fantastic.

Main Grants received -

Mactaggart and Mickel (£25k for astro this comes out again in expenditure as cost was £24,012.70)

Gift aid (£9.5k)

Tesco - £3k (A further £1k will be received on completion of works)

Scottish Football Partnership - £4k

Small other grants received throughout the year.

Expenditure

Tony went on to discuss the main movements in expenditure in the year.

Lets have significantly reduced from £51.5k in the prior year to around £12k - £15k in the current year. Stephen commented that Cowden Astro has paid for itself given the massive reduction in let costs.

Toilet / building improvement costs to 31 March 2018 costs total £9k but these costs are offset by the grants received.

Movement from prior year opening bank position to closing bank position was £26k increase.

Tony then advised that a full breakdown of accounts will be allocated once figures have been returned from the accountants.

Tony advised the members that we the committee would be looking at the subscriptions and that there would at least be no increase for the forthcoming season.

Stephen advised to the body of the hall that if anyone had any suggestions on monetary spends then they should speak to the committee.

Jack Findlay raised the following point:

Goal keeping gloves – Club should be providing them – Confirmed by Stephen Dixon seconded by Thomas Yuill.

4. Finance report (continued)

Thomas Yuill raised the following point:

Thomas Yuill proposed that given the girls section was fast growing that would it be possible to offer the girls section (U9's / U11's/ U13's and U15's) a different colour of **training kit (Tam suggested pink)** he felt that this would attract more girls to the section.

This brought mixed views to the hall but it was proposed that we would ask the girls section their views and Tony also advised of the spending in changing the current training gear.

Ronnie Stuart raised the following point:-

Ronnie made the point that we should NOT have an AGM without financial statements, again Tony apologised and advised a meeting will take place when financial statements will be available. This has been minuted Ann Phillips proposed and Sharon Hosie Seconded.

Vote of thanks to Tony – for all his hard work over the year

5. Child protection report

Sharon has reported that club has currently got 70 leaders and 5 are still awaiting approval on the system. Last year saw a significant increase in new leaders coming through and that it was very time consuming due to incompleteness of forms.

Sharon went on to discuss the process and importance of following the correct procedures when new leaders come into the club. Sharon made it clear that all forms are completed in full before being handed back to Sharon as she would not be processing any forms if not correctly completed. All instructions are on the new forms so there is no excuse for incomplete forms.

Sharon advised that there are different processes for the SWF / SYFA

Given the new GDPR introduction on the 25th May all personal information is held under lock and key and no forms were to be left in the office, a locked post box would be fixed to the wall in the office for new player pack forms but all completed leaders forms should be handed to Sharon in person.

Sharon then went on to emphasise the importance of the online Child wellbeing learning course all leaders need to ensure that this course is completed by 30th June 2018.

Sharon also advised that if a club coach / helper leaves the club then she must be notified.

6. Football Development officers report

Jamie firstly commented that we should drop the word “Academy” as we are all one club and there should not be any difference.

Jamie's report provided the following information for the past year:-

- Wee Jags Girls section is fast growing and an u9's team has been formed from this section with more girls ready to move up.
- Saturday mornings – Wee jags is very busy and numbers are increasing week on week
- More community involvement in the past year such as the walking football and, introduction of disabled football.

6. Football Development officers report (continued)

- Going forward Jamie would like to go in and support all teams within the club whether that be advice on coaching techniques, player movement, development etc. Currently due to the shortage of coaches within some age groups within the club Jamie can't currently fulfil this role. He noted that the main priority going forward is to get coaches on-board so he can start to evaluate teams going forward.

There was a discussion around the walking football Ronnie would like to set up an over 50's team which can be ran from Cowden, there were no objections from the hall.

7. Election of committee

The following were nominated to serve for season 2018/19:

Club position	Name	Proposed	By	Seconded
Chair	Stephen Dixon	Ann Phillips	Thomas Yuill	Michael McCran
Treasurer	Tony Cervi	Stephen Dixon	Ann Phillips	John Callaghan
Club Secretary	Ann Phillips	Tony Cervi	Stephen Dixon	Beya Thomson
Child protection officer	Sharon Hosie	Stephen Dixon	Ronnie Stuart	Ann Phillips

Future plans / Quality Mark

Future plans

Stephen Dixon went on to discuss the future plans of the club, we are continuing to grow at a very fast rate and we need to continue to look for coaches and club helpers.

Refurbishment of Cowden – Look at getting the toilets and changing rooms completed by the end of July. John Armstrong asked if the TV's can be arranged to be fixed back on the wall in the main hall to which we agreed that this was being looked into.

Get the hot water, showering facilities and heating completed, Stephen advised that we were in discussions with the council.

Stephen also said to the members if they had any other thoughts on the refurbishment then to speak to a committee member.

Quality Mark

Ann, Stephen and Jamie went on to discuss the work which is being done around the quality mark and what it means to have legacy quality mark status for the club.

The following points / concerns were raised by members:-

- **Why are we jumping two levels when we are already stretched? - Stuart McClay**
Reason being that we currently meet legacy criteria which we may not next year and we were advised to go for legacy by Tony Begg from the SFA. Stephen Dixon and Thomas Yuill went on to speak about how having legacy mark would be beneficial to the club as we would attract both players and coaches.

- **Future plans / Quality Mark (continued)**

Quality Mark (continued)

- **Extra Community Work – Disabled football – Steven Williams**

Steven raised a point about us running the above sessions due to the lack of coaches and were we able to commit to these sessions as he had run them before as an SFA trial and it never worked out. Jamie responded to this question advising that he had the capacity to take these extra sessions on which was also backed up by Tam. We also said that the committee had looked into coach availability and we didn't see it being an issue Tony commented that we need to give it a chance before people knock it down. Stephen Dixon commented that he was also going into assist with these groups. We mentioned that if anyone else wanted to get involved then we were happy to take this on.

Lee White advised that we should be speaking to Salters gate School about running sessions from there, Committee advised that at the minute we were looking at adults with pan disabilities and not children with physical disabilities but it may be something we can look at in the future.

8. Other Business

Stephen Dixon went on to discuss a letter which had come into the committee

Letter was headed Roles and Responsibilities – letter was basically asking if the club can publish the Roles and Responsibilities of the members of the club to allow members to direct questions and concerns to the correct club members.

Committee all agreed that this was a valid point and that we would definitely look into getting this actioned. It was agreed that we would look at the following

- **Advertise – Roles in the club**
- **Be more detailed in the help the club requires**
- **Contact Midlothian Volunteer**
- **Contact Learn Direct**
- **Handbook detailing secretaries / coaches roles and responsibilities**

Beya Thomson commented that she would be willing to look in to the various Volunteer groups in the area, Ann advised that she will follow up with Beya on this.

Social media was also raised by Stuart McClay, he asked if we had someone monitoring the various social media sites, Tony responded to advise that Jamie monitors the club Facebook site and is very pro active in doing so, Committee advised that over the last year we only had one issue on social media and the club had dealt with it efficiently and followed the correct procedures.

Sharon mentioned that under no circumstances were match scores to be published on any social media sites for age groups that do not play 11 a sides. Lee White mentioned that there is an app where people record scores, Sharon advised that she would look at the app in question to get more information.

Club Website it was agreed that the website should be utilised and updated more frequently, Ann commented that people don't know how to use it and suggested that team secretaries should be brought in for a "user guide" with Stuart. Committee then went on to thank Stuart McClay for his continued service and monitoring of the Club website.

8. Other Business (continued)

Presentation

Body of the hall raised some questions around the presentation.

Main points were as follows

- **Are numbers going to be restricted for family members**
Sharon responded that the presentation would be held in the main hall of Woodburn Miners club the capacity was around 600 so we should be ok.
- **Should we have a time slot per age group**
Given the presentation starts from the youngest to the oldest concerns were raised that the older teams have to sit through the whole presentation which can be rather “boring”. It was commented that we could allocate time slots for each team. Committee advised they would look into it and report back.
- **Presentation timing**
Stephen Dixon advised that next year the presentation should move from June to August given that we are struggling to get a football player in to present trophies, and that he doesn’t like to hand out trophies to members who are leaving the club. The body of the hall agreed with moving the presentation next year.

Date and time of the next AGM will be distributed at a later date by the club secretary

9. The meeting closed at 21:25pm