Kinross Curling Trust
Minutes of Annual General Meeting
Loch Leven Community Centre, Kinross
On 24th January 2018 at 7.30pm

1. Welcome

Mike Caffyn, the Chairman, warmly welcomed 39 members to the meeting.
He then put up on the screen the agenda, which we would be following.
Present:
Alan Barr, Jim Barton, Phil Barton, Sarah Bruce Jones, Dottie Burt, Mike Caffyn, Sue Cameron, Lars Christiansen, Sheila Harley, Margaret-Elspeth Harman, Sandy Hay, Gavin Hughes, Iain Keddie, Johnjo Kenny, Steven Kerr, Steven Kinninmonth, Alistair Low, Alistair McCabe, Donald McGregor, Melville Blair, Liz Mills, R Mitchell, Alan Muirhead, Craig Murphy, Robin Park, Jim Paterson, Claire Paton, Doug Ritchie, Fiona Rutherford, Phillip Slater, Karin Scott, Willie Scott, Robert Smith, Elaine Spain, Ena Stevenson, John Swan, Maria Tait, Robert Tait, Eileen Thomas, Gareth Thomas, I M Thomson, Morag Wellman.

2. Apologies

Neil Anderson, Irene Baillie, David Barton, Wilson Brown, Jim Brydie, Trica Garnett, Elizabeth Glennie, Andrew Gordon, Helen Gordon, Tom Graham, Alastair Lamond, Bill Linton, Anne Malcolm, Peter Malcolm, Alistair McCabe, Elma McCulloch, David McPherson, Elizabeth Mill, Robert Mitchell, Hester Niven, TK Paterson, Anne Porter, Alistair Raffan, Sandra Ritchie, David Rutherford, Gary Rutherford, Jim Saunderson, Karin Scott, Willie Scott, Susan Scougal, Mike Spain, Hector Snoddy, Anne Steedman, Malcolm Strang Steel, Robbie Stevenson, Robert Stevenson, Denis Sweeney, Derek Thompson, Leslie Wilson, Maureen Wilson.

3. Minutes of Annual General Meeting held on 18th January 2017

2017 AGM minutes had been circulated to all members with the 2018 AGM material. There were no amendments require and were proposed by Doug Ritchie and seconded by Alastair Lowe. Carried.

4. Matters Arising – None

5. Report by the Chairman

TRUSTEES

Mike opened his report by reminding the meeting that the only reason that we could enjoy our games of curling was by the excellent work of the staff and the efforts of the Trustees in running the rink. At this AGM 2 of the Trustees are required to stand down, and in this case for personal reason will not be standing for re-election. Also we have, at the last moment, received the resignation of a third Trustee and there are no nominations for new Trustees.
In line with the rules and regulations we require a minimum of 6 Trustees to run the organisation.
The only function the Board is now allowed to perform is to co-opt new Trustees to get its number up to 6 or more. It cannot take any decisions or actions until this happens. In

theory, this means that staff cannot be paid, nor can suppliers, neither the ice hall nor the bar can operate. No curling and no bar!!
Kinross Curling Trust is its members – all of us here and others not present. There are 490 members and yet we cannot seem to get just 8 people agreeable to help operate the Trust.

TRANSFORMATION
Our transformation continues and we are operating much more like a business. There are still some areas where we can improve the way we operate and the Board is working on these.
2016-2017 was an exceptional year financially, more so than we had budgeted for. We should note that this is unlikely to be the case this year and for the next few years, where our surpluses should return to more normal levels.
ICE HALL, the BAR and VAT
Ice sales were significantly up over 2016-2017, mainly due to British Curling – this is not likely to happen again, now that STIRLING is providing the ice needed for the Elite Curlers.
Bar Sales were also higher, but not be very much. The level of bar usage remains a disappointment. We aim to break even on the Bar, providing a service to curlers – we do not consider the Bar to be a major profit centre.
However, due to the way we are VAT registered, it is a fact that the HIGHER our Bar Sales, the LESS VAT we pay to HMRC. So, we ask ALL CLUBS and CURLERS to consider how they can help increasing the Bar turnover. Our prices are very keen compared to other licensed premises. Is it really a problem to go upstairs after a game and buy your opposite number a drink – even a soft one if you are driving? If you do so, this will all help to keep our VAT down!
Talking of VAT, we did receive the rebate from HMRS of c £48,000 overpaid tax as mentioned at the last AGM – this has been put towards funding the extension project.
BUILDING EXTENSION
As approved at last year's AGM, this has progressed and is on schedule for building this coming summer. You will hear more on this later.
COMMUNICATIONS
We still struggle in some areas with our communications with members and particularly clubs. Significant improvements have been made and members should all now be receiving our newsletters. We do have a postage bill, so if you are on our postal list and have an email address, please tell us so that we can use it and keep costs to a minimum.
COMMITTEES
Our Building Committee has been doing sterling work in progressing the extension. This will continue until the extension is built, opened and fully operational, with any snagging items fixed.
The Board has decided to revamp the Finance Committee so that it can more effectively support the Treasurer. The new Committee is expected to start work before the end of this curling season.
Other committees are formed as required for specific tasks.
The Board recognises the work of these Committees and thanks them for the individual effort of their members and the work they perform.
OUR STAFF
The ice crew continue to provide excellent ice for us to curl on - long may that continue.
Upstairs the Bar staff provide food and refreshments before and after curling sessions.
Steven manages both and it is a tribute to his dedication and professionalism that both operate with increasing efficiency.
Thank you to all of our staff.

THE FUTURE
As I stated at the start of this report, we need NEW TRUSTEES. We also need a new Secretary – Iain Keddie is fully engaged with the Building Committee and would like to be relieved from this post. His replacement does NOT have to be a Trustee. If there are any volunteers (it is NOT an onerous task), please let me know at the end of this meeting.
I ask you all to consider how you can assist the Trust to move forward adequately resourced.

6. Report of the Independent Financial Auditor
The report was present by Doug Ritchie. All members had been sent a copy with the AGM documents
Alastair Lowe raised the question on the way in which we treat depreciation. This has been discussed our accountants and it was agreed that it is sound
Doug presented a number of slides highlighting the main points of interest in the accounts.
Income – there has been an increase in donations and legacies with £10k donation from Mitchell Robertson and £2K from KDLB following the Henderson Bishop being held at the rink.
The sales of ice were up from last year by approx. £270k and there was revenue from British Curling.
We received a VAT refund of £47k from the Inland Revenue.
Expenditure – There has been a small increase in expenditure, mainly related to the Charitable Activities (Ice Hall).
Net Income – an increase on last year to £70k

7. Approval of the Accounts to 31st July 2017
The acceptance of the report was proposed by Bill Linton and seconded by Jim Barton.

8. Appointment of Independent Financial Examiner
The Board proposed that Condie's, our present accountants, to act from us again in the coming year, this was seconded by Sandy Nelson and carried by the meeting.

9. Election of Trustees (3 Vacancies)
As required, 2 of the Trustees are standing down. These are Margaret-Elspeth Harman and Sandy Hay. Neither of them is seeking re-election. Also John Joseph Kenny has handed in his resignation. There have been no names put forward for nomination therefore there will be no election. The Board will now need to seek members who are prepared to be co-opted.

10. Lift and new extension
Extension
The Building Group, initially under the leadership of Iain Keddie and from June 2017, with Bob Mitchell at the helm, has made considerable progress during 2017.

At last year's AGM, Trust Members approved a recommendation from the Board of Directors to roll the previously envisaged two phase improvements (Phase 1 Extension to provide lift: Phase 2 to refurbish changing rooms and toilets) into one project. In the early part of the year, the Building Group began considering a number of possible layouts and after much discussion, an agreed layout was submitted with a Planning Application in late July.
Planning Consent was received on 3 September 2017.

It was recognised by both the Building Group and The Board that, although these two bodies drew their membership from a wide range of professional backgrounds, it would be advisable to employ an appropriately qualified and experienced advisor to assist with, and advise on, a number of aspects of the project including:- material specification; contract preparation; health and safety/CDM legal responsibilities and contract valuation. Investigations were undertaken to identify an appropriate individual or organisation who could carry out all of the required roles, and after interview Gary Mees, a Chartered Architectural Technologist was appointed by the Board in early October 2017.

The Building Group has met at approximately monthly intervals since August and has worked closely with our Architectural Technician and a Structural Engineer, both of whom are local curlers, to deliver drawings for submission of a Building Warrant application, and this was made in mid November. We received an initial response from the Building Control Officer on 6 December 2017 detailing 12 points which needed attention. With the help of our Architectural Technician and Structural Engineer we were able to respond before the PKC offices closed for the Christmas break.

Any of you who have been involved with Building Warrant applications will be aware that it is an iterative process of working with staff to resolve issues they identify and so it was no surprise to receive a further list of 6 points requiring attention on Friday of last week.
We have once again met with the Architect and Engineer when we agreed what alterations need to be made to drawings and it is anticipated amendments will be submitted next week.
These include amendments to the toilet layouts shown on the drawings on display tonight and so it is likely these will not be the final layout. Drawings showing this area, when agreed, will be displayed in the lounge.

In October, three local firms who had been identified as likely to be interested in carrying out the works were approached and asked, without any commitment being given to them to be awarded the works, to provide budget costs for construction. Based on the responses the current project budget of £210,000 was arrived at.

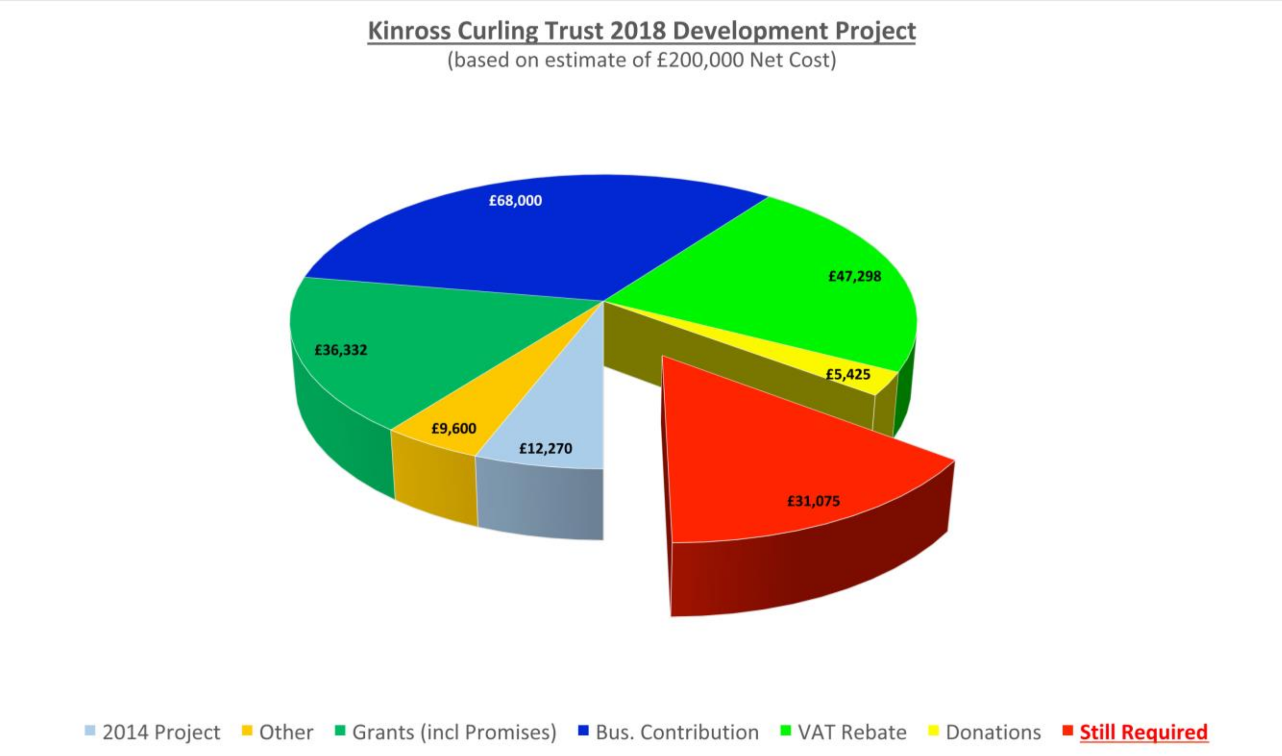
Although Building Warrant has not yet been received we do anticipate this will be received early in February but in the meantime preparation of Contract Documents is proceeding. This includes the defining of the specification of materials and finishes to be used. It was recommended to the Board that we should initially be aiming for a slightly higher standard of finish than the present facilities, and this was agreed. Provided the final tendered sum does not exceed the available budget, we hope not to have to trim costs by reducing the standard of finishes.

The one essential improvement, which will not be compromised, is the installation of the enclosed platform lift, which forms the basis of the whole project. Amongst the improvements we hope to incorporate is the replacement of glass windows in lounge with laminated/toughened glass with fewer vertical timbers, replacement of ceiling in existing lounge, and improved lighting for extended lounge. We are working closely with the operators of the telephone mast to amend the electricity supply cable to the mast, which is rerouted within the building, with minimal disruption to the service.
There will be specific parking spaces for disabled drivers and we are also examining how a few more general spaces can be provided.

The last item to report is that we have begun to speak to contractors who may be interested in tendering for the works, for which we hope to issue documents in mid

February, with a Contract Start date of 9 April, immediately after curling finishes. The Contract will stipulate that we must have possession of the premises again by 1 August 2018 so that ice making can begin in order that curling can start again, as usual in September. An important launch event for the new, improved facilities will be on the weekend of 29 September when Kinross Curling Club hosts an International Bonspiel celebrating its 350th Anniversary.

Fund raising
M-M H delivered an update on fundraising to date. In drawing together the Lift Project growth in size to an all-encompassing improvement of the facilities including a new access ramp and doors, changes to the stairs, the addition of rooms for the manager, staff, privacy and possible first aid needs including changing rooms and toilets she explained how the need for funds to manage these improvements had grown to about £211,00.She was happy to share the fact that funds raised had accumulated to £179k, which included some £5140 that had been given to the Treasurer at the start of the meeting.
She appraised the members present of her efforts to interest award giving bodies, not associated with curling, in KCT's plight to improve the existing facilities at the rink and persuade them to support the fundraising campaign. Several applications were still in progress, but indications led her to believe that they were keen to support the Trust with financial contributions. She would continue to press for fruitful results.
Her recent meeting with Liz Smith and Callum Purves, who had been a High School student curler at the rink, had proved encouraging and Liz had already intervened with the Robertson Trust to raise their interest in the KCT Application and spur on their response about a possible award.
She advised the curler members that as yet she had deliberately not sought their financial contributions to the fundraising, but felt that the time was now right for those who wished to make donations to do so directly to the Treasurer. If an incentive was needed perhaps a fundraising "wall" could be created with the curlers buying a "brick" for £50 or £100. In response to a question about KCT members & curlers numbers the assembled company was advised that approximately 800 curlers regularly used Kinross and some 480 were members of the Trust. A rough calculation offered from the floor suggested that if all members donated £50 or £100 the funding gap could be met.
Finally she ask that any clubs that had been raising funds to send these to Doug Ritchie, the Treasurer, so that the actual funds available for the project could be banked in the capital fund.
She thanked the curler members for their generosity and hoped that all would put their hands in their pockets to boost the fundraising.
Current funding position is shown below.



11. Present business position.

a. Operations, Business Development

As reported in the treasurer's section Kinross Curling is in good health. We have continued from the very positive 2017/18 season. This has been a good year so far. Thank you to all our curlers and the support you give, and of course many thanks to Steven and his team. Our curling numbers have increased slightly, however we must not pose sight of the national trends to suggest curling numbers are reducing and the age profile is showing a move to 'older' curlers.

To continue the development of both the rink we have purchased the 'Eye on the Ice' software and equipment. This allows us to make small but significant adjustments to ensure the ice conditions reflect the atmosphere in the hall; it also allows Steven and the team to monitor the ice remotely.

The change of CDO has provided new opportunities, which we hope will have an impact. Our Chairman has already highlighted the importance of curlers using the bar and the lounge facility. We appreciate the ideas and feedback that we receive. The new bar staff have proved to be a great addition to the team.

Kinross Curling has a great reputation for the quality of ice. We continue to look for ways to encourage other clubs to book ice and visit our rink. The Sunday League KO has been introduced. The Stick league increased from 5 to 6 teams this season - we would love to have 8 next season.

We are also eager to hear about ideas for new events. We are thinking that the Business Challenge model could be used for a 'Pub' Challenge - one curler bringing along three pals. We will find an opportunity to discuss these ideas with curlers.

We cannot be complacent about ice usage - we need to be sure to work together to make more use of our ice. We will be reviewing the impact of the introduction of practice tickets - there is not doubt practice is important, alongside good coaching.

I am sure all curlers recognise we need a strong business to ensure Kinross Curing thrives. The Board remain clear that we do not introduce membership fees. This bucks the national trend where rinks can charge as much as £50 to be a member on top of ice fees. If you factor this in it means that the average across the country is well above our own - and be as much as £15 per game. We will be reviewing our ice fees and keep any

increase to a minimum. I am sure that all curlers will be pleased to see the new development and appreciate curling on the best curling ice in Scotland!
We will continue to look for ways to increase sponsorship. The rink and our clubs appreciate the wide range of sponsorships that comes into the rink, either to Kinross Curling or the club events.
We do need to keep working on our media and communication. The webpage launched a year ago has had a good start - we can improve on it. We certainly want to make more use of our cameras and video facilities. Volunteers and 'experts' are welcome to come forward. Social media, especially our Facebook page has been well used.
We are also aware that we have to ensure we can capture the history of the rink and clubs - some of our members would like to see a return of the honours boards. We are actively looking for more 'modern' ways to capture the history and provide a way to record successes at the rink. Final decisions will be influenced by the new building layout.
Thanks for all your support and we look forward to the new season with the exciting starting point of the celebrations for Kinross CC's 350th anniversary

b. Finance
Doug showed a slide indicating our present financial position.
Ice Income £2k below budget
Ice Costs also £2k below budget
Net Ice Income on budget
Bar Income - £5.5k below budget
Bar Costs £2.5k below budget
Net Bar Income - £3k below budget
Staff Costs - £7k below budget
Total Costs - £6k below budget
Management Accounts to end of December are looking healthy and on budget. (Trading Surplus £103K)
Budget Trading Surplus for year end £67k
Two of the major loans paid off in November (£64.5k left)
Today £90k in Current Account
£153k in Project Account
Debtors £1,400
Creditors £9,100

12. Lease Options
There was one further item of real importance concerning the 50-year Lease from our Landlords, the Firm of the Green Hotel (in effect, the Montgomery family). The Trust has an Option to include the Tennis Court (beyond the Car Park wall) in the area of land leased from the Landlord, for the purposes of car parking. The conditions are that planning permission for an extension to the Building have to be in place and that notice of the intention to take up the Option is to be received by the Landlords by 01/03/2018. The Option is from 01/09/2018.
The clause in the Lease was inserted so that, if the Trust wished to extend the rink to 5 or 6 sheets, there would still be adequate parking facilities for users. It was not originally intended that it would be invoked by the Trust, just for a small extension as is happening this Summer and for which planning permission is now in place.
Having spent over £1M in 2014 to upgrade the premises and with this summer's extension likely to cost just over £200K, it is clear that an increase of sheets in the ice hall is not financially practical at this time of the Trust's existence. But there is a distinct possibility that such an extension might be needed in the future, especially with the doubt concerning

the future of curling at Kirkcaldy. However, currently we have adequate curling capacity with 4 sheets.

The situation is complicated by the proposed sale of the Green Hotel. Our Landlords wish to include the Tennis Court into this sale and, if this went though, then the Option would inevitably lapse. The cost to the Trust of taking up the Option is zero.
The table below shows the arguments for taking up the Option or letting it lapse.

Aspect	Take Up Option	Let Option Lapse
Opportunity for extra Ice Sheets	**Still possible**	**Likely to be impossible Sale of Hotel will include tennis court and likely opportunity will disappear with new owners PKC likely to reject increase in number of ice sheets due to a lack of adequate parking**
Short Term	**Impossible to expand rink immediately**	
Longer Term	**All options for expansion still open**	
Adequate car parking	**Resolved almost immediately with additional area**	**Always a challenge at peak times Minor improvements possible and under review**
Increase in Sales and therefore Rent	**Significant possibility (NB: also a rent increase (5% → 3% of sales)**	**Likely to remain moderately stable**
Ice Utilisation	**No significant change in short term Can probably cope with WoF increase if it happens**	**No significant change in short term Can probably cope with WoF increase if it happens**
Utilities (Gas and Water)	**Considerable risk that current arrangement will cease forthwith: GAS and WATER + c £2,500 pa + Installation**	**Current "comfortable" arrangement unlikely to continue after sale of Hotel: GAS and WATER + c £2,500 pa + Installation**
Landlord Relationship	**Will be significantly more challenging**	**Should continue to be good**

Mike introduced the item and explained the above to the meeting. At that point, the topic was opened up to the meeting for questions and discussion.
At the end of the discussion, Mike reminded the meeting that any decision taken was binding on the Trust. He called for a proposal from the floor. It was proposed, by Alan Blunt and Alastair Lowe that the Option should be taken up.
The vote in favour of the Proposal was unanimous.
The Board will therefore take forward the wishes of the membership and enter into discussions with our Landlords through our lawyers.

13. Any other competent business

The question of club honours board at the rink was raised. It was stated that the Board were looking at form of digital honours boards. It was thought that all clubs should be approached to find out they wanted records to incorporated in the scheme.

As there was no further business the meeting was closed.