Kinross Curling Trust
Minutes of Annual General Meeting
Held at Green Hotel, Kinross
On 20th January 2016

1. Welcome and Apologies

Bob Tait, the Chairman, warmly welcomed 56 members to the meeting.
He explained that the late start is intended to attract those coming off the ice at 8.00.
He then continued that the agenda has been circulated and broadly follows last year. The meeting included a look at the present business position and members were asked to wait until item 9 was reached before discussing that subject.

Present:
Margaret Baird, Ian Baker, Alan Barr, Jim Barton, Phil Barton, Sarah Bruce Jones, Dottie Burt, Mike Caffyn, Karen Gibb, Frank Gibson, Sheila Harley, Margaret-Elspeth Harman, Gavin Hughes, Iain Keddie, Johnjo Kenny, John Kerr, Steven Kerr, Katrina Lesley, Bill Linton, Alistair Low, Alistair McCabe, Donald McGregor, Elizabeth Mill, David Miller, Liz Mills, Robert Mitchell, Alan Muirhead, Craig Murphy, Edna Nelson, Sandy Nelson, Robin Park, Alan Paterson, Anne Porter, George Ponton, Alastair Raffan, Bill Rennie, Doug Ritchie, Maggie Saunderson, David Scott, Karin Scott, Willie Scott, Robert Smith, Anne Steedman, Malcolm Strang Steel, Andrew Stevenson, Ena Stevenson, John Swan, Maria Tait, Robert Tait, Gareth Thomas, I M Thomson, Geoffrey Thorpe-Tracey, Neil Upham, Gary Waddell, Morag Wellman, Angela Wilcox, Leslie Wilson, Maureen Wilson.

Apologies were received from:
Ewan Band, Mary Barr, Diane Bell, Sue Cameron, Stuart Carnegie, Julia Cormack, Allan Dearing, Morag Erskine, Kay Gibb, Elizabeth Glennie, Helen Gordon, Raymond Harding, Robin Kay, Jane Kerr, John Leitch, Anne Malcolm, John McCallum, Blair Melville, Elaine Paterson, Sandra Ritchie, Elinor Ritchie, Jim Saunderson, Donnie Scott, Maggie Scott, Susan Scougal, Alison Smith, Elizabeth Smith, Hector Snoddy, James Stevenson, Lynne Stevenson, Robbie Stevenson, Robert Stevenson, Eileen Thomas, Debbie Weir, Frank White, Joyce White, Jacqueline Wood.

2. Minutes of Annual General Meeting held on 18th March 2015

2015 AGM minutes had been circulated to all members with the 2016 AGM material. Approval was proposed by Doug Ritchie and seconded by Margaret-Elspeth Harman. Carried

3. Matters Arising – None

4. Report by the Chairman

The second year running the rink to April 14 was completed with no hitches and as we will hear the accounts show a pretty healthy position.

The two meetings arranged with clubs in March last year were well attended. The aim was to listen to views and air some ideas for change. The most significant was reducing the 9.45 sessions by encouraging clubs to look at the opportunity for moving some of their ice to daytime and weekends. The outcome was a reduction from 250 to 85 bookings at 9.45 with no loss of overall business and income. This change allowed staff longer to prepare ice for the second evening session Mon – Fri. and appears to have been welcomed by all or nearly all.

During the close season we spent some money to bring the kitchen area up to standard- new wall coverings, floor coverings, new freezers and fridge, new ventilation and external roof repairs. The seasonal nature of the business has given rise to staffing challenges.

One of the conditions of the grant from SportScotland was to improve access to the upper floor and we are looking at and costing the options. Potential users have made it clear that their expectation is they will be able to reach the upper floor independently. Our landlord has made it clear that no part of the existing hotel buildings is available to us. The incoming Board will need to decide on what is feasible and affordable.

The monthly e newsletter is now well established and thanks go to Phil Barton for that. I encourage Clubs to submit material.

The overhead cameras and screens are in place and we are moving to a deal to allow screening of games. All of the costs were covered by a donation by Kay Sugahara. A special thanks to Geoff Thorpe-Tracey, who has spent countless hours planning and doing the installation.

I must warmly thank my fellow trustees and volunteers for their work on the board and on committees. Finance and Business Development Committees have been busy. Also thanks to you and the wider local curling community for your steadfast support of the Trust throughout and that support has been instrumental in achieving what has been achieved. We now have a high quality facility with very good ice and catering. A big thank you goes to our staff led by Steven and Katrina.

But there is no room for complacency- just look around at the age profile of those present tonight. We need to nurture existing members and seek ways to attract curlers new and old from near and far to enjoy our facility and our sport. That is the challenge ahead.

5. Report of the Independent Financial Auditor

The Chairman reported that Thomson Cooper carried out the audit and their full report is in the accounts for the year to 31July 14, on pages 5 and 6. I am pleased to say that the report gives us a clean bill of health.

6. The Accounts to 31st July 2015

The audited accounts, signed off by the Board, have been circulated to members. I invite Mike Caffyn, our Treasurer, to speak briefly to these.
As Bob has said, the Board decided that it would be appropriate to request a full audit of our books again this year, so that we would be comfortable about closing down our major refurbishment project.
Of equal importance is that we have been handling our own bookkeeping since August 2014 and it was important to ensure that our activities were correct and in line with what a charity should be recording and reporting. I am pleased to report that we were able to submit our books for audit in early September (just over a month after our year end) and that we had a clean audit report from Thomson Cooper by mid October.
I will now go through the financial figures as per the accounts for August 2014 to July 2015. I do not intend to explain all of the figures; rather I will pick out items on each page, which might require elaboration. At the end of each page, please ask any questions you feel need clarification.
Page 7 – Staff expenses relate to sending 2 staff on an ice course.

Rent is the contractual money due to the Hotel
Irrecoverable VAT is mainly attributable to the ice hall

Page 8 – Loans relates to loan capital which falls due for repayment

Page 12 – with the restricted funs the creditors due in one year are the outstanding retention on the building project and loans due this year.

Approval of the accounts was proposed by John Kerr and seconded by Liz Mills and approved by the meeting.

Mike concluded by giving a brief update to our current trading position and outlook for this year.

- As at 31/12/15 ice sales are £173K, up by £5.5K on budget and £9.5K on last year
- For the Bar, our sales are £34.7K, exactly on budget and about £1k ahead of last year
- Staff costs are up £2K, Curling and Bar Costs both down £3K. Utilities are up £1K – all of those against budget
- Our current surplus is UP £4K on budget and £18K on last year. We are currently expecting a small surplus, bearing in mind the replacement of the Dehumidification Plant in May.

7. Appointment of Independent Financial Examiner

As foreshadowed at the last AGM, the Board has conducted an open tendering exercise for our IFE. Malcolm Strang Steel carried this out and I invite him to report.

We have approached four firms for quotations to provide payroll facilities for the year and the year-end examination of the accounts. Thomson Cooper came in with the most expensive quote. The board are proposing that we use Condies.
Proposed by Malcolm Strang Steel, seconded by Alistair Low. This was carried

8. Election of Trustees (2 Vacancies)

The Chairman reported that our Articles provide for up to 8 elected Trustees. This year there are 2 vacancies and we have 1 candidate whose CV has been circulated to members. I warmly welcome John Jo Kenny – a man with long curling pedigree.

It is disappointing that we have not had more candidates, because it is vital that the burden of running the business now and in the future is shared widely. The Board is meeting roughly 6 times a year though this may fall. Sub committees meet more frequently, perhaps monthly or every second month, and much of the work is done there with the aid of volunteers and senior staff.

Our Articles permit the Board to co-opt and they may do that if particular skills are needed.

The RCCC has not taken up the 1 Directorship allowed by the Articles.

9. Kinross Curling – The Way Forward

Mike Caffyn, the new chairman, made a presentation on the aims of the Board.

1. Developing the Business

   Key to the future of Kinross Curling is the successful development of the business. Phil Barton, who many of you will know, is taking on this responsibility. We are combining the responsibility for Development with the Ice and Bar Operations, so that we are more coordinated in working to maximise and build on the success we have achieved so far. Phil will bring his experience as a Director in another charity to bear on this development, as we look to maintain our growing reputation as a provider of high quality curling. Phil will be supported by other Trustees as required, particularly Jonjo Kenny, our new Trustee, who has a wealth of experience in the development of curling.

2. The Curling School / Curling Development Officer

   As an essential part of the development of curling at Kinross, Ena Stevenson will continue to be responsible for liaison with the Curling School. We rely on our coaches from the School to work with both new and experienced curlers to help them improve their expertise. Closely involved in this area is Claire, our Curling Development Officer, an employee of the Royal Club. We also expect to continue to develop our links with local schools and establish new events, thus bringing more people to the rink to take up curling. Ena will be working very closely with Phil.

3. Keeping a Strict Control on Finance

   We need to continue to keep a tight control of our finances. We have spent over £1M on the refurbishment of the building and we are committed to providing disabled access to the bar by the season 2017-2018. Doug Ritchie, who has helped to establish the current operations of the Ice Hall and Bar will be taking over from me as Treasurer over the next few weeks.

4. Developing the Property

   Two developments of the property are firmly on our schedule over the next two years.

   The first is the upgrade of the Dehumidification Plant this summer. This will cost just over £20,000, but we expect to see very significant savings in running a modern gas plant instead of the old electrical plant, which is becoming increasingly inefficient. Although gas is more expensive to install, the operational savings should provide payback of this extra expense within 2 years.

   The second development is currently in the design phase. We are committed to SportScotland to install disabled access to the bar by the summer of 2017-2018. We are looking at several different options as to the best way to accomplish this. One is to build a lift on the outside of the building in the car park near the telephone mast. The other is to install in part of the current ladies toilets. This second option, although more expensive, will give us a good opportunity to improve our changing room accommodation and also provide us with more storage space – something we are badly lacking. We are actively considering the best option to select.

   Iain Keddie, our secretary, will be taking on the responsibility for the property and will be driving these two developments forward, as well as leading on the maintenance of the existing fabric.

5. Raising Funds

   Whereas we have the funds for the replacement of the Dehumidification Plant, we do not have adequate money to install a lift and/or upgrade the changing rooms. We are hopeful that significant grants can be obtained for such a project, bearing in mind that it is for use by our wheelchair curlers. Nevertheless, we would wish to seek further funding from other areas, so as to minimise the effect on our existing finances. Margaret Elspeth Harman is to take on the responsibility for coordinating our fundraising efforts over the coming period. We are hoping that we will only need to raise funds in the order of £30,000, say, but the actual money required will not be known until we are further along the road with our plans etc.

So that is the new team. We are all excited and looking forward to the challenges we face and we hope that you will all support us where possible as we take Kinross Curling into a new phase of its existence.

10. **Any other competent business**

Mike paid tribute to Bob Tait and Malcolm Strang Steel who have stood down from to Board at this AGM.

Bob:

Bob was the first Chairman of the Board of Trustees – elected at a Board Meeting on 2 December 2009 following the establishment of the Trust the previous month. In fact, Bob had been working, with others, on the possibility of establishing the Trust for a considerable period of time before it was established. He was one of the key speakers at the inaugural meeting and, bearing in mind his position within the Royal Club at the time, was the obvious choice for Chairmanship of the Trust.

Those were difficult and busy times for the Trust as it sought to establish a new Curling Centre, including the move of RCCC Offices and a Curling Museum, to Kinross. Bob was instrumental in leading the Trustees to get plans for a brand new state of the art building to be built across the road drawn up. Many obstacles and difficulties were encountered and overcome. But eventually, as we all know, the project foundered due to a land dispute and many wondered whether this would be the end of the Trust.

Did Bob give up? Not at all! He continued to chair the Trust and move it towards the consideration of alternative sites in Kinross and surrounding areas, as well as the redevelopment of the existing facilities. In May 2012, Blair Melville replaced Bob as the Trust Chairman, leaving Bob to concentrate on the property side of the Trust which he continued to pursue with great conviction and enthusiasm.

In the background, Bob was also working away, twisting arms and persuading members to part with their cash to ensure that the Trust had a solid funding basis to proceed with the only viable option – that of upgrading the existing rink. The breakthrough came with the award of the SportScotland Grant and, as a result of Bob's single-handed persistence, with organising the lobbying of PKC to get a significant grant from them as well.

So we got to April 2014 and embarked on a building project valued at about £1M. Bob led the Trust through the project working with our agents and contractors to ensure a timely and successful conclusion to the project. His contribution was immense and I am sure he had many sleepless nights as time progressed and challenges arose.

In August last year, he was re-elected as the Chairman of the Trustees and has driven the Trust forward to be in the successful position it holds as a curling rink able to provide some of the best ice in the East of Scotland. Now, Bob feels that it is time to let some others take up the helm of the Trust and he has decided to retire, not seeking re-election. I do not doubt that Maria will be pleased to see more of her husband in the coming years!!

Malcolm:

Malcolm was co-opted onto the Board early in 2011. As a lawyer, local farmer and businessman, he was able to bring his considerable experience to help and advise the Trust during the difficult times of the initial project. Elected onto the Board at the AGM in 2012, Malcolm brought clarity of thinking and legal / commercial guidance to the Trustees.

His contacts with Montgomery Hotels were invaluable to the Trust and, during 2012 / 2013, he worked with them to draw up a framework agreement for a lease of the existing premises. Some of the negotiations were tortuous and many a person in Malcolm's shoes would have been sorely tempted to give up! But Malcolm plugged away and achieved in August 2013 what at times had not seemed possible – the Trust running Kinross Curling Rink under a 50 year lease from Montgomery Hotels.

Malcolm was also leading our efforts to establish the Trust as the employer of the licensee for the Bar which we took over in the summer of 2014.

Again in the background, Malcolm led the Finance Committee from its inception in the Autumn of 2013 until today. From my perspective, he has been enormously supportive of my role as Treasurer – the only thing I wish he had done was to mend the potholes in the drive up to his house – I'm led to believe that the springs of the FinCom Members' cars suffer a battering every time we have a meeting!! Still, you can't have everything.
Malcolm has a wealth of experience in many aspects of the work of the Trust and has always ensured that he has been able to direct that experience to where it has been needed most. He has certainly played an enormous role in helping the Trust to be successfully established.

Both:

So there we have it – the end of an era, one might say! Two highly committed and respected curlers who have given unremitting and unfailing service to the Trust. Dare I say it, but without their contributions, it is very doubtful that we would be where we are now. We have an excellent curling rink and are a financially sound organisation. We can move forward with confidence into the future. But we should recognise the service of Malcolm and Bob in getting us to where we are and so, Brother and Sister Curlers, I ask you now to acknowledge the service from **Bob and Malcolm**.

There being no further business, Bob closed the meeting.