Kinross Curling Trust
Minutes of Annual General Meeting
Kinross Curling Rink
<u>On 31st January 2019 at 7.00pm</u>

1. Welcome

Ena Stevenson, the Chairperson, warmly welcomed 38 members to the meeting, the first to held at the curling rink. It is good see so many of you here as I believe there are a few competitions being held outwith Kinross this evening.

Present:
James Barr, Jane Barr, Jim Barton, Phil Barton, Mike Caffyn, Sue Cameron, John Geyer, Sheila Harley, Margaret-Elspeth Harman, Gavin Hughes, Iain Keddie, Steven Kerr, Graham Lindsay, Alistair Low, Alistair McCabe, Robert Mitchell, Alan Muirhead, Edna Nelson, Robin Park, Grace Paterson, Alastair Raffin, Doug Ritchie, Susan Rigby, Maggie Saunderson, Karin Scott, Willie Scott, Fergus Shaw, Robert Smith, Elaine Spain, Una Stark, Ena Stevenson, Robert Stevenson, Maria Tait, Robert Tait, Eileen Thomas, Gareth Thomas, Gary Waddell, Ken Young, Clair Gussol (Virtual Club) non member.

2. Apologies

Alan Barr, Jim Browning, Jim Brydie, Dottie Burt, Tom Graham, Elizabeth Glennie, Sandy Hay, Christine Melville, Elma McCulloch, Bill Linton, Hester Niven, Alan Paterson, Elaine Paterson, Sandra Ritchie, Fiona Rutherford, David Rutherford, Robbie Stevenson, Hector Snoody, Denis Sweeney, John Taylor, Geoff Thorpe-Tracey, Morag Wellman, Leslie Wilson.

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

2018 AGM minutes had been circulated to all members with the 2019 AGM material.
There were two amendments require.
The amended minutes were proposed by Mike Caffyn and seconded by Doug Ritchie were proposed by Doug Ritchie and seconded by Alastair Lowe. Carried.

4. Matters Arising – None

5. Chairperson's Report

My report covers some of the activities of the trust from Aug 2017 to July 2018
ICE PAD
Some of the good points.
We kept the ice price the same as the season before.
We had practice tickets for sale and although slow to start with, they picked up during the season.
We held a couple of Open meetings with the club members, which were worthwhile and constructive.
The over 40's weekend has been another success and well supported
Some disappointments
Club Championship, we can not seem to get the clubs to enter, it could be a great competition for club members to play against each other, maybe you have ideas on how best to run it ?, it is the same with the Opening and Closing bonspiels.
BAR SIDE
My thanks to Peter, Susan and the part time staff for all the effort they show, and Maureen our cleaning lady, who lots of you will not have met, does an excellent job keeping the rink clean.

A plea once again this year, we need you to use the bar more often, the level of bar usage is still a disappointment, although we don't expect huge profits from its use, it would be good to break even

Just a thought for you. Did you know the higher the bar sales the less VAT we pay

BUILDING EXTENSION

Bob Mitchell led the building group, and Gary Mees was approved to be professional Advisor, Work was to start on 30th April and due to finish 6th August. We received planning permission in Sept 2017. On behalf of the board our thanks to Bob and team, there will be a fuller report later on the agenda.

TENNIS COURT, CAR PARK AND LEASE

I am going to ask Mike to say a few words on this subject.

Lease Option AGM January 2018

- Trust decided to take up the option to obtain the tennis court area as per the lease terms with "The Firm of the Green Hotel", aka the Trust's Landlords
- Trust duly informed the Landlords of our intention.
- In response the Landlord notified the Trust that this was "a Hostile Act" and that, in retaliation, the lease term was duly reduced to 25 years, ie the lease would end on 31st August 2038.

If you remember the discussion at the last AGM, this option would allow the Trust parking space should we want to expand the rink to 5/6 sheets. But if we did not take the option, the land would be part of the Green Hotel, which is, of course up for sale. We would therefore be unlikely to expand the ice hall in the future.

The Board looked again at the potential expansion of the rink and what the future held:

- For the foreseeable future, we could not see any likelihood of expanding the rink on cost grounds.
- Irrespective of what happens to Kirkcaldy Ice Arena, we have capacity to take on more ice business.
- The loss of 25 years lease would not be in the interests of curling in Kinross, contrary to part of our Articles of Association

So, realistically and reluctantly, the Board made the decision to notify our Landlords that we would not take up the option, but let it lapse.

In response, the Landlord agreed to remove the notification concerning the reduction of the Lease Term.

In addition, we explored with the Landlord the opportunity to expand the Car Park. If you leave this building, turn left and follow the wall of the car park on the right-hand side, the whole area up to the McCarthy and Stone property is part of our lease, Similarly, all of the area up to the fence at the back of the houses in Green Wood is included in the lease.

With some work, there is potential for about 30 car parking spaces in the future. This would alleviate the times when our car park capacity is stretched. But that is maybe for the future

Question from Gareth Thomas. Is there any risk now of the loss of the last 25 years of the lease.

There is a breakpoint in the lease after 25 years where either party, with a 2 years notification, can end the lease. At this time there is no expectation that this will occur. The lease itself is with the Montgomery family and not the Green Hotel and is therefore not be affect by the proposed sale of the Hotel

Curling Development Officer. The successful candidate was Robin Brydone, a young elite curler.

Our active committees we have at the moment as well as the building group, are Finance, Fundraising, my thanks to all the volunteers who serve in these committees, without your dedication, we would not have the success we have.

Last and certainly not least, can I thank all the other Trustees, Phil, Mike, Doug, Margaret-Elspeth, Iain and Ken for all the help and advice they have given me.

6. Report of the Independent Financial Examiner (IFE)

Doug Ritchie presented the report indicating the high lights of items in the last year accounts.

INCOME

Increase in Donations & Legacies

- £20k grant from Arthur & Margaret Thomson Trust
- £10k of donations from individual curlers
- Almost £6k of club donations
- Rest - other donations

Charitable Activities (Ice Operations)

- Ice Operations down from £275k to £234k (British Curling)
- Prepaid down 1%; Pay & Play up 0.7%

Other Trading Activities (Bar Sales)

- Bar Income down £8.5k on last year

Other Income – Last Year VAT refund - £47k

Total Income – Almost £70k down

EXPENDITURE

Raising Funds (Bar Costs) – Same at £65k

Charitable Activities (Ice Hall) – Same at £213k

- Restricted Funds of £1,106 – Loan Interest

No Expenditure Increase

NET INCOME	2018 - £66k	
Less		£45k (Donations)
Plus		£22k (Depreciation)
		£43k
	2017 - £135k less £18k+£47k = £70k	
2016 - £49k less £5k = £44k		

BALANCE SHEET

Increase in Tangible Assets – £29 - Building Work

Stocks are down because the fridges and freezers had to be emptied with the building work

Debtors up to £9k –deferred quarterly VAT refund

£11k in Current Account; £139k in Project Account

EXPENDITURE ON CHARITABLE ACTIVITIES (ICE HALL)

Staff Costs – Pension contributions

Heat & Light – Down from £47k to £43k

- Net electricity £44.5k to £42.5k
- Gas ££6.4k to £5.4k
- Water etc. £4k to £3.8k

Repairs & Maintenance – Up from £5.8k to £10.5k

- New blade £1.5k
- Lot of small costs incl. building work related

Support Costs – Mainly ice staff wages

Governance Costs – Examination, Accountancy and Legal & Professional Fees

7. Approval of the Accounts to 31st July 2018

The acceptance of the accounts was proposed by Mike Caffyn and seconded by Phil Barton. The accounts were approved.

8. Appointment of Independent Financial Examiner

The Board proposed that Thomson Cooper should be our IFE for the present financial year. This was proposed by Mike Caffyn and seconded by Ken Young and carried by the meeting.

9. Election of Trustees (4 Vacancies)

As you can see we have two trustees and two Co-opted members standing down,

Can I take this opportunity to thank Mike Caffyn, Iain Keddie, Margaret-Elspeth Harman for their dedicated work they have done on behalf of the trust, they have always put the trust to the forefront and worked endlessly to make it be a success. They have been true Ambassadors. Could you put your hands together with me and show your appreciation.
The four nominations received by the due date are Ken Young, John Geyer, Gareth Thomas, and Fergus Shaw; therefore no election is required,
Ena asked the meeting for their agreement to appoint the four named persons as Trustees.
As there were no objections, therefore they are all elected

10. Present Business Position

a. Building

Ken Young presented the report.
As the majority will be aware we went out to tender to obtain updated costs for the proposed extension to the ice rink in February of last year.
Hatrick Bruce was the successful bidder both on cost and their knowledge of the building having completed the upgrading of the building in 2014.
There were insufficient funds available to cover all the proposed works and it was decided that the contract should be split into two phases. Phase 1 to cover the building extension including the upgrading of a lounge and the provision of a disabled lift. Phase 2 is the refurbishment of the changing rooms and provision of additional disabled toilets.
Phase 1 is now complete and was funded by the generosity of grants and donations from public bodies, private firms and individuals and donations from local curling clubs. A fund raising committee was also formed and they have been successful in raising much needed additional monies.
We are indebted to all parties and individuals involved in fund raising allowing us to reach a successful conclusion of phase 1 prior to the 2018/2019 curling season.
As with all building contracts adjustments had to be made to the original plans to satisfy the stringent requirements of building control along with improvements in design and finishes etc. I'm sure however that you will agree that the end result is a vast improvement to the ice rink. Our thanks are extended to the building sub committee and in particular to Bob Mitchell as head of the steering group and Garry Mees who ensured compliance with the building specifications etc. and of course the main contractor Hatrick Bruce.
It seems unlikely that we will we will be able to undertake phase 2 until 2020 when hopefully sufficient funds will be available. No additional works will be sanctioned however unless adequate funding is in place. We are however intending to replace the viewing screen in the lounge area with safety glass over the summer months.
In conclusion we would once again express our sincere thanks to all who have been involved in phase 1 and look forward to your continued support.

b. Operations, Business Development

Phil Barton presented the report.
Phil highlighted a number of key points about the daily life and plans at the rink from this season, and initial thoughts for next season.
This has been an eventful season! We have all been thrilled by the extension - the disappointment of a smaller scale project disappeared when we opened for the season and saw how much space we had created. Every way you look you can see something to smile about. The disabled lift was the starting point and this has allowed us to secure the Scottish Wheelchair Curling championship in late March.

It is important that at this AGM we once again recognize the tremendous work and commitment of the building group. We can remain buoyant and excited about the potential of future developments. The Board has correctly stated that we can only move onto new stages when the funding is in place, and we have repaid existing loans. We aim to replace the glass screen in the lounge in the close season. There is also work to be completed in the bar. The changing rooms and toilets and car park are future projects - and we have time to make sure we get it right (and of course secure the funds)

There have been unprecedented absences from work - in fact more sick leave this season in total than in the previous 25 years in total! It is great to report that Steven will begin his phased return to work after 8th Feb. We have missed him. Donald gave himself and everyone a scare at the start of the season. More recently Peter was taken into hospital, and is waiting for reports. There have been other personal issues that have added pressure to the staffing compliment. We should appreciate the way the team has pulled together. We welcomed several new staff - each has brought enthusiasm and ideas. The fact we have a significant number of seasonal staff adds a difficulty to shaping a team at the start of each season. The new Board will have to consider staffing compliment and staffing structure to ensure we are robust and 'healthy' in more ways than one. This section must close with a sincere acknowledgement to Craig and Peter, and more recently Susan, for the way they have taken on extra responsibilities.

There is no doubt that we have experienced problems maintaining the highest quality of ice. The Board fully understands the significance of the reputation of our ice.
Please do not doubt the commitment that the ice crew exercised from the very beginning of the season preparing the ice and managing staff changes. We will be pleased to see Steven return to bring his great experience and knowledge back to the ice hall.

The fundraising initiatives have been very successful - we sold all our rocks. The sale of bricks has received some criticism - for those critics please see it as another successful fundraising venture, that has a long term 'shelf life'. Under ice logos were a new venture and there has been a learning curve. We will review the position of logos and seek another material to make the process of installing them easier for the icemen. Two events are planned for this season to continue fundraising: A Fashion Show (Date TBC) and a return of the end of season extravaganza: the Turkey Shoot. We hope that we will continue to have massive support. Thanks to our committee and their input. We will conduct a full review of sponsorship for 2019/20. Ideas and suggestions are welcomed.

The Board would like to thank the work of our coaches - a small number of enthusiastic coaches have been recruited. We still need to increase our complement of coaches. We will be developing a number of ideas for the new season.

The ice bookings have increased by a small amount - compared to other rinks this is a healthy sign. Thank you to our clubs. We cannot take this trend of increased bookings for granted. Some late cancellations have been disappointing and some clubs over booked sheets and then returned them late - we need to avoid this.

We have had a number of very successful external events - notably the Kinross CC's 350th anniversary.
The recent over 40's bonspiel was a great success - and in both events we made full use of our new lounge.

We do however have to consider how we manage some events that have not been as successful; e.g.
Club Championship, Stick Bonspiel, League, NFU Knockout
The Board will review the programme with Steven and the team in advance of the new season.
As with all aspects of Kinross Curling suggestions and feedback are welcome.
Perhaps shorter sessions/formats might be tested out?
A meeting with match secretaries is planned to discuss our programme and share ideas. A point of interest - we have a great idea to increase the value of curling for many curlers by 12.5% - sharing ideas to keep play moving along so you get 8 ends instead of 7.

We are pleased to have used Facebook well and produced a regular newsletter, however we are aware that the webpage has been ignored. Another feature at the rink that has not been addressed yet, is the attention to how we highlight records and honours. We have a definite plan to use digital methods to do this; as this requires an investment we have prioritised the building, car park etc.

Finally thank you to all our curlers and sponsors for your support - enjoy the remainder of the season

c. Present Financial Position

Doug Ritchie presented the report.
Ice Income £3.4k above budget
Ice Costs also £4k above budget
Net Ice Income on budget
Bar Income - £4.4k above budget
Bar Costs £4.1k above budget
Net Bar Income on budget
Staff Costs - £6.5k above budget
Total Costs - £3k above budget
Management Accounts to end of December are looking healthy and on budget. (Trading Surplus £128K)
Budget Trading Surplus for year-end £60k
(Loans still outstanding £53.5K, £28k up to 31/7/19, £25.5k thereafter)
Today £38k in Current Account
£55k in Savings Account
£13.5k in Fundraising Account
Debtors £2.2k
Creditors £8.5k

11. Any other competent business

Staff – Susan Rigby questioned the notice that was posted about curlers needed to show more respect from the efforts of the staff, particularly over these difficult last few months. She pointed out that some of the staff were not always polite to the curlers. She felt that the notice had been a mistake and should be removed.
This engendered a vigorous discussion with various points of view being expressed.
It was agreed that the notice would be removed.
It was pointed out that if any of the curlers were unhappy with their contact with any member of the staff this would be dealt with, but this could only be done if this was report at the time and no just in passing at a later date.
There is are complaints forms kept behind the bar were details could be immediately recorded and action taken.
Car Park – Gary Waddell raised the question of inadequate parking at times.
The solution mentioned by Mike earlier was pointed out. This solution will only occur when there are sufficient funds are in place. So any help from members with fund raising will be appreciated.
Summer usage of the Rink – John Geyer ask if it was possible to make use of the building during the off season to raise funds.
Until the Montgomery's have sold the Hotel to lease prohibits use from using the building for any activity that is in competition with the Hotel. As soon as the Hotel is sold Jamie has indicated that this restrict will be remove.

There being no further business the meeting was brought to a close at 2007 hours