



## Supporters Association Meeting | Wednesday 5th December 2018

### Present

Dan Lavery, Johnny and Louise Bennett, Sue Moulton, Elaine Shute, Karen Howarth, Liz Shackleton, George Cambridge, Shelley Roe-Lavery, Ellie Thomas, Mandy Sharland

### Apologies

Charlotte Hanson, Sharon Collins, Jo Blackmore

### Matters Arising

#### SA Organisation and Structure

Charlotte sent her apologies as was unable to attend the meeting but passed on a message regarding the information she had found out regarding what kind of legal structure the SA should take going forward due to the increased levels of fundraising it hopes to achieve. It was agreed that the SA will not register a charity and continue in its current position simply as a sports club association.

It was also raised that there should be further discussions which should consider the ongoing relationship with the club board and how this may progress in the future. Consideration needs to be made regarding how best to communicate and engage with the gym club board so that all are clear on respective roles as well enabling us giving voice to our gymnasts and wider community.

Charlotte has also investigated two alternative platforms to the Just Giving page and has found two which may be suitable for our purposes – Givvy and The Good Exchange. More information to follow.

#### Quiz Night

The sale of raffle tickets was discussed and agreed that Liz Shackleton, George Cambridge, Sue Moulton and Ellie Thomas would sell raffle tickets for the quiz night at the start or end of training sessions as either the sports centre or the community college when possible.

Shelley offered to sell tickets from A1 Print and Stitch on Heathpark Industrial Estate.

Entry tickets are being made and will be given to Jo later this week by Elaine.

Dan suggested using a spare Just Text Giving Code account that he had available to use for the purchase of raffle tickets. Elaine to add the Just Giving Text number to the poster and redistribute.

#### Website / Promotion

It was discussed about how the SA could improve its reach to the general public and it was asked if it was possible to add a banner to the home page of the gym club website as the current supporters page is not immediately apparent when using the website.

Post will be put up on the website of the quiz night and newsletter.

Karen suggested setting up an independent SA website as an alternative.

### Fundraising Suggestions Received

Due to time constraints of existing members, it was agreed that a post would be put on FB thanking all those who had offered ideas for fundraising etc. The post should inform parents that they are free to continue and organise their ideas and suggestions but we would ask that we are kept informed so that efforts are not duplicated by another person. The new SA email address will be shared so that people can contact us and also liaise with Karen to pay in any funds raised directly to the SA account.

It was mentioned that the car boot would be a great idea to carry out after Christmas as time was now limited beforehand.

| Equipment                        | Quantity | Unit Price | Total Price |
|----------------------------------|----------|------------|-------------|
| 1. Computer                      | 10       | 1000       | 10000       |
| 2. Printer                       | 5        | 200        | 1000        |
| 3. Scanner                       | 3        | 300        | 900         |
| 4. Network Switch                | 2        | 500        | 1000        |
| 5. Router                        | 1        | 1000       | 1000        |
| 6. Firewall                      | 1        | 2000       | 2000        |
| 7. Server                        | 1        | 5000       | 5000        |
| 8. Storage Device                | 2        | 1000       | 2000        |
| 9. Backup Device                 | 1        | 500        | 500         |
| 10. UPS                          | 1        | 1000       | 1000        |
| 11. Monitor                      | 10       | 200        | 2000        |
| 12. Keyboard                     | 10       | 100        | 1000        |
| 13. Mouse                        | 10       | 100        | 1000        |
| 14. Headset                      | 5        | 200        | 1000        |
| 15. Office Chair                 | 5        | 200        | 1000        |
| 16. Desk                         | 5        | 200        | 1000        |
| 17. Filing Cabinet               | 5        | 200        | 1000        |
| 18. Paper Shredder               | 1        | 500        | 500         |
| 19. Copier                       | 1        | 1000       | 1000        |
| 20. Fax Machine                  | 1        | 500        | 500         |
| 21. Projector                    | 1        | 1000       | 1000        |
| 22. Beamer                       | 1        | 500        | 500         |
| 23. Sound System                 | 1        | 1000       | 1000        |
| 24. Lighting                     | 1        | 500        | 500         |
| 25. Air Conditioning             | 1        | 1000       | 1000        |
| 26. Heating                      | 1        | 500        | 500         |
| 27. Security System              | 1        | 1000       | 1000        |
| 28. Alarm System                 | 1        | 500        | 500         |
| 29. Fire Alarm                   | 1        | 1000       | 1000        |
| 30. Smoke Detector               | 1        | 500        | 500         |
| 31. Carbon Monoxide Detector     | 1        | 500        | 500         |
| 32. Flood Detector               | 1        | 500        | 500         |
| 33. Motion Detector              | 1        | 500        | 500         |
| 34. Door Lock                    | 1        | 500        | 500         |
| 35. Window Lock                  | 1        | 500        | 500         |
| 36. Security Camera              | 1        | 1000       | 1000        |
| 37. Surveillance System          | 1        | 500        | 500         |
| 38. Access Control System        | 1        | 1000       | 1000        |
| 39. Time Clock                   | 1        | 500        | 500         |
| 40. Payroll System               | 1        | 1000       | 1000        |
| 41. Accounting System            | 1        | 500        | 500         |
| 42. Inventory System             | 1        | 1000       | 1000        |
| 43. CRM System                   | 1        | 500        | 500         |
| 44. ERP System                   | 1        | 1000       | 1000        |
| 45. HR System                    | 1        | 500        | 500         |
| 46. Marketing System             | 1        | 1000       | 1000        |
| 47. Sales System                 | 1        | 500        | 500         |
| 48. Customer Service System      | 1        | 1000       | 1000        |
| 49. Project Management System    | 1        | 500        | 500         |
| 50. Collaboration System         | 1        | 1000       | 1000        |
| 51. Document Management System   | 1        | 500        | 500         |
| 52. Email System                 | 1        | 1000       | 1000        |
| 53. Calendar System              | 1        | 500        | 500         |
| 54. Contact Management System    | 1        | 1000       | 1000        |
| 55. Task Management System       | 1        | 500        | 500         |
| 56. Time Tracking System         | 1        | 1000       | 1000        |
| 57. Expense Tracking System      | 1        | 500        | 500         |
| 58. Budgeting System             | 1        | 1000       | 1000        |
| 59. Reporting System             | 1        | 500        | 500         |
| 60. Analytics System             | 1        | 1000       | 1000        |
| 61. Data Mining System           | 1        | 500        | 500         |
| 62. Business Intelligence System | 1        | 1000       | 1000        |
| 63. CRM System                   | 1        | 500        | 500         |
| 64. ERP System                   | 1        | 1000       | 1000        |
| 65. HR System                    | 1        | 500        | 500         |
| 66. Marketing System             | 1        | 1000       | 1000        |
| 67. Sales System                 | 1        | 500        | 500         |
| 68. Customer Service System      | 1        | 1000       | 1000        |
| 69. Project Management System    | 1        | 500        | 500         |
| 70. Collaboration System         | 1        | 1000       | 1000        |
| 71. Document Management System   | 1        | 500        | 500         |
| 72. Email System                 | 1        | 1000       | 1000        |
| 73. Calendar System              | 1        | 500        | 500         |
| 74. Contact Management System    | 1        | 1000       | 1000        |
| 75. Task Management System       | 1        | 500        | 500         |
| 76. Time Tracking System         | 1        | 1000       | 1000        |
| 77. Expense Tracking System      | 1        | 500        | 500         |
| 78. Budgeting System             | 1        | 1000       | 1000        |
| 79. Reporting System             | 1        | 500        | 500         |
| 80. Analytics System             | 1        | 1000       | 1000        |
| 81. Data Mining System           | 1        | 500        | 500         |
| 82. Business Intelligence System | 1        | 1000       | 1000        |
| 83. CRM System                   | 1        | 500        | 500         |
| 84. ERP System                   | 1        | 1000       | 1000        |
| 85. HR System                    | 1        | 500        | 500         |
| 86. Marketing System             | 1        | 1000       | 1000        |
| 87. Sales System                 | 1        | 500        | 500         |
| 88. Customer Service System      | 1        | 1000       | 1000        |
| 89. Project Management System    | 1        | 500        | 500         |
| 90. Collaboration System         | 1        | 1000       | 1000        |
| 91. Document Management System   | 1        | 500        | 500         |
| 92. Email System                 | 1        | 1000       |             |

The wooden blocks are ready for collection from Graham Wallis. Dan to organise

**Storage of containers**

### Storage of containers

The initial agreement for the storage of the containers will come to an end and alternative locations should be investigated. Honiton Fire Station has offered some assistance and Louise offered to contact Gemma Robertson to look into that further.

**Funding Assistance**

James has asked if the SA are willing to donate £500.00 to contribute towards the costs for Squad Acro 1 & 2 gymnasts taking part in the Ivybridge Performing Arts Show. This was agreed by all present. Karen to organise with James.

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|---------------------------|
| <b>Any other business</b> |
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| <b>Date of next SA Meeting</b> |
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Wednesday 9<sup>th</sup> January 2019 – Location TBC!

| Actions Arising |              |
|-----------------|--------------|
| ACTION          | ALLOCATED TO |

[illegible]