**Committee meeting minutes**

**Sunday 18th May 2019**

**Retford Court, Whitchurch, CF14 1EE**

Attendees: TY, MG, LG, AS, AP, DC, SR, BM.

* Brief recap about what has happened within club since the last meeting; what our new sessions are and which ones were cancelled. Future plans about applying for grants and owning our own space and expanding the club.

BM JOINS THE MEETING

* The club wants to apply for the ‘place for sport’ grant to fund our own facility. The facility need to be at least 7metres high with a floor plan of over 5000sq ft. The club also want to apply for community chest and development grants for further expansion of equipment. The facility plans to accommodate multiple trampolines, a tumble track, gym floor and other disability equipment. The club needs the unit to be between Cardiff and Caerphilly in order to keep the majority of members already attending. The viability of either renting or buying a facility needs to be discussed further with the club’s financial projections.
* Finding a new leotard supplier was mentioned and noted
* Committee roles were reallocated to improve efficiency due to individuals work load and levels of club involvement. Majority vote for DC to become the main treasurer while BM assists. Majority vote for AP to become secretary due to being more involved in the running of the club.
* BG membership and DBS checks noted in hand over from MG to AP in secretary hand over.
* Finalising and clarification of the new voucher system taking effect from May. Vouchers will be given to non-qualified members, parents or volunteers when their time is invested in helping the club. Vouchers can be put towards discounted membership fees, comp entry or something else of their choice. For example if a parent/ performer fulfils 4 hours as an official role at a competition, such as judging, then they will receive a voucher and may choose to ‘spend’ it as they wish. Treasurers and Head coach will calculate the number of vouchers each participant has earned. If the club pays for courses the qualification recipient will pay back the cost of the course to the club with their time. Once the cost of the course is covered they will then receive payment for any hours after that.

Qualified coaches who have responsibility over sessions will receive the following payment based on their level:
Level 1: £9 per hour

Level 2: £12 per hour

Level 3: £15 per hour

It was decided to add coaches to the club register in future to help track what hours were completed.

* Discussion of how to allocate members to recreational or competitive sessions. Coaches will decide which sessions are suited for members and will allocate accordingly. The club’s future intention is for participants to keep the same coach they start with as they improve.
* Noted to update club constitution and club values- comp etiquette and social media policies
* TY is considering changing the club name if the club moves to a new venue.
* Quick overview and open discussion or extra questions.