



SPKA Committee Meeting Minutes

13th February 2005

Venue: Beanscene, Bell Street, St Andrews

Meeting Opened At: 10.00 am

Members Present: Tom Arlott, Mark Ward, Keith Haynes, Daryl Haynes, Paul Smith, Roger Blake, Dan Fowden, Stuart Potter

Apologies: Rachel Fowden

Resignation of Rachel Fowden as Chair

We say goodbye to Rachel Fowden as chairperson to the SPKA for the last couple of years. During her term in this role Rachel has successfully put together much of the necessary documentation to allow the association to move on with a set of formal guidelines for subsequent committees to follow. Her participation in this role will be missed and we wish her every success in her future projects.

Action: The only outstanding task is for RF to pass over any Risk Assessment information in her possession

Appointment of temporary Chair to stand in until next AGM

It was proposed that Tom Arlott be appointed as temporary 'chair' until the next AGM. Proposed by Mark Ward, Seconded Stuart Potter.

Mark Ward to remain as 'vice chair' also until the next AGM when the post will be renewed.

At this time it was also suggested that KH takes over the role of Treasurer whilst remaining as Membership Secretary. This was proposed as the membership role coincides with that of treasurer with regard to banking of funds and issuing of cheques.

Action: RB to pass over Treasurer information to KH.

Set a Date for the next AGM

It was proposed to hold the next AGM on the 24th April possibly in the Falkirk/Irvine areas of Scotland as an alternative to St Andrews. This information to be passed on to the membership via email and posted on the website with a view to getting a confirmed date in place by 27th February.

Action: KH to copy minutes of committee meeting to membership.
SP to source a venue for the AGM that is more central.
KA to post information on website.

Discuss proposed agenda for AGM

- Suggested each committee member write procedures for each role to allow for continuation of duties, should post be passed on to someone else.
- These would be adopted as Terms of Reference within the constitution.
- SPKA to act as a promoter and provide Event insurance (RB to confirm this can be done based on our existing terms of insurance)
- Discuss what the SPKA should aim to achieve in the forthcoming season and beyond
- Appoint new committee members.

AOCB:

RB to find out what is covered for events and what it costs.

ID Photo's supplied with application forms - KH to delete.

Advertising - should the SPKA attempt to increase funding through selling advertising? If yes then careful consideration needs to be applied to the areas where this would be seen as a benefit without compromising the neutrality of the association.

Date of next Meeting:

Possibly 24th April 2005, see website for update

Meeting closed at 12 noon