

Ipswich Junior Chess Club

AGM 27th June 2009

Minutes of Meeting

Present: Committee: Tim Stevens, Julie Harker, Paul Febvre
Parents: Several parents were present

Running of Club

Paul asked if the parents were generally happy with the way in which the club was being run at present, and there was general agreement that the club was working well.

It was noted that as this is a parent-run club, the legal requirement for CRB checks is somewhat uncertain. Most of the committee members have been CRB checked as they work with children in other capacities, but it was noted that at present the club does not undertake CRB checks of parent helpers. This cost of undertaking CRB checks has been previously investigated, and found to be prohibitive, given the club's previous financial position. It was noted that the CRB system was being changed, and that personal CRB certificates would be obtainable in future that would obviate the need for each club to undertake such checks. It was agreed to await the introduction of this scheme and then to review the situation.

Contact Details

It has been discovered that a number of mobile telephone and email contact details for parents are out of date and will need to be updated. These will be updated in September. It was agreed that email was the best form of communication.

Parent Rota

Fortunately some parents stay most weeks, and this has helped to ensure that a minimum number of parents are present during each Saturday morning session. It is important that if parents are not able to help on the Saturdays for which they have been identified as a helper that they inform a committee member or try and obtain alternative parental support.

A number of the committee members including Tim and Stephen have been able to stand in when the regular parent helpers have not been available, and they have provided additional chess training.

It was agreed that extra helpers would be useful, especially during the winter and spring terms, to allow additional training sessions to be given to the younger players. It was agreed that to facilitate this it would be a good idea to identify one or two Saturdays each term that would include specific training sessions, so that adequate parental support could be guaranteed, as provision of such training is difficult with only the minimum number of helpers.

Website

There was general agreement that the website is useful. Tim has put in a link from the old website. It was agreed that this was a useful facility, providing that it is kept up to date. Paul requested that content continues to be offered, such as competition successes for each club member, and that this will be uploaded periodically. The club newsletters are on the website.

Tournament

It was agreed to hold the tournament on the 7th November in the Copleston 6th form centre.

Tim Stevens agreed to help coordinate and organise this event. Julie agreed to manage the catering, although she will need help on the day to run the canteen.

The cost for hire of this facility is quite high at £250/day, and it is important to ensure that the tournament is well advertised to avoid making a loss (in 2008 we were about 6 entrants short of breaking even).

It was agreed that adverts would be sent to teachers running school chess clubs.

Paul stated that he was astonished at the amount of work that Tim and Steve had to put into juggling the finances for the prize money at the last minute, and it would be good to avoid this. It was noted that in Essex, none of the junior competitions involve the distribution of prize money to under-18 year olds. It was agreed that trophies and medals would be purchased instead. It was agreed to keep the cost roughly the same as for 2008, to cover the cost of the trophies. It was noted that the fact that trophies rather than cash prizes will be available should be stated on the competition flyer.

Printing of Leaflets

Julie requested that a budget is established for printing. The budget would be used to print approx 250 tournament leaflets, and 750 club leaflets, with a map of the site. It was suggested that this should be set at £100, although it was expected that the total costs are likely to be less than this, and this amount was agreed at the meeting.

Auditing of Accounts

It was noted that there is no requirement for auditing of the accounts, this being a parent-run club that is not a charity, but it was agreed to continue to do so while this could be done without any significant financial impact on the club. Julie indicated that in recent years a professional colleague of hers has undertaken the audit, and it has become a tradition that a bottle of wine is offered to the auditor. It was agreed that this approach should continue.

Julie indicated that the club bank account was in a much healthier position than in recent years owing to the increased numbers of children attending, the negotiated reduction in price for the dining room at Copleston, and the continued success of the tuck shop. It was intended that there will be a full 3-year audit of the accounts this year.

Fees for 2009/2010

It was noted that as the club accounts were in a healthy position, it is possible to maintain the club fees for 2009/2010 at the current rate. This was agreed by the parents.

Committee members

It was noted that the club is essentially being run by Julie and Paul at the moment, Julie undertaking all of the administrative tasks. It was agreed that it would be a good idea to share some of the administrative responsibility. Several parents offered to take on a role in the running of the club, and it was agreed that membership of the committee and roles of parents would be reviewed at the next meeting to be held in September.

Date of AGM

It was suggested that in future the AGM should be held in September as this would facilitate the presentation and agreement of the audited accounts, and organisation for the club competition which is normally held in November. This was agreed, and the date will be set early in September, with the aim that the meeting will be held mid-end September.