



**Minutes of Committee Meeting held at 3 East Fergus Place, Kirkcaldy
Monday 15 December 2008**

Present: George Macdonald (Treasurer), Ken White (Secretary), Gary Innes, Alastair Robertson, Helen Kuzyszyn

In attendance: Neil Crooks (Co-opted), Liz Anderson (Active Schools), Andy Young (Fife Police)

1. Apologies: Andrew Lane (Active Schools), Bill Hogg (Link Officer), Dave Paton, Marilyn Livingstone.

2. Minutes of Previous Meeting/Matters Arising: The minutes of the meeting held on 25 August 2008 were read and approved as a true record. Moved by Helen Kuzyszyn, seconded by Alastair Robertson. In addition to apologies Dave Paton reported by e-mail that he had attended the two Child Protection Courses, provided positive feedback and recommended all adult sports club members who work with children should attend the 'Safe Guarding of Children' course. George expressed concern regarding the SLA as Bill Hogg was not present to provide feedback. However Bill had mentioned by e-mail, along with his apologies that the SLA was now complete, with thanks to Mark and George for their efforts and funding would be released when the Audited Accounts are received.

3f. The funding has still to be finalised in relation to the service level agreement and the treasurer will arrange a meeting with Bill Hogg and Dave Paton. Grant forms will be made available to member clubs and this will be advertised accordingly. KASC will be in a position to part fund relevant requests from clubs.

Action: Treasurer

3g. KASC logo was now back with Mark Bramwell but would not be available in time for the Awards.

Action: Chair

3. Reports

3a. Chair – No report

3b. Secretary – reported several pieces of correspondence received by e-mail i) SALSC information on Convention; ii) Bruce Crawford via Mark re online survey. This has been forwarded electronically to most member clubs; iii) SALSC re website; SALSC re 16-18 males for film; iv) Confirmation of membership regarding Kirkcaldy Curling School. Correspondence out was details of Awards, including categories and nomination form.

3c. Finance – The Treasurer reported that the Accounts had been independently examined by a Finance Director of a local company. He thanked Helen for her assistance through Adam Smith College. The treasurer further explained that in line with the Constitution the accounts are examined rather than audited.

The treasurer also submitted accounts from June to date and commented that we were in a healthy state. A letter has been sent, along with the accounts to Jim Douglas, Voluntary Sector Co-ordinator to tie in with the SLA. The grants funding availability release will need to be looked at but it was understood that it is released every quarter. Additionally a letter has been sent to Sandy Dewar, Accounting Team Leader with Fife Council in the hope that funding from the previous Kirkcaldy District Sports Council will be released.

3d Link Officer: Reported by e-mail that the coach education brochure from January to June 2009 will be available soon and KASC will receive sufficient copies for all member clubs. Following last years successful Summer Camp at Beath High School, Lisa Norman (Sports development) is keen to replicate in the Kirkcaldy Area. Clubs would supply the coaches and have the opportunity to promote their clubs to potential members. Liz Anderson gave an overview of what was envisaged and that a shorter block of courses was being looked at for Kirkcaldy High School. Helen Kuzyszyn mentioned that Adam Smith College also run a Summer Camp and they would be interested in collaborating with the scheme at Kirkcaldy High.

George mentioned that we had spoken about this previously and asked what the mechanism would be for taking this forward. Following discussion it was agreed that Liz Anderson and Andrew Lane would draw up a letter that the Secretary would circulate to all member clubs.

Action LA + AL + KW

3e Awards: Ken circulated a report from the Events Sub-Committee held on 26 November. Discussion took place under the various headings. One of the main questions was what needs to be provided in terms of food and drink. Following discussions it was agreed that guests would receive a welcome drink and a buffet with tea/coffee will be available after the presentation of awards.

Action HK

There is a draft running order but this will be finalised shortly in preparation for the programmes.

Action GMcD + KW

With regard to sponsorship there are still some loose ends to be tied up. All categories are covered although PLM Optometrists are still to confirm, Fife Sport and Leisure Trust are still to confirm category and Sports Tayside and Fife are still to be finally clarified. George will e-mail Neil Crooks re Fife Sport and Leisure Trust, George will also contact Bill Hogg re Sport Tayside and Fife and Ken will contact PLM. Ken reported that if PLM decided not to go ahead then he has an offer from Raith Rovers via David Somerville. Neil Crooks also mentioned that if any shortage occurred then he would speak to Dunnikier Park Golf Club

Action GMcD +KW

George reported that to date no nominations had been received. Gary said that he would like to nominate three people two 8 year old sisters Wade and Mhairi Gilmour, who are wheelchair dancers, for the Disability Award and Anna Tizzard for Coach of the Year Award. As Gary is currently unable to complete the nomination form Ken was asked if he would approach Richard Brickley on Gary's behalf.

Action KW

George explained that he had a poster, made up by ACA Sports, which required to be printed and distributed to Sports Centres, Libraries, shops, etc. in the Kirkcaldy Area. Liz agreed to distribute posters to Schools and Sports Centres and asked if George could e-mail a poster.

Action GMcD +LA

Alastair also agreed to distribute posters.

Action GMcD +AR

Neil offered to speak to Fife Sport and Leisure Trust to see if they would do something on their web link.

Action GMcD +NC

Ken agreed to speak to Kingdom FM regarding calls for nominations.

Action KW

One of the actions requested by the sub-committee was for the committee members to come up with guests that they felt should be invited. There were a number of suggestions such as representatives from the other two Sports Councils in Fife, a representative from SALSC, the 12 Kirkcaldy Area Councillors, David Maiden, representatives from Fife Sport and Leisure Trust, etc. Neil Agreed to think of appropriate invitees and send a list to George. It was further agreed that the invitations should be sent from Mark.

Action GMcD +NC+MB

A question was raised regarding a gift for the guest speaker and also something for the student who is co-ordinating the internal arrangements at Adam Smith College. It was agreed that a good quality malt would be appropriate for the Guest Speaker and George agreed to think of something for the student.

Action GMcD + KW

Ken passed round a catalogue of trophies and asked the committee which one they would prefer. A type was agreed and Ken will now order 8 large trophies at £14.50 plus engraving plus 16 smaller trophies at £10.50 plus engraving.

Action KW

The Fife Free Press has agreed to video the event but Ken will clarify that they will also have a photographer present for individual categories and a group photograph.

Action KW

3f. Funding/Grants: The Treasurer referred to the comments he made earlier.

3g. Other Reports: There were no other reports but Ken was asked to add in 'Active Schools' Co-ordinator' as a report heading.

Action KW

4. Update – New Sports Facility: George reported that he had received an invitation to attend a meeting at Kirkcaldy Pool the following evening 16 December. Ken reported that he would be attending on behalf of FINS but would also represent the Sports Council. He also reported on a discussion he had with Richard Gordon of Scottish Swimming who is 'advising' Fife Council. Although there appears to be some movement it is not quite there yet in terms of pool requirements. No one else was available to attend and Neil reported that special arrangements had been made for councillors from Kirkcaldy Area to receive their own briefing from the stakeholder events in the New Year. He also reported that he had queried the 'Swimming Strategy' that Fife Council seemed to be adopting with regard to pool use, especially with regard to competition and spectator area

and expressed concern about what would be provided. There was now a recommendation for a further £3 to £4 Million to be made available for dry facilities.

George felt that the Sports Council need to be more involved with the proposed new facilities and asked Ken to contact Mark with a view to setting up a further meeting with Steve Grimmond and Grant Ward. He further asked Ken if he would report initially to himself and Mark following the meeting at Kirkcaldy Pool.

Action KW

- 5. Way Forward:** This will depend on the outcome of the meeting and perhaps other considerations.

Action KW

- 6. Date of Next Meeting:** It was agreed that a meeting would be required prior to the Awards and the most suitable date was agreed as Thursday 5 February.

- 7. AOCB:** George mentioned that he had received a letter from SALSC regarding their National Seminar and Annual General Meeting. After discussion it was agreed that Ken should return the slip indicating that one person would attend from KASC and that Mark would be asked to attend.

Action KW