

Masters of Martial Arts Academy

Directors Meeting Minutes

11am Sunday 13th June 2021

Type of Meeting: Directors Meeting

Chair: Steve Nightingale

Attendees: Phil Turner, Peter Cheshire, Karen Procter, Shaper Wright-Khan

Invitees: Karenne Aspin, Pam Lightbown

Apologies: Martin Dixon

ACTION – SN to speak with director MD to secure his attendance at one of the meetings in 2021

Approval of minutes from last meeting - Agreed

Outstanding Actions from last meeting;

- ACTION SN to implement independent review of accounts once approved – ACCOUNTS NOW FINALISED AND PASSED TO NEW DIRECTOR SWK - ongoing
- ACTION. PT TO ARRANGE FOR FORMAL THANK YOU AND AN APPROPRIATE GIFT PURCHASE FOR HELP WITH GRANT - ongoing
- ACTION SN TO ARRANGE COMMUNICATION OF MEMBERSHIP FEES HOLIDAY FOR 2021/22 TO ALL MEMBERS – ALL EMAILED **COMPLETED**
- PT TO IMPLEMENT CHANGES TO NEW MEMBER REGISTRATIONS & FEES – PROCESS IN PLACE AND IMPLEMENTED - **COMPLETED**
- ACTION – PC TO PROVIDE SN WITH THE H & S LIST FOR SN TO ADDRESS WITH THE CONTRACTOR - PROVIDED & SUBMITTED TO CONTRACTORS – **COMPLETED**
- ACTION – PT TO ARRANGE STAFF TRAINING EVENT FOR APRIL - **COMPLETED**
- ACTION – SN TO PROGRESS THE RECRUITMENT OF A FINANCIAL DIRECTOR – **COMPLETED – SWK APPROACHED AND ACCEPTED – **COMPLETED****

SN welcomed Shaper (SWK) to the board of directors and to her first meeting.

- ACTION – SN TO PROGRESS AN ALTERNATIVE WASTE DISPOSAL OPTION – BWD WEEKLY BAGS COLLECTION NOW IN PLACE - COMPLETED

Directors Updates

Financial Report

SN reported that the Academy had a bank balance of £43,981 with still £15,000 in grants to be claimed. The Academy had just paid £14k towards the bill for Bryan Lee Construction and there was still £27,000 likely to be owed to Bryan Lee Construction.

The balance left in the accounts would be £18,500 which also included the Gov't Bounce Back Loan (£10,000) secured from Barclays as a contingency should any of the grants had failed to materialize.

The projected turnover for the year 2020/2021 was £80,000

PT questioned what would be counted as turnover/income towards the Sports Club Corporation Tax exemption and the meeting discussed the Gov't Coronavirus Business Rates Grants, The Bounce Back Loan and the capital project grants received for the new dojo.

SWK suggested that the accountant should be able to answer these questions and provide guidance. PL also highlighted that the turnover for the Academy would also effect which grants she could apply for, for project proposal as limits on turnover were often applied.

ACTION – SN to seek advice from Dave Marriott (accountant) then turnover could accurately be projected and include clarification of where the capital grant structure sits within the accounts

Membership Fees

SN informed the meeting that 160 Academy Sports Club Membership Forms had been completed so far and that a process was being developed. PT highlighted that virtually any new members had completed the forms yet all who have joined since April 2021 were in the process for collection of the monthly amount via the LLP and NEST. SN reported that no Gift Aid Forms had been completed either.

PT stated that the monthly membership fees had started to be collected via the LLP, but would be subject of a 6% NEST admin Fee. SWK asked if NEST would waive this fee in light of it being for a not for profit company. SWK added that the amount to be waived could be worked out on a spreadsheet quite easily.

ACTION – PT to contact NEST and discuss feasibility and willingness of NEST to waive/refund the admin fee.

PT suggested that the collection of Academy Membership Forms, Gift Aid Forms and membership fees should be reported on as an agenda item each meeting – AGREED

ACTION – SN to include on next agenda and report on numbers progress.

Health and Safety

PC reported that the new dojo was to be included in a reviewed Academy Risk Assessment and that consideration needed to be given to the induction, maintenance and safety checks for the new gym and it's equipment.

ACTION – PC to seek advice from Hyndburn Sports Centre manager on training requirement & standards they adopt for their gym.

ACTION – SN to ensure our insurance company is notified of the new dojo and gym, and seek advice from them on any requirements they might impose upon us.

PT suggested that the manufacturers may also give advice on the frequency and level of checks on their machinery once the equipment had been purchased.

Fire safety

PC also reported that the Fire Safety Log had been updated and that the Emergency Procedures Folder also in the process of being updated

Safeguarding

PC reported that the annual Safeguarding in Martial Arts Code 'Mark' had been submitted and had been awarded yesterday. The certificate would be forwarded in due course for update on the website

Kickstarter

SN explained the role of our Gov't Kickstarter employee, Eddie Singleton, to the meeting. PT reported that despite circulation to all our members and on social media, no candidates had been suggested for the second post. The meeting discussed a potential candidate who is a current student.

ACTION – PT & SN to progress the recruitment of a second candidate and discuss the options with the current student.

Lease Extension

The Academy lease extension had been agreed and was now extended until May 2026 with a 12 month rent free period for the new dojo. SN informed the meeting that the legal conveyancing had been completed gratis by Bank View Solicitors, owned by one of our students.

ACTION – SN to send a formal letter of thanks to Bank View Solicitors for their work

PL suggested it would be a good opportunity to help promote the company and show co-operation with local companies.

ACTION – PT to compile an article for social media and our website.

Grant support & financing the new venue.

SN reported that we had secured sufficient funds for the new dojo. PL reported that on top of previously reported awards, Clothworkers Foundation had awarded the Academy a grant of £5,000 and a further grant from the Tudor Organisation was unsuccessful.

PL reported that an Asda Foundation grant was being applied for to stock the new room with gloves and focus pads, with an extra amount being applied for to support a celebration/opening event. The Peoples Postcode grant for the Supporting our Students Return To Training initiative was also unsuccessful but had been resubmitted the following month. The only other outstanding grant application was for £2021 from Clubs In Crisis to develop our Youth Coaches.

KA highlighted that any children employed by the Academy were required to have a permit from the Local Authority to work.

ACTION – PT to investigate further and ensure compliance with this requirement.

SWK asked about any Summer Camps this year and PL highlighted an initiative in Hyndburn which Prof Dixon was considering whereby the Borough Council fund and supply children for a Sumer Camp. PT stated that the funding for BWD was all being channeled through Blackburn Youth Zone.

ACTION – PT to liaise with ex student and manager at Youth Zone Imran Patel to see if the Academy could be part of the provision in the future.

Waste collection

SN updated the meeting that BWD were now our provider of waste collection services at a cost of £142 for 100 bags with a weekly collection.

Academy Events Calendar 2021

PT highlighted that a drafted 12 months recurring calendar of events had been compiled but was not yet confirmed due to ingoing COVID restrictions. As such, the Family Fun Day planned for Sun 27th June was now rescheduled to Sun 26th September.

In house competitions were set for Sun 8th August with our Academy Open Day for the weekend of 11th/12th September.

Website update

PT reported that the Academy website had now been refreshed & updated and also now included Community Projects, Birthday Parties, Venue Hire & Holiday Clubs. A specific Venue Hire page can now be used to promote and achieve an income stream and we are just awaiting completion of the new dojo to add photographs. It was suggested Eddie could take responsibility for promotion of the birthday parties to existing students age 4 to 11 years.

ACTION PT to set process for Birthday Party promotion for Eddie to implement.

Staff Development & Training – PT outlined the proposal to develop up to 31 of our young people by putting together an internal training package which would culminate in a BJJ Youth Coaching Award. PT highlighted that we would encourage a significant number of female and BAME from this cohort to participate as coaching staff are under-represented in these groups. It was hoped that the Clubs in Crisis grant would cover the cost of this.

Any Other Business

Management Committee. PT proposed that a management committee formally adopted to help run events and provide a link between the students and the directors. Discussion then ensued regarding responsibilities. KP agreed to lead the group and seek out volunteers and proposed a monthly meeting at the Academy. The group name 'Members Forum' was agreed and the directors endorsed formation of the Forum.

Action – KP to contact all members and arrange a first meeting.

Business Rates. PT explained that as a CASC we receive a mandatory 80% business rates reduction. We had applied to BWD for an additional 20% discretionary reduction and had received information that the matter would be decided upon once the Gov't Coronavirus 100% business rates reduction ended in July.

13.30hrs

Date of Next Meeting tba