



Tarleton Rugby Union Football Club

Minutes of Operational Management Group Meeting

Held at Tarleton Bowling Club on 5 February 2007

Those Present:

Hugh Paterson
John Parton
Judy Newlove
Cath Frankland
Laurie Cook
Trish Holloway
Jan Crosley
Iain Crosley
Paul Cromack
Steve Mann
Kev Strange
Nick Brown
Phil Holloway
Nick Wetherall
Andrew Gough
Barry Cook

Representing:

Chairman
House & Grounds
Commercial
Events
Merchandising
Parent
Catering
Juniors
Juniors/Minis
Minis
Seniors 1st XV
Seniors 2nd XV
Colts
Treasurer
Seniors/ House & Grounds
Secretary

Apologies:

Jonathan Skofic

Vice Chair/Child Welfare

Introduction & Purpose of the Meeting

Hugh Paterson thanked everyone for attending what was planned to be a regular meeting of a new forum within the club, the Operational Management Group. Hugh explained that the Executive Management Committee (EMC) of the club had attempted to delegate the day-to-day operations within the club to a number of sub-groups that report to the EMC. It had been hoped that this would enable the EMC to concentrate on more strategic matters such as the development of the clubhouse and long term planning.

The sub-groups had had mixed success and it was thought that an Operations group with representation from across all sections of the club was needed short term. It was also recognised that communication within the club needed to improve and that this group would assist in this respect. Minutes of the meeting are to be posted on the club website and members would be invited to raise any issues of concern that they have.



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1 Facilities Update

HP confirmed that a bill of works and cost estimate had been requested from the architects for completion of the upstairs lounge and bar area. It was expected that this would be ready within the next three weeks. Some major work would be needed for this phase to meet the requirements of fire regulations. This includes the provision of an alternative means of escape and a pedestrian lift. KS asked if consideration was being given to utilising the capabilities of club members. HP confirmed that this may well be necessary as it was anticipated that the cost estimate for the work may be in excess of £100k. KS and NB offered names of club members who may have useful contacts within the brewery trade.

2 Budget

NW provided some projected figures for the year end finances which indicate a potential funding gap. HP asked members to fully support any events that are being planned by the club such as the Sportsmans Dinner. These represent vital income streams for the club. HP asked if additional events could be organised to help offset any end of year deficit.

3 Commercial

HP announced that Chris Walmsley has stood down as Commercial Convenor due to business pressures. Chris is opening a new business venture and HP thanked Chris for all his efforts on behalf of the club over many years. Chris has indicated he will remain an active supporter of the club.

The Events Committee have agreed to collectively step into the space left by Chris's departure. Judy Newlove has agreed to act as the Commercial Convenor on their behalf. JN announced that Chris Walmsley had secured a new sponsor for the 1st XV before his departure. Turpin Lucas Lees are a successful local company and a welcome addition to the club's list of sponsors. Turpin Lucas Lees will have a table at the Sportsmans Dinner and will be welcomed to the club at that event.

JN also confirmed that new pitchboards were needed for some of the club's sponsors. A volunteer is needed to produce the match programme for the 1st XV game on the 17th Feb. Volunteers were asked to contact Judy.

A volunteer is also needed to edit a club newsletter. Jan Crosley undertook to find a volunteer.

LC gave an update on the new arrangements for Merchandising. Coniston Corporate are to provide an on-line shop for all the club merchandise with a link from the club's website. Danny Ambler from the 1st XV has modelled the new range of products. It is hoped that the online shop will be open from mid-February. There is no minimum order quantity for goods and they should be delivered within 5 working days. A display of merchandise within the clubhouse is also planned. LC also confirmed that the logo of the club's main sponsor Hosakawa will appear on club merchandise. Coniston Corporate have also been asked to look at producing a car sticker for the club.

The Sportsmans Dinner is to be held at the Mill, Croston on Friday 9th March. The main speaker will be David Trick of Bath & England, supported by comedian Billy Bean and



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the compeer will be Tony Woodworth. We really need to sell 150 tickets for this event. Tickets are £30 each and can be obtained from any member of the Events Committee. Offers of raffle prizes will be gratefully received.

CF updated the meeting on other planned social events. There will be an 'End of Season' dance at Rufford Village Hall on May 12th. Tickets will be £12.50 for what should be a good night out. Presentation day for Mini's and Juniors will be held the following day again at Rufford Village Hall. Cath has already had offers from parents to set up some fun events for the children on that day.

Cath also asked for new volunteers to join the Events Committee.

Jan Crosley updated the meeting on progress within the kitchen. She particularly thanked the ladies and Phil Holloway for their help in the kitchen that weekend. With two visiting Mini's teams it had been a prolonged and hectic time in the kitchen but had achieved record takings. There are now 9 qualified staff to manage the kitchen but more help is required to support the 1st XV in particular. KS undertook to pass on names of possible helpers to Jan. Jan asked that consideration be given to the purchase of a deep fat fryer. HP suggested that this may have to wait until next year.

4 Playing

It was reported that the 1st XV is progressing well, lying 2nd in the league and with a quarter final match in the plate against Burnley to come.

NB said the main concern for the 2nd XV was the retention of the Senior Colts and their managed introduction into senior rugby. PH confirmed that this was an issue. HP said that the EMC were aware of the problem. The EMC felt that the structure proposed by John Pearce and supported by the EMC would help in this respect but that it hadn't been possible to implement it at the moment although the aspiration to do so soon remained. For the Juniors Iain Crosley reported that the main area of concern was still recruitment. The Under 14's remained the most pressing problem. Some of their matches had had to be abandoned because they could not muster a team.

Iain reported that Jamie Albinson had been making good progress, particularly in the Mini's age groups.

The need to re-instate the Playing sub-Committee was discussed.

The distribution of keys for the clubhouse and container was discussed with JP. BC agreed to undertake an audit of key holders.

JP agreed to produce a draft protocol for operating the clubhouse that he would circulate for comment.

JP confirmed that a new lock had been fitted to the blue container and a number of keys bought which would be circulated. Andrew Gough asked if a number of the tackle bags from the blue container could be kept in one of the changing rooms. JP was not keen on this idea but agreed that roof repairs and lighting were needed. If anyone has any idea what all the sand bags in the container are for could they advise JP. Some additional landscaping work will be undertaken shortly.



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5 RFU Visit.

HP announced that a high level delegation from the RFU would be visiting the North West on the weekend of the 24th/25th March. They have asked to visit the club on the morning of the 25th March when the Mini's will be playing Ruthin. HP suggested that a small working group should be formed to make arrangements for the day.

Date of next meeting - 5th March.