**MINUTES of the ANNUAL GENERAL MEETING**

**of DANIEL STEWART’S AND MELVILLE COLLEGE CLUB**

 **held at Inverleith on 15th October 2019**

**Present:** Charles Wilson (President), Laura McIntosh (Treasurer), Ian Moss, John Archer, Lindsay Muir, Coll Gardner, William Nicol, Hugh Cowan, Ian Hastie, Laurie Brown, Simon Breeze, Bert Barclay, Robert Young, CJ Anderson, Al Napier, Hamish Muirhead, George Bee, Finlay Marshall, Bob Young, Harry Waugh, Grant Macrae, and Lindsey Geddes (Secretary).

1. **Welcome by President**

President, Charles Wilson welcomed everyone to the meeting. He commented he was pleased to see such a good turnout.

1. **Apologies for absence**

John Lennox; Tom Scrimgeour; Tony Kelly; David Graham; Ken Richards; Lindsay Trotter; Fred McLeod; James Gary Hunter Graham

1. **Minutes of the Annual General Meeting held on 16th October 2018**

Copies of the minutes were available at the meeting and upon request, prior to the meeting, from the Secretary.

Charles Wilson asked the meeting if approval could be sought for last year’s minutes. Approved by John Archer, seconded by Bert Barclay

Matters arising:.

No matters arising from the Minutes

1. **President’s Report 2019**

The Club is financially sound, as you will see from the accounts prepared by our Treasurer, Laura McIntosh, for this Annual General Meeting. The Club also has a fairly robust membership base; we are continuously looking at ways of improving the effectiveness of our communications with the membership.

I have attended – in an official capacity – The Merchant Company Court Dinner and branch club dinners in Glasgow, Aberdeen and London all of which were very sociable and enjoyable events. Unfortunately, Borders did not hold a dinner this year and we had to cancel our dinner due to lack of interest I have also represented the Club at the Cricket Club and Rugby Club annual dinners but I was unable to attend the Cricket Club Sponsors tea and the Watsonian Jazz Jamboree due to prior engagements.

Following a successful lunch held at the Royal Northern & University Club to celebrate the Centenary of the Founding of the RAF, a composing competition for an original pipe tune to honour John Cruickshank VC (a Daniel Stewart’s College FP) was launched. The competition was for “a pipe tune that should be uplifting and reflect Mr. Cruickshank’s home city and his bravery during his time with the Royal Air Force Coastal Command”. The winner of the competition, David Mason, from Cincinnati, composed a 6/8 march, called “John Alexander Cruickshank V.C.” To mark the occasion the RNUC held a lunch in May at which the tune was played for John Cruickshank and the assembled company. Jack Davidson (FP and RNUC member) thought it appropriate that I, as President, should attend the lunch. However, as I was on holiday, I asked David Fraser (Aberdeen Club President) to attend in my place.

I have also attended the End-of-Month Lunches, the Christmas Lunch and the EROS lunches in an unofficial capacity but it shows that the Club is taking an interest in, and has a presence, at these events.

On the business side, I have attended meetings with the Bursar and Finance Manager to review the Clubhouse Rent, with Brewin Dolphin regarding the Club’s Investment Portfolio, and with the Club Treasurer, Club Secretary and Club Bar Manager to discuss the day-to-day running of the Club.

Bob Young retired as Editor of the FP News following the publication of the December 2018 edition. Bob had been at the helm for five years and, during that time the publication has gone from strength to strength due to his ability to source interesting articles on the lives and achievements of FPs from all over the world and just around the corner. I would like to take this opportunity to thank Bob for his commitment over the years and to wish him well in his retirement. The Club has appointed Fraser Maclean as Editor; Fraser left school in 2017 and is currently studying History and Politics at Oxford University and is Editor-in-Chief at *Cherwell* Newspaper – Oxford’s oldest and most popular student newspaper – having previously been its Music Editor and Deputy Editor. Fraser came highly recommended and we are delighted that he has accepted the position. If Fraser comes knocking on your door looking for a story, please welcome him in and oblige him with a story worth re-telling. Fraser, we wish you well in your new position.

Inverleith is home to the affiliated cricket, hockey and rugby clubs. All participate in increasingly competitive environments but are still able to devote a great deal of time to coaching the pupils of both schools and others in the North Edinburgh area and this is starting to pay dividends as several of them are now playing in the senior teams. The Curling and Golf Clubs, although not based at Inverleith, are also involved in coaching youngsters and, along with the other affiliated clubs make use of the Clubhouse facilities for their social events. The affiliated club reports will provide a detailed account of their fortunes over the year.

External lets are part of the life of the Clubhouse; corporate events, funeral teas, birthday parties, wedding anniversaries along with Pilates, Weight Watchers, Gentle Exercise and the quarterly stamp auction are still the mainstay of the external lets but we have also attracted lets from the SRU and East of Scotland Cricket. To enhance the letting experience, we have recently installed a digital projector and remote-controlled screen in the function room – this in addition to a similar set up in the upstairs bar.

The upgrade to the intruder alarm system referred to last year was completed and all staff and users of the premises have been issued with fobs programmed with their personal access rights. Unfortunately, the upgrade to the front door hasn’t taken place – somehow it manged to “fall between the cracks”; this has been resurrected with Estates Department. Following representations to Estates, the car park was re-laid and patching was carried out on the driveway. Unfortunately, the patching was not sealed properly and it has started to break-up. Estates are aware of this and they have said that it will be dealt with soon. We have drawn their attention to several broken slabs at the side of the driveway and Estates have said that they will be dealt with at the same time as the patch in the driveway. We had a very useful meeting with Estates a week past Monday to discuss the outstanding items on the 2019/20 Planned Maintenance Programme (PMP) and to produce the 2020/21 PMP.

As some of you may know, we are looking at installing a lift in the Clubhouse foyer with a view to making the whole Clubhouse accessible to all. We appointed an architect to carry out a feasibility study and, having concluded that a lift could be installed, he produced detailed drawings for the install and 3D Imaging of how the foyer would look following the installation. We have studied the drawings and the 3D Imaging and, as we have had a re-think on the actual location of the lift, we have gone back to the architect to obtain revised drawings and new 3D Images. Depending on the final costs, we are hoping to have the lift installed in the current financial year.

Much of what the FP Club is about has to do with the school. In the past year, I have attended most of the major events in the school calendar including Remembrance Day, Sports day and the Annual Senior School Prizegiving.

This year, as it was the 100th anniversary of the signing of the Armistice, both schools attended the Remembrance Service held on the Queensferry Road campus. An earie silence hung over the quadrangle; as the invited guests and the wreath laying party filed out of the school and took up their places; as the wreaths were laid; while the Last Post was sounded and the lament “Flowers of the Forest” was played; while the two minutes silence was observed; as Reveille reverberated off Old College and while the colours were marched off and the guests departed. During the short service that followed in the TFC, the Principal’s address recounted the lives of some of the young FPs which were cut short by hostilities, or disease, during the Great War.

The Principal always extends an invitation to the President to attend the School Sports Day in an unofficial capacity. This year the weather was slightly better, and I enjoyed watching the prowess of the individuals taking part in the track and field events. There are some outstanding athletes in both schools.

The Commemoration of Founders and Prizegiving follows a tried and trusted format which works well and allows the event to flow seamlessly. The musical interlude this year was provided by the SMC Upper School Choir with an excellent rendition of Simon and Garfunkel’s “Bridge Over Troubled Water”. Following a stimulating speech, the prizes were presented by former pupil Kydd Boyle, Entrepreneur and Co-founder of Horizons a social enterprise “built to inspire, educate and connect future leaders who want to positively impact the world in which they live”. It was a pleasure that evening to co-host, with the President of the MES FP Guild, a reception at Inverleith for leavers from both schools with around 180 enjoying the BBQ food and welcome drinks.

I was represented by Bert Barclay at a Commemorative Event at Daniel Stewart’s graveside in Old Calton Cemetery, in May, as I was on holiday. David McLeish, the school Archivist, is in the process of seeking opinions from the Melville College Trust on how to recognise the founder of Melville College, the Reverend Robert Cunningham, as his grave is in the Necropolis in Glasgow.

I also attended the quarterly meetings of the ESMS Governing Council and the Annual General meeting of the Melville College Trust.

The Chairman of the ESMS Governing Council, supported by the Principal, wishes to raise the profile of the Governing Council within the schools. This may be achieved in part if the Governors, including the Honorary Governors (the Presidents of the DS&MC Club and the MES FP Guild), are present at Open Days and attend, where possible, the many plays and concerts that are staged by the pupils. I responded to this by attending the Junior School Carol Concert in St Mary’s Cathedral, productions of A Christmas Carol and West Side Story in the Mar Hall and concerts in the TFC and the Usher Hall. All these events showcased, to the full, the musical and theatrical talents of the pupils and were well worth attending.

At the Melville College Trust AGM, the Governors were given an update on the plaque to be installed in Melville Street to mark the location of Melville College; the school occupied part of No 1 and Nos 3 to 13 Melville Street. The plaque was unveiled by Margot Christie on 26 April at 11:00am and, following a photo call, those attending were taken down to Inverleith for lunch.

It has been a privilege to serve as your President for the last two years. It has not been smooth sailing all the time but, overall, it has been an amazing experience. However, I would not have survived my tenure without the help and guidance provided by the members of Council and the Management Team. In particular, I would like to thank; Laura McIntosh for keeping me on the straight and narrow when it came to spending the Club’s money and for her meticulous control and production of the accounts; Lindsey Geddes for maintaining the booking schedule for the Clubhouse, for liaising with the Bar and Catering staff and providing secretarial services. I would also like to thank Denise Mitchell and her staff for their friendly and welcoming manner both “front of house” and behind the bar and last, but not least, Joyce Waterston for continuing to provide such great fayre and her staff for the courteous manner in which they serve the food and wait on our guests. I think that it is safe to say without the bar and catering staff, Inverleith would not enjoy the patronage that it does.

The President advised the meeting that there was nothing new to add to the report.

1. **Treasurer’s Report and Financial Statement**

Laura McIntosh presented the following report (to be read alongside Accounts 2019)

**House Account (page 1)**

Bar Sales / Gross Profit percentage

Following a recent quiet period, I am pleased to report a small increase in our bar sales on last year. The GP% has also marginally increased. Craft bottled beers, wine and prosecco continue to be popular and each of these yield a higher gross profit than draft beer and traditional drinks.

Catering

The income in lieu of rent from Joyce is almost identical to last year. Joyce continues to provide an excellent service to the Club.

Hire Income

This includes rent from funerals, our regular users and room hire fees for functions. The rental portion of the funeral rate was increased during the year.

Bar Payroll and Wages

This includes the bar manager’s salary and casual bar staff. This year we tried to ensure the bar manager had set days off and brought in additional cover for these days. Over the last few months we have arranged and paid for full time cover for the bar manager.

Rent

This is the annual amount paid (in monthly instalments) to the School which is agreed at a meeting every November with the FP Club and the Finance department.

Other

The remainder of the categories are in line with last year.

Reserves

In view of the possibility of installing a lift, £15,000 has been transferred to the Clubhouse Maintenance Reserve. This results in a lower provision for the affiliated clubs being available.

**Clubhouse Maintenance Fund and Reserve (page 2)**

We continue to make improvements around the Clubhouse.

We purchased a defibrillator which we partly funded by raffles held at lunches. We finished installing the CCTV system. A new projector has been fitted in the function room and has been well received. Initial costs for investigating the possibility of installing a lift have been incurred.

**Income and Expenditure Account (page 3)**

Member Charges

As more members choose to receive communications by email, for which there is no charge, the amount we receive reduces. I have carried out some calculations by comparing envisaged (reducing) income versus the anticipated (increasing) costs of printing and propose an increase to the charges for members.

Life Subscriptions

This is the amount collected by the School from boys in S1 to S3 for life membership of the Club upon leaving school.

Investment Income

An increase was made to our investment last May. 2018’s figure is not a full year of interest on the increased amount and therefore is not comparable. See also page 4 for the valuation.

Secretary and Treasurer

The amount includes NI, PAYE and pension contribution. Pay rises were given and increased pension contributions made in line with the school’s approved rate.

Collegian and FP News

Although higher than last year in total the cost of the Collegian (produced by the school) rose and the FP News costs fell, due to more members requesting it by email.

Other Mailings

This is lower than last year, again due to more email requests, but we also made one mailing less.

Postage, Stationery and Printing

Included in this category is the cost of posting the mailings, stamps, office stationery and printer ink, the latter is expensive! The Treasurer prints out all the invoices issued and received and bank statements for official records.

Deferred Income

This is the amount by which the Deferred income in the Balance sheet reduces. See also page 4.

Other categories

These are in line with last year.

**Balance Sheet (page 4)**

Investments

This is shown at cost. The valuation as at 31st August 2019 is £234,000. Our annual review will be held on November 25th.

Our Investment Manager reported*:*

*“Over the financial year to 31st August 2019, the portfolio added 3.4% in total return terms. The value of the investments as at the 31st August stood at £234,270. By way of a comparison, the Brewin Dolphin Risk Level 6 benchmark, generated a total return of 5.0%. The last year has seen a return to volatility in investment markets as a number of economic and geopolitical factors have come together to influence short term sentiment. Whilst the capital has been volatile, the income generated by the investments has been steady. Over the course of the year, the investments generated a gross income of £7,700 which is the equivalent to an annual yield of 3.3%. This is considerably ahead of the level of income which is naturally available, given the benchmark yield of 2.7%. The income bias counted against the relative performance of the portfolio over the course of the year, but we remain comfortable with current positioning of the investments. There is a greater emphasis on international investments which should provide some protection against further uncertainty associated with Brexit, or any other political upheaval in the UK.”*

Bank

Our bank balance remains steady. The figure in the balance sheet is a snapshot on 31st August and is always at its highest. Immediately after, on 1st September, several invoices relating to the following financial year were paid.

Deferred Income

This amount was collected under the old Decadal scheme where boys paid for their membership for 10 years following leaving school. As the boys now pay for life membership, we no longer need to maintain this liability. The amount reduces each year until the last boy who paid into the scheme leaves school, which will be 2031.

Ian Hastie kindly agreed to review our Accounts again and I would like to record my thanks.

The Treasurer confirmed nothing had arisen since the report was written. We are in control of all our costs. She would also like to formally record thanks to Ian Hastie who reviewed the accounts again this year.

**Income**

Hugh Cowan asked if the fridge repair noted was a normal wear and tear repair or an unexpected cost – Laura confirmed it was a normal wear and tear repair and fairly common.

Are the accounts approved – Bob Young approved the accounts and Willie Nichol seconded

**Secretary | House Report 2019**

**Insurance Review**

We have reviewed our insurance cover and carried out a complete inventory of the building which resulted in an increase in our contents cover.

**Clubhouse Security**

The Clubhouse security received an overhaul with new alarm security installed and all stakeholders have been issued with new fobs.

**Estates & Finance Meeting**

The FP Club representatives met with Sean Ryan, Lesley McKay (Finance) and Helen Sayles whereby maintenance issues were highlighted. Painting the service entrance and stairway was a priority and this has now been done. Mainly monies will be ringfenced for the possible new lift, while all other PMP items will be deferred to 2021

**Honours Boards**

Honours boards were updated reflecting school, FP and affiliated club information.

**Kitchen**

Various repairs were carried out in the kitchen during the year. A new fridge has been ordered. The 6 monthly deep clean continues to be carried out.

**Defibrillator**

The FP Club managed to raise the funds for a new defibrillator which will be installed in the entrance hall in the clubhouse

**Website**

Bert Barclay and I met with the web people and discussed various changes which we hope will enhance the look and performance of the website

**Christmas Lunches**

109 members and guests enjoyed the 2018 Christmas Lunch. Bookings are being taken for the 2019 lunch which, after polling the membership for their preference, has been moved to a Friday and is scheduled to take place on Friday 20 December.

The Secretary advised nothing further to add.

**Website question** – Lindsey advised that she met with Bert Barclay and Wayne Verner to work on the look of the website. News items have been split into different categories which should make it easier to find certain items. The archive section needs a lot of work but once completed will be a great asset and will drive traffic. Bert added that it doesn’t cost us much to run the website and the hits we receive are fairly decent. Wayne Verner who looks after the website ensure that the website is kept safe from scammers and hackers.

Simon Breeze said he found in a google search, the website didn’t appear. LG confirmed she would speak to Wayne Verner to have a look at the SEO to improve this

Hamish Muirhead advised that mailchimp communications from the club went to his junk mail – Laura advised that the FP Club is aware of this ongoing problem and looking for a resolution.

1. **Associated and Branch Club Reports**

These have been tabled for you to read. Charles Wilson invited any questions from the floor. Reports are available, in full, on the website.

No further questions on the affiliated reports.

1. **Members Charges**

The Treasurer reiterated that as more members choose to receive all communications by email, for which there is no charge, the income derived from membership charges is decreasing. Calculations envisaging continually decreasing income and continually increasing postal costs indicated that an increase in membership charges was required. The proposal is to increase the membership charges to £25 for all communications via post (including a hard copy of the FP News) and to £13 for a hard copy of the FP News and all other communications via email. This is the first increase in membership charges since 2011 for the former and since the introduction of the latter in 2016. The Membership Charges were accepted and approved by the committee.

1. **Election of Office Bearers**

President, Charles Wilson read out the following statement.

*“It has been a privilege to serve as your President for the last two years. It has not been smooth sailing all the time but, overall, it has been an amazing experience. However, I would not have survived my tenure without the help and guidance provided by the members of Council and the Management Team. In particular, I would like to thank; Laura McIntosh for keeping me on the straight and narrow when it came to spending the Club’s money and for her meticulous control and production of the accounts; Lindsey Geddes for maintaining the booking schedule for the Clubhouse, for liaising with the Bar and Catering staff and providing secretarial services. I would also like to thank Denise Mitchell and her staff for their friendly and welcoming manner both “front of house” and behind the bar and last, but not least, Joyce Waterston for continuing to provide such great fayre and her staff for the courteous manner in which they serve the food and wait on our guests. I think that it is safe to say without the bar and catering staff, Inverleith would not enjoy the patronage that it does.”*

As I have been singularly unsuccessful in appointing a Vice-President and, therefore, a successor when I remove this chain of office, Laura McIntosh, as Club Treasurer, will accede to the chair and take the remainder of the meeting. The President then removed his chain of office and handed the meeting over to the Treasurer.

Laura McIntosh then presented the former President with his Past President’s badge, giving a huge thank you from the staff and clubhouse for all the work he has put in over the last 2 years and asked that thanks be passed to his wife, Irene, for her patience.

The Treasurer took the chair for the rest of the meeting.

Laura reverted to Item 8 on the agenda

Unless anyone wishes to put themselves forward for the role of President, the Council shall to continue to look for a President and Vice President. When one is found, as per the Constitution, then the Council shall call an EGM to elect this person. In the meantime, Laura and Lindsey shall continue with the day to day running of the Club.

Harry Waugh spoke about the difficulty of securing a president and commented that the 2 years as VP and 2 years as President was a long time to be involved and that a view should be taken to reduce the tenures to 1 year only. Laura confirmed we have looked at various different scenarios and will look at the length of tenure to see if this could be made more attractive to potential candidates

Hamish Muirhead asked what is the age split in the club, for example are there more people 60/70 rather than 30/40 years olds. Laura advised we would need to confirm the split but we do have a lot of active older members who respond. School leavers are FPs who receive emails in regards to their communications, but unfortunately are not interested in this time. It was raised if decadal members are on the list? Laura confirmed that they are.

Hamish Muirhead asked how many members are there. Laura confirmed that there’s approx. 2K. John Archer suggested that societal change and attitude of the younger generation has impacted on various events planned and one of the reasons they have had to be cancelled.

Laura suggested that a working group could be put in place to find out what is the best way forward.

Bob Young suggested the club should find out if anyone is interested in organising events, i.e. those people who organise a reunion once a year? Possible to contact those people and ask the question what they want from an FP club. Charles confirmed this could be done.

Grant Macrae – MCT have year group leaders and a number of reunions are held, some in Edinburgh and some not. He also felt it was a relevant comment from Harry Waugh regarding the time of tenure involved. Presently the amount of time devoted to the job is too much with a number of hours through the week. Can the duties of the president be spread around individual members of the council, and they represent the President at various events and functions. Charles confirmed that he was working on this and going forward should be able to send either the VP or a council member to represent the club.

Ian Moss asked who is eligible to be President. He felt that a number of associated members are active in their clubs, and could it be considered that an associate member become President of the FP Club – Laura advised that currently you need to be an ordinary member and an FP to serve on the council and to become President or VP – any change to this would need to be put forward to an EGM or the AGM next year to change the constitution to extend the bracket of who is eligible to stand.

Hamish Muirhead asked if Mary Erskine have the same problem? Laura confirmed that they have faced the same problem although they have a President. Laura is planning to meet with the ME president, to see if there is a way forward jointly.

Hamish Muirhead asked who would suffer if the FP Club shut down. Laura advised that it would be the few people who respond to the mailings.

The question was raised of the clubhouse and how would that function – in David Gray’s time it was confirmed that the school would run the clubhouse in the event that the FP Club were not able to but since his departure, the Club were unsure on the school’s stance.

Harry Waugh said the Watsonians development office run the clubhouse at Myreside and could this be the future? Laura is meeting with the Finance department in November, and is hopeful that a few ideas will be discussed.

It was also discussed the Magazine is produced by the school at Watsonians rather than the FP Club.

Grant Macrae – SM FP Club has a different formula from other schools who may show best practice. Laurie Brown would prefer that the future of the club be left in capable hands to see what is the best way forward.

The general feeling was could Charles Wilson stay in a temporary position? Laura confirmed we are hoping that he will stay involved and be part of a special committee.

It was proposed that perhaps active members struggle to understand what the parent club do for them – so many don’t see any benefit. Laura confirmed that this is certainly something the club has looked at and need to justify what we are asking money for.

1. **Election of Council**

Members of Council have to be re-elected annually throughout their five-year term.  None of the existing Council Members have said to me that they wish to step down and are therefore available for re-election. Laura sought approval for re-election which was duly given by the floor. Approval was also sought for the continuation of both the Treasurer and Secretary’s post which again was approved by the floor

1. **Ratification of Honorary Membership**

There were no recommendations for honorary membership this year.

1. **Any Other Competent Business**

The Melville College Trust Constitution deems the following appointments need to be ratified by the FP Club –

Andy Scott and Christine Collingwood to be re-elected for a further 3 year term. Approval was sought and given.

No other items were raised

The AGM closed at 8.15 pm  **Lindsey Geddes 15/10/19**