

Minutes

Houghton Field Association

The Pavilion - 7.30pm Monday June 16th 2014



Present

Hazel McSweeney, Mike Welsh, Steve Goodman, Geoff Thomas, Graham Walker, Sue Sutton, Ian Hill, Jim Funnell, Peter Ashby, Barbara Scase

In attendance

Linda Pickard

1. Acting Chair's welcome and apologies

- a) HM thanked everyone for coming. She explained this would be her last meeting as Chair and she would be handing over to the new Chair to be appointed by the committee at this meeting.
- b) **Apologies** - Simon Thodey, Steve Bright, Iain Munro, Ollie Franks, Amanda Bennett, Craig Bollard, Dave Wood

2. Minutes

- a) There were no matters arising from the minutes of the previous meeting on 24.03.14 that were not covered in the agenda for this meeting.
- b) The minutes of the meeting on 24.03.14 were approved on a proposal from HM seconded by PA. The minutes would be signed by OF who had chaired that meeting in the absence of HM.

3. Appointment of Chair, Vice Chair, Treasurer & Secretary for 2014/15

- a) Chair - SG was proposed as Chairman by MW seconded by GT and his appointment was confirmed unanimously. HM then handed over the chairing of this meeting to SG.
- b) Vice-chair – Currently there are no nominations for Vice-Chair
- c) Treasurer – GT was proposed as Treasurer by SG seconded by GW and his appointment was confirmed unanimously.
- d) Secretary - Currently there are no nominations for Secretary. SG agreed to continue to fill this role as well as being Chairman until a suitable person could be found willing to be Secretary.

Action

- i. Committee members to approach persons who might be interested in the roles of Vice-Chair and Secretary and pass their names to SG
- ii. IH suggested that a list of committee members' interests in aspects of the playing field and its facilities (i.e. member of football/tennis club) should be compiled. This would help avoid any inference of conflict of interest. It was agreed this would be done and SG will compile the list.

4. Admin procedures relating to above roles

- a) These were discussed and agreed as follow:
 - i. All payments received and all invoices for payment should be passed to GT
 - ii. GT will become a cheque signatory with HM and IM. Any two signatories of these three to sign cheques.
 - iii. SG to be listed as main contact for HFA in Houghton News

