



# AGM 2019: Minutes

Date: Thursday 28th March 2019 Time: 19:25 start  
Venue: Coventry & North Warwickshire Sports Club, Binley Road, Coventry, CV3 1HB  
Attendees: 38~

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## 1) Introduction

Apologies from Chair (Ed) and Vice Chair (Bruce)

Paul D stepped in to Chair/Facilitate the meeting.

It was highlighted that the agenda had been circulated earlier that day via the Facebook group. Printed copies of Agendas, 2018 Minutes and Finances were available in the room

Adam advised members that topics will be time limited, to ensure that the AGM runs to time.

## 2) Review of 2018 AGM Minutes

Time was taken to review the minutes from last year, no objections were raised

**Outcome:** The minutes were approved unanimously.

## 3) Treasurers Report

Although Joe Reynolds is the current treasurer, the full accounts had not been handed over, so Bruce compiled the accounts for Year end 31 December 2018. As Bruce was absent Joe presented the report and explained that there had been issues earlier in the year in gaining access to the bank account for the past few years and has been unable to process any transitions

Profit and Loss:

Profit of	£4261
Tax Liability	£485
Gross	£3776

Two payments made since accounts have been presented, two transactions have been made

- £1857.90 – To Bruce, for expenses / running costs of club which have been paid out of his personal accounts due to issues accessing the bank accounts
- £ 75 – Midland Counties Athletics Association

Additional Notes:

- Profit generated from swim / spin coaching, club kit etc is internal to the club so doesn't cover a tax liability.

- Coaching income (far bit was unbanked) at year end so Bruce has estimated the portion of what was banked in March that related to 2018
- Sprint Triathlon is a tax liability as it generates income from external members of the club.

Question from Corinna to clarify income / costs from the awards dinner. Joe clarified the figures on the accounts.

**Outcome:** Unanimously Approved.

## 4) Chairman's Report

Paul D delivered a report in Absentia of Ed (Chair) and Bruce (Vice-Chair)

Club has grown in membership from last year, membership fees have been paid much earlier.

Would like to recognise those that won events and represented the club in events.

Member of the month is working well, both for competition athletes and those behind the scenes

Success of club triathlon. Increasing the number of participants this year 2019, Recognition to Jane and the team who organised the event.

Thanks to all the coaches, for their efforts throughout the year. Including training camp weekend

Thanks to members of the committee, for turning up late on a Sunday night to carry out club business. Lots of long-standing club members who are standing down.

Tremendous amount of work by Guy to with the club championship,

## 5) Matters Arising from 2018 AGM

### a) Age Group Funding [10 Minutes]

Proposed by Alex Darragh

Seconded by Jane Carter

At the 2018 AGM the club committee were charged with looking into the feasibility of providing a small amount of funding for age group athletes who have qualified for multisport championship events.

The proposal for providing such funding is that

- The award consists of £100 paid to successful applicants to support their expenses in taking part in the championship event
- The award will be limited annually to a maximum of 10 applicants, or less at the discretion of the committee dependant on club cash flow
- The available awards will be allocated on a first come first served basis
- An applicant can only apply once every three years
- The club reserves right to request refund if the applicant does not attend the championship

Eligibility:

- You must have qualified for any of the Triathlon England recognised Age Group championship events see ([https://www.britishtriathlon.org/gb-teams/age-group/age-group-qualification?event\\_name=](https://www.britishtriathlon.org/gb-teams/age-group/age-group-qualification?event_name=))

- You must be a full member of Coventry Triathletes in the year of the championship event having renewed your membership by 28th February and been a member for at least one year prior.
- You must not have received the funding award in the previous two years
- You must apply for the funding to the committee by the 31st of December in the year of the relevant championship event (i.e. retrospective applications may be considered)
- Proof of your qualification for the championship event must be submitted with your application

Adam Simmonds: Advised that this proposal is being presented by the committee as an outcome of last year's AGM. Voting in favour will close the action from the last AGM and adopt the proposed scheme. Voting down the proposal will cancel the proposal and close the action last committee meeting, ultimately nullifying the outcome of last years AGM.

Andy McConville: "Proposed alteration to increase amount from £100. So, it covers the cost of Kit which would be £130. "

Alex Darragh: "unfair to cover the cost of the kit as it can change, it was suggested that it is a fixed amount as this would be fair to all members. "

Paul Dodson: "Setting a fixed amount at the start makes it clear at the start of the year and is easier for the committee to assess financial viability, fairness and transparency. "

Les Carter: "This would need a further definition of what 'Kit' would cover. "

Sam Key: "If people do qualify but they don't train with the club, should they still get it? "

*This Prompted debate from floor about how you would measure the active membership of the club.*

Jane Carter: "£100 is a token gesture to show support from the club to recognise its members. "

Alex Darragh: "hard to regulate who is an active member. Penalises people who are unable to represent the club"

Jim Lacey: "People any going to go out of their way to just join the club for the £100, it should be at the committee's discretion"

Jim Lacey: Proposed amendment that eligibility is also at the committee discretion.

Catherine Darragh: Proposed amendment for eligibility that the member must be claiming Coventry Triathletes as there first claim club

Amendment 1: Add line to 'Eligibility' to say that it is at the committee's discretion

Amendment 2: Add line to eligibility to say that the member must be claiming Coventry Triathletes as there first claim club.

Vote was called to vote on the whole proposal including both amendments. If voted in favour it would be adopted, if voted down the proposal and action from last year's AGM would be cancelled.

**Vote:** For: 33, Against :5, Abstentions: 0

**Outcome:** Vote on the above proposal, with amendments 1 and 2 was passed.

## b) ICE / Emergency Tags [10 Minutes]

AGM Last 'To use club funds to provide or subsidise the purchase of ICE tags for every club member'. We have managed to secure a 15% discount with OneLifeID using a promotional code.

Specific progress around subsidising has not progressed. It fed into a wider discussion around membership and membership cards. Committee to review in 2019 year.

Adam Simmonds summarised the above statement and said that the committee would continue to investigate it. No vote or discussion occurred

Happy, Moved on.

## c) Recognise Coaches/Volunteers in the Club

Committee recognises that all volunteers within the club are important. No progress has been made.

Tony Synnott: "Everyone does say thank you, to the coaches and members of the club"

Lucian Morogan: "Suggests that we pay for the club's awards do or recognise active members of the club."

Anna Wordsworth: "Suggested we Subsidise Christmas Dinner/ Awards do for Coaches and Volunteers.

Mark Aldridge: "Suggestion to cover the cost of membership for coaches/ volunteers?"

Les Carter: "How do you quantify how active someone has to be before they don't to pay membership fees. "

Jane Carter: Two people Sarah Jane and Rebecca organise coaching rota / co-ordinator that don't fully get recognised.

Paul Dodson: "Club calendar that shall show a full range of all the clubs' activities, to recognise all of the people that put support into running the club. There is no such thing as too much recognition."

Corinna O'Connor: "This is how clubs work, people volunteer, commit time. Is it worth quantifying it? Those people give up there time freely, not expecting recognition"

Jim Lacey: "Corinna raises a good point. "

Vote Called: All in favour of committee recognising volunteers though some token of appreciation at the committee's discretion –

**Outcome:** Voted Unanimously in favour.

Adam Simmonds: Requested that any members with other ideas about recognising volunteers / coaches should forward their suggestions on to the committee.

## 6) Proposals

### a) Constitutional Amendment - Section 5 Officers of the Club - Sharing of Roles [10Minutes]

Proposed by Adam Simmonds

Seconded by Anna Wordsworth

Part A – To be Voted on

Certain Officer positions such as publicity, club captains, social secretary could be done more effectively if the roles were shared. It will help encourage members to take part in the governance of the club and assists with succession planning with outgoing committee members. Therefore, the proposal is to Amend constitution so that:

- 1) Chair, Vice-Chair, Secretary and Treasurer will be classed as Executive Officers of the Club and these positions can only be held by one named individual.
- 2) Welfare Officer, will remain classified as Officer and can only be held by one named individual.
- 3) All other positions will remain as Officers and can be held no more than two named individuals who will share the responsibilities of the role to allow certain positions to be shared.

Where a role is shared, there vote will also be shared. Therefore, two people sharing a role will have a single vote on committee business.

Quorum of committee meetings will be determined as it is now but based on representation across the roles. Where a role is shared and both committee members are present, this will count as 1 towards quorum.

**Vote:** For: Unanimous, Against :0, Abstentions: 0

**Outcome:** Proposal passed, constitution to be amended

Part B - To be Voted On

A member can hold two committee roles in the same year if members agree, but they only have a single vote at committee meetings (unless the chair and a casting vote is required). Where two positions are held by the same person and a conflict of interest or concern about conduct arises the other members of the committee will nominate two committee members to investigate.

**Vote:** For: Unanimous, Against :0, Abstentions: 0

**Outcome:** Proposal passed, constitution to be amended

Part C – To be Voted On

Amendment to section 6 ‘The committee will have powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfil its business.’ to Clarify that advisors and sub-committees can include other members and external professionals (I.e. accountants)

Anna Wordsworth – Clarified that members can help and support the committee members to for-fill its duties.

**Vote:** For: Unanimous, Against :0, Abstentions: 0

**Outcome:** Proposal passed, constitution to be amended

## b) Constitutional Amendment - Appendix for Committee Role Definitions [10 Minutes]

Proposed by Adam Simmonds

Seconded by Anna Wordsworth

The definitions of each committee role are a separate document and it would make sense to merge them together. The current descriptions could be off putting to members who want to engage with the club. These should be reviewed, updated and then included as an appendix to the constitution.

Therefore, the proposal is to create an appendix to the constitution that defines the description and responsibilities of each committee position. The committee reserves the right, via the secretary to amend the roles and responsibilities in line with the clubs aims without approval at an AGM. This does not include the creation of any new committee positions; these will need to be approved via the AGM or an EGM

**Vote:** For: Unanimous, Against :0, Abstentions: 0

**Outcome:** Proposal passed, constitution to be amended

#### c) Constitution Amendment - Appendix of Affiliations [10 Minutes]

Proposed by Adam Simmonds

Seconded by Graham Read

Provide a single place to that clarifies what affiliations the club has and gives the committee, via the secretary the right to update this section of the constitution without requiring an AGM or EGM.

Create an appendix to the constitution that lists all affiliations the club has (i.e. England Athletics, BTF, CTT, WRRL) and allow the committee to update this list via the secretary throughout the year with new/changes to affiliations providing they support the clubs aims and objectives. It should be noted that the management of Affiliations sits with the Membership secretary.

**Vote:** For: Unanimous, Against :0, Abstentions: 0

**Outcome:** Proposal passed, constitution to be amended

#### d) Change to Membership Categories [10 Minutes]

Proposed by Graham Read

Seconded by Alex Darragh

Text was not supplied in advance of the AGM, so the position was clarified by Graham Read, Adam Simmonds and other members of the current committee.

Graham Read – last year we removed the Junior Section of the Club. Proposal is to remove family membership and remove any additional categories that are no longer in use.

For family membership if its two people in a house hold then it is only a saving of £5.

This would significantly simplify the running of memberships etc.

Andy McConville: “Website/Membership categories currently gives the impression we have a juniors section. “

Alex Darragh Clarified the intended categories:

Keep:

- Concession
- Concession + EA,
- Adult
- Adult + EA

Remove:

- Family
- Associate

Tim - Misunderstanding about who would be eligible for concession membership.

Joe Reynolds: "It would be students and OAPs and a handful of students"

**Vote:** For: 33, Against :3, Abstentions: 2

**Outcome:** Proposal passed, constitution to be amended and membership categories to be updated

e) [Change the signing/payment process of swimming sessions. \[10 Minutes\]](#)

**NB: This is something already being investigated by the committee. The committee would welcome support from members to find a suitable solution/app/card etc.**

Proposed by Lucian Morogan

Seconded by **NONE**

Part 1 - To Be Voted On

The club should use a prepaid card, for both members and non-members (2-3 options like 4-8-12 sessions). People come either 1 or 2 times a week, and some come 3 times. This way up to a month can be covered.

- also carry on with the signing page for special occasions (forgotten card, guests)

The benefits would be:

- reduced amount of cash.

- good tracking of who's a member and who's not, as based on trust nowadays

There will be always arguments against but...whenever people come to swim, they must pack some things (goggles, towel, shampoo, etc) and make sure they have money. The card will be replacing the money, so no extra hassle.

Part 2 - To be Voted on.

Second aspect, would be good to track the swimming attendance, eg: nb of members and non-members,

This can help with different statistics:

- keep a track of active members

- budget forecast (based on average attendance and members/non-members split)

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Adam Simmonds: As this is something already being discussed by the committee and wrapped in to membership cards, its suggested that no vote is required. The committee however would welcome support from members to find a suitable solution, app, card etc that could be used. Members should contact the committee with any suggestions.

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<BREAK IN PROCEEDINGS PRIOR TO COMMITTEE NOMINATIONS

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## 7) Committee Nominations & Voting

Nominations have been received per below and **additional nominations will also be accepted from the floor during the meeting**. Incumbents will be given the opportunity to stand again.

Role	Name	Proposer	Secunder	Comments	In favour	Outcome
<b>Chair</b>	Alex Darragh	David Darragh	Catherine Darragh		For: 38 Opp:0 Abs: 0	Elected
<b>Chair</b>	Alex Darragh	Catherine Darragh	Craig Bryan			
<b>Chair</b>	Alex Darragh	Anna Wordsworth	Mark Pharaoh			
<b>Vice-Chair</b>	Sarah Berrisford	Anna Wordsworth	Jane Carter			Withdrew
<b>Vice-Chair</b>	Mark Aldridge	Tony N	Alex D		For: 38 Opp:0 Abs: 0	Elected
<b>Treasurer</b>	Michelle Mahiques-Pearce	Anna Wordsworth	Jane Carter	Anna read out a statement prepared by Michelle.	For: 38 Opp: -1 Abs: 0	Elected
<b>Treasurer</b>	Joe Reynolds (Incumbent)	Tony Nutt	Naomi Leonard	Withdrew on the night.		Withdrew
<b>Secretary</b>	Adam Simmonds (Incumbent)	Anna Wordsworth	Mark Pharaoh		For: 38 Opp:0 Abs: 0	Elected
<b>Welfare</b>	Tim Rhodes-Jones	Mark A	Tony S		For: 38 Opp:0 Abs: 0	Elected
<b>Membership</b>	Graham Read (Incumbent)	Graham Read	Adam Simmonds		For: 38 Opp:0 Abs: 0	Elected
<b>Coaching Co-ordinator</b>	Jane Carter (Incumbent)	Anna Wordsworth	Mark Pharaoh		For: 38 Opp:0 Abs: 0	Elected
<b>Publicity and Communications</b>	Anna Wordsworth	Paul Dodson	Peter Clayton	Position to be Held Jointly	For: 38 Opp:0 Abs: 0	Elected (Shared)
<b>Publicity and Communications</b>	Natalie Murphy	Alex Williamson	Corrine Hanlon	Position to be held jointly	For: 38 Opp:0 Abs: 0	Elected (Shared)
<b>BTF Delegate</b>	Michelle Mahiques-Pearce	Anna Wordsworth	Jane Carter			
<b>BTF Delegate</b>	Catherine Darragh	Alex Darragh	Craig Bryan		For: 36 Opp:0 Abs: 2	Elected
<b>BTF</b>	Brian Knight			No nomination submitted		
<b>Kit Person</b>	Jim Lacey (Incumbent)	Jim Lacey	Adam Simmonds		For: 38 Opp:0 Abs: 0	Elected

<b>Social Secretary</b>	Corinne Hanlon	Alex Williamson	Natalie Murphy		For: 38 Opp:0 Abs: 0	Elected (Shared)
<b>Social Secretary</b>	Paul Dodson	Anna	Elaine Synnott		For: 38 Opp:0 Abs: 0	Elected (Shared)

Club Captain – No nominations were received prior to the AGM.

Paul Dodson clarified the responsibilities of the role and suggested that the role could be shared as M/F.

It was proposed by Ebony Fennell and Seconded by Alex Darragh that a second Club Captain position is created to allow for a M/F split.

Amendment: That the Club Captains can appoint a sub-committee of vice captains at their discretion, who would be accountable to the Captains (and by extension the committee)

**Vote:** For: Unanimous, Against :0, Abstentions: 0

**Outcome:** Proposal passed, constitution to be amended

Role	Name	Proposer	Seconder	Comments	In favour	Outcome
<b>Club Captain</b>	Sam Key	Ebony Fennell	Alex Darragh		For: 38 Opp:0 Abs: 0	Elected
<b>Club Captain</b>	Ebony Fennell	Anna Wordsworth	Alex Darragh		For: 38 Opp:0 Abs: 0	Elected

## 8) A.O.B

### a) Jim Lacey – Club Kit

Club kit for the last year has been made to order via raceskin’s online shop. The club currently has a surplus of old kit from different designs, odd sizes and qualities that doesn’t have much value. Jim has proposed that we look to dispose of the stock that is surplus to requirements, where possible for a nominal fee.

Proposed: Jim Lacey

Seconded: Corinne Hanlon

Vote on: Granting Jim (Kit Man) the desecration to dispose of the surplus old stock, for a nominal value that is no longer adding value to the club.

**Vote:** For: Unanimous, Against :0, Abstentions: 0

**Outcome:** Proposal carried, Jim to dispose of kit as appropriate and update back to treasurer.

b) Jane Carter - Volunteers for the Sprint Triathlon

Jane put a call out to the AGM / Membership for people to volunteer at the sprint triathlon in May

c) Corinne Hanlon – Online Payments system

Corinne suggested the idea of an Online Payment system that could handle signing in to club sessions, would also handle guest sign ups, co-ordinate coach availability (and respective free sessions) sessions as well.

Mark Aldridge: Question – can it track repeat offenders as people don't turn up.

**Outcome:** Referred to Committee as an operational matter to investigate solutions.

d) Mark P – Spending Plan to reduce surplus money held within the club.

**Outcome:** Committee will produce a spending plan that reduces the surplus money held by the club, in a way that benefits the club

Referred to Committee

Close: 21:14

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Close: 21:00 (Guillotine)

Agenda Prepared By: Adam Simmonds