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**Chorley Athletic and Triathlon Club**  
**Minutes of the Annual General Meeting - 6<sup>th</sup> May 2014**

**Present** - Tash Fellowes, Simon Townsend, TJ Hughes, Jenny Wyles, Daryl Peter, Anna-Maria Crabtree, Terry Dickenson, John Payn, Nick Hughes, Steve Thomas, Paul Jackson, Martin Harrington, Philip Iddon, Barry Chester, Lisa Johnston, Les Paul, Stuart Kilmartin

**1 Welcome and Apologies**

Daryl welcomed all to the meeting. Apologies were received from Stan Jewel, Nicola Raby, Dominic Raby, Mike Coppin, Dave Biddulph, Michael Hendry, Peter Gilham, Keith Johnston, Mark Ellithorne, Jackie Redmayne, Ian Crabtree. It was noted with disappointment by those present, that less than 4% of members had come to the AGM.

**2 Notes of the AGM - 7 May 2013**

These were agreed as a correct record and there were no actions arising from them.

**3 Receipt of Officer Reports**

The officers presented their reports and addressed questions arising. The key points were:-

- Chairman**
- This is the 2<sup>nd</sup> AGM and the club continues to have successes e.g. the launch of the junior triathlon section and the successful bid to Sport England; the introduction of the new coaching structure adopting best practise from UKA using 365, the organisation of several races which have all raised valuable funds for the club and the immense work of the committee in running the club on a day to day basis.
  - we have just produced the first edition of the newsletter and hope that members will find it useful, give feedback and contribute to future editions.
  - however, despite a very large junior section, it is so disappointing the lack of support from most parents/guardians; only 2 attended the parent/guardian volunteer meeting.
  - Similarly, the lack of involvement of many senior members is disappointing with all the work falling on the same few members.
- Treasurer**
- the year had a positive financial result with an excess of income over expenditure of nearly £3k.
  - subscription income was higher this year although it was noted that the time periods covered were different given the alignment of the financial years.
  - Phil has analysed training income and various areas of expenditure in a significant amount of detail; he highlighted particular points at the meeting and answered questions from members.
  - the club had received a donation of £100 from St Josephs and this was being used for the juniors and to date several items of equipment had been purchased. There was £350 remaining to be spent.
  - the balance sheet remained strong with net assets of £29k.

- Membership Secretary**
- membership numbers overall were slightly down on last year with 327 members compared to about 350 last year.
  - there are 144 juniors (about 44% of total membership) of which over half are under 11 which is great for the future if they maintain their interest.
  - with only 6 members being 2<sup>nd</sup> claim, it does suggest that all running members could be able to compete for the club.
  - 74 members benefit from the family memberships which was always a key ambition of the club to attract families into the club.
  - UKA has retained the cost of registering individual members at £10 although the club membership has increased from £50 to £75.
  - Fees are now due and members are requested to keep Tash up to date if any personal details have changed.
- Secretary**
- Simon outlined all the races the club had organised including the Roddlesworth Roller, Daffodil Duddle, 4 Astley Park races, a cross country, and the Club had been involved in 2 council arranged events.
  - He thanked the volunteers who had helped out in the races and made them the success they were. However, in all events, we are struggling to have sufficient volunteers to help and it fall on the same people
  - this year we are also involved in arranging a track and field event.
  - we had also raised money for other organisations namely £150 for Rosamere Cancer and £1500 for the local school through the Roller.
  - Simon referred to the importance of the web site and that the current site had over 190k hits. A new web site is being developed which will retain all the functionality of the existing site plus more features. However, it was disappointing that only 10 members responded to the short survey about what they wanted from a web site.

#### 4 Accounts

- a) **Receipt of Accounts 13/14** - Phil presented the unaudited accounts showing an overall surplus of £2.9k. Details were included for each heading of expenditure & income.
- b) **Audit of Accounts** - The accounts have been sent to John McGuinty for auditing.
- c) **Election of auditors for the 14/15 accounts** - Members also elected John McGuinty as the auditor for the 14/15 accounts.

#### 5 Proposed updates to the Constitution

1. The proposal to change the constitution to '*Set subscriptions for the financial year after the year just started.....*' was agreed with the addition of the words '*In exceptional cases, where events have occurred such that the fees may need to be increased (e.g. an increase in the UKA contributions), then the committee would propose a solution for agreement by members which may result in the need to call an EGM*'
2. The 3 new membership categories proposed were agreed

#### 6 Subscriptions 14/15 and 15/16

The proposed rates for 14/15 & 15/16 (given agreement to the 3 new membership categories) were agreed. It was confirmed a family membership could be just 2 adults and also that children over 17 were classed as seniors and so could not be included within a family membership.

## 7 Election of Management Committee

No new names were proposed for roles on the management committee of the Club and the meeting supported the continuation of the 5 current members in these roles. Daryl advised she would continue for 14/15 but she would not be standing for the role in 15/16.

Position	Name
Chairman	Daryl Peter
Secretary	Simon Townsend
Membership Sec	Tash Fellowes
Treasurer	Phil Iddon
Promotions/Press	Terry Dickenson

## 8 Election of Finance Committee (3 members)

The Treasurer said he was looking at strengthening the role and purpose of this group and to imbue a more business like process into the club. This would start with setting of budgets and checking the authorisation process. It would also include consideration of the accommodation costs and use of current accommodation (of which there are 8 venues). There would also be a representative from the junior section. It was agreed Martin Harrington and Les Paul, as members in 13/14 would remain on the group.

## 9 Elections of Officer roles

The following were confirmed following a discussion on the need to introduce more members to take on roles in the Club and in particular, to have 'vice captains' and other roles so that people could shadow for a year and then take over the following year. This would also remove the current position where people take on roles but then have difficulty finding others to take then over when the incumbent wishes to retire from the role.

Position	Name
Ladies Captain	Anna-Maria Crabtree
Mens Captain	
Junior Secretary	
T&F Secretary	Pat Keene
Cross country Secretary	Stan Jewell
Central Lancs GP	Paul Jackson
Interclub	Mike Coppin
Safeguarding /Health & Safety	Terry Dickenson
Web site officer	Simon Townsend (noting new web site being developed)
Chorley Sports Forum	Mike Mason (noting possible reorganisation of CSF)
Social secretary	
Kit Contact	Daryl Peter (but hope to be transferred)

## 10 Special Thanks

Terry took the opportunity to highlight the immense amount of work undertaken by TJ and Nicola which resulted in the club being awarded funding by Sport England for the development of the junior triathlon section. This was a remarkable achievement their dedication and commitment was truly recognised and appreciated by members.

## 11 Date and time of AGM for period 1.4.14 to 31.3.15

The AGM for 14/15 will take place on Tuesday 5 May 2015.

