

# Minutes of Annual General Meeting held on 28th November 2017 at Cambridge University Sports Ground, Wilberforce Road, Cambridge

Present 60 members

## **1. Apologies for Absence:**

Carol Wright, Duncan Forsyth, Claire Somerton, Wendy Fox, Mary Holmes, Neil Costello, Stu Dunlop, Gerald Mould

## **2. The Minutes of the meeting held on 30th November 2016 were approved**

## **3. Matters arising from the Minutes**

There were no matters arising

## **4. Reports from the Chair and Treasurer**

### ***Chair's Report (Keith Clarke)***

Statistics:

- 901 Registered Athletes
- 8 League competitions with 40 separate events
  - Plus many regional competitions
- >1100 Athlete-Event results on Power of 10
- 41 Coaches
- ~10 on coaching courses this year
- 25 active Officials
- 13 Committee members

Development during 2017:

- 39 coaches and officials Safeguarding trained
- New Welfare Officer Steph Maxwell
  - And soon to be published updated Codes/Guides
- Successful transition to Charitable Incorporated Organisation (CIO)
- Continued great relationship with Cambridge University
  - With personnel changes on both sides
- Renewed Partnership agreement with Anglia Ruskin University
- Reviewed and revised administration agreement with Living Sport
- Survey of communications preferences carried out
  - Leading to a Requirements Specification for a new Website

Challenges ahead:

- Cambridge is a growing city. Number of young athletes wanting to join frequently more than we can induct
- No community clubs (lack of L2 coaches) to give U11s an early intro

- Monday's are hard to manage (but many hands make light work)
- Increases in England Athletic fees with lower central gov. support
- Increasing the number of active adult Track and Field competitors
- A mobile friendly website which supports easier communication with members
- Still to realise full benefit from ARU Partnership
- Volunteering – a lot of jobs have fallen on a few people
- To ensure sustainability we need to carve into small achievable roles where possible
- Specific Requests
- A Volunteers Coordinator
- A Committee secretary (9 meetings a year)

### ***Treasurer's Report (John Aston)***

The Treasurer presented the accounts as reported to the Charity Commission for period up to 31<sup>st</sup> March 2017 and were noted by the attendees.

A question was asked why we weren't able to Gift Aid membership fees. The treasurer responded that he had investigated this in the past and believed that it was not possible on membership fees, only donations.

### **5. Other items to report**

The plan to upgrade the Website was presented by the Chair on behalf of Stu Dunlop – see separate file.

Why do we need a new website?:

- The committee decided in early 2017 to look at ways that the club communicates with the club members
- The messages from the different channels or website / e-mail and social media are used for different purposes but don't link up
- By having a consistent communication method, the messages get out to all club members
- At first a smart phone app was considered, but this was not popular in the survey where approx. 50% didn't like apps, or would not use an app, plus it is expensive
- A new website could have news articles also posted on Facebook and Tweeted – all with the same message and a link back to the website if required
- The entry of the data to the website must also be easier – currently only a few people can update the website, same with Facebook, and Twitter is underused
- The website needs to be updated to match current mobile and tablet needs
- Want to send news to non-club members as well

Feedback from the survey (May 2017):

- The main website is difficult to navigate, and it needs work
- Young people need to be over 13 to use Facebook
- Facebook is not used by everyone
- People feel that they need to check Facebook often to “not miss out”

- People are not keen on repetitive e-mails
- People also like:
  - RunCambridge
  - The Newsletter
  - E-Mails
  - The website for reference information
- Some people like apps, but others either don't or don't have a smartphone, therefore an app is not appropriate as the base of the communications mechanism

What was wanted	What the website will provide
Club events, fixtures, leagues, race calendar	New calendar function
Details on training sessions, coaches, venue	New calendar function but no specific training features yet
News	More news published on the website, able to be "filtered" according to event type
Social media	Facebook and Twitter accounts linked to website
Reminders	Reminders can be sent for events from the calendar if you are signed up for those events
Ability to see membership status / pay subs	Link to existing subs system
A link to the Power of 10	Link to Power of 10 website
Results	Published as per news, but linked to the event in the calendar
Weekly / Monthly newsletters	Automatic weekly digests of relevant news sent to members based on filters they set

What we are expecting to happen next:

- Timeline:
  - Created specification – complete
  - Sent to multiple vendors – complete
  - Have discussions with vendors – ongoing
  - Get final quotes back – Dec 2017
  - Complete new website and train contributors – Apr 2018
- The committee realise that the cost is significant and therefore are asking for an increase in subs to cover the costs

A question was asked regarding the longevity predicted for the new website. The Chair answered that it should be at least 5 years but technology was moving quickly. We want this website to be based on upgradable technology if possible.

## 6. Subscriptions

The proposal for subscriptions for 2017/18 was shared by the Treasurer.

Background:

- England Athletics are increasing the athlete registration fee from £14 to £15 in 2018
- Last year (16/17) we made a surplus of £1,182
- This year (17/18) we are budgeting a surplus of £1,643
- But we envisage spending (next year) a significant sum (of the order of £3k) on web site revamp.
- We have approx. 800 fee paying members

Proposal:

- We increase subs by £3:
- Waged from £69 to £72
- Unwaged from £59 to £62
- That passes through the EA increase to members and also gives us an additional £1,600 to put towards the web site revamp.

A question was asked whether the fee increase would be permanent. The answer is that each year the club will ensure the fees are kept as low as possible to cover our costs while being prudent to cover against reductions in income. If at some future stage our costs decreased or other income increased then fees could be reduced.

Another question was whether any other ways to pay for the website were considered other than fees. The Chair answered that after some committee discussion it was agreed that spreading the costs across all members was fairest as all members should benefit and the increase was modest.

John proposed a motion that the increase in membership fees was approved, Richard Lyle seconded this motion. The motion was passed.

## **7. Any other motions tabled**

No motions were tabled

## **8. Thank you's**

The Chair thanked the outgoing committee members: Jen Richardson and Becky Wilburn.

The Chair also thanked John for many years of being treasurer – he is staying on as a trustee until accounts have been completed after March and to provide an orderly handover to Deborah.

## **9. Election of officers and committee 2017-18**

a/ President                      Mary Holmes

Proposed by the committee; Seconded by: John Jenkins; Motion passed to elect Mary.

b/ Chair                              Keith Clarke

Proposed by the committee; Seconded by: Ollie Park; Motion passed to elect Keith.

c/ Treasurer                      Deborah Williams

Proposed by the committee; Seconded by: Richard Lyle; Motion passed to elect Deborah.

d/ Remaining committee:

Membership Secretary - Marie Whittle

Portfolios: Track & Field – Noel Moss, Endurance – Chris Hurcomb, Coaching – Mo Park, Young Athletes – Julie Wych

Member without Portfolio – Mark Vile

Proposed by: Keith Clarke; Seconded by: Noel Moss; Motion passed to elect as above.