



**Victoria Park Harriers & Tower Hamlets Athletic Club
Minutes of the Annual General Meeting
At Cadogan Terrace**

20 October 2011, 8.30pm

Members present:

1	June Barrow-Green	26	Kelvin Richards
2	Anthony Bunbury	27	Margaret Nelson
3	Mick Cairns	28	Alf Vickers
4	Pats Carden	29	Gary Deathridge
5	Major Carr	30	Joanna Albert
6	Gary Deathridge	31	Julian Keenan
7	Martin Evans	32	Bill Cooper
8	Phil Kanner	33	Naomi Bourne
9	Declan Phelan	34	Francine Bennett
10	Jon Shillito	35	Major Carr
11	Dave Shortridge	36	Peter McHugh
12	Phil Tsang	37	Marlis Haase
13	Katie Ward	38	Neil Cook
14	David Wilkey		
15	Roger Daniels		
16	Tony Lashmar		
17	Rodney Mushanganyisi		
18	Louise Vacher		
19	Cate Boyle		
20	Linda Ingram		
21	Robb Birchley		
22	Emily Mosedale		
23	Sue Bint		
24	Duncan Steen		
25	David Robinson		

Directors

39	Simon Butler
40	Spencer Walker
41	Simeon Bennett
42	Ian Warren
43	Susan Leese
44	Brenda Puech
45	Tony Macdowall

1 Apologies for absence

Apologies were received from Philippa Cockman, Nana Quawson and Daryl Elliott, Mike Carden, Katie Ward, Andrew Ward.

2 **Minutes of the 2010 AGM**

The minutes were approved as a true and accurate record of the meeting held on 29 October 2010, proposed by June Barrow-Green and seconded by David Wilkey.

It was noted that Roger Daniels was present at the 2010 AGM.

3 **Matters arising from previous minutes**

There were no matters arising.

It was noted that Toleme Ezekiel did not take up position of directorship as was too busy to attend the meetings and therefore he resigned from the Board early on in the year.

4 **Adoption and approval of accounts**

The annual accounts and finance report were presented to the membership. Ian explained that accounts were subject to independent review due to level of income and the fact we are a charity, so have been reviewed by independent auditors. This is the second time the club has been reviewed by an independent auditor. These should ensure that the accounts are an accurate record of the club's finances.

David Wilkey asked if there was an explanation of our largest outgoing which is coaching and why there was income and expenditure associated with this item.

Ian explained we are not doing coaching to make money, but to encourage young athletes in schools to progress and go on to join the club. The club organises coaching in schools which is managed by Alf Vickers. Schools are invoiced on a monthly basis, based on the hours coaching provided. The club then pays Alf's company who manage the payments to coaches, which is on an hourly basis.

It was confirmed that the club has a service agreement with the firm that manages the coaches as well as an agreement with the schools. There was a recommendation that the club should take advice from a tax expert on the implications of being an intermediary on this particular transaction. Another suggestion was that the club should take a 10% transaction fee (or similar), and the board was asked to consider this.

The board was commended for reducing bank charges by switching the account to a charity account. There was acknowledgement that the finance report was clearly and well presented and very transparent.

In response to a question on the value of the building mentioned in the accounts, it was explained that the figure is taken from the insurance value of the building which is based on rebuild cost as assessed by the insurer. Accounting standards require valuation of the asset only every 5 years and include depreciation to be recognised.

A motion for the AGM to adopt and approve the annual accounts for 2010-11, as presented to the meeting, was proposed by Alf Vickers and seconded by Major Carr.

The accounts were adopted and approved unanimously by a show of hands.

5 **Roger Daniels' Most Improved Athlete**

Roger announced that there is no award this year, he was unable to keep track of the results himself, and received no assistance.

6 Director's reports

Questions were invited on directors' reports, which had been circulated earlier. The following comments were made:

Chair's report:

- In response to a question as to why accounts not audited two years ago, it was explained that while the accounts were prepared by qualified accountants who were members of the club, there had been no requirement legally or by the Charity Commission to carry out an independent audit. However all previous accounts were open to members for inspection, and were filed with the Charity Commission.
- Another question was regarding indoor training facilities at Mile End – what stage had plans reached? It was noted that the proposal was still at a very early stage with negotiations ongoing with Tower Hamlet Council regarding the land required with the Mile End site and negotiations with planners also ongoing as it is on Metropolitan open space and subject to restrictions. The nearest facility currently is in Newham, but this may not be a long term facility. The club is planning to obtain grants to fund this venture should it go ahead. It was noted that this would be a time consuming activity but the Board is kept informed about the plans and progress.
- Regarding the development of club house and grant applications, it was reported that the club had made an application to London Marathon for £150,000, Sport England £50,000 and City Bridge Trust for £50,000. We should find out about London Marathon grant soon as their committee meets in December.

Membership Report

- It was noted that club membership had declined over the year and there was insufficient information available about track and field and junior membership. Simon is taking on the membership role in the future to ensure that the figures are more accurate,
- Major recommended that the Club needs to develop its own database separate from the UKA database even if this was going to require a lot of extra work.
- There were suggestions made that more could be done to retain members who only come for the first few times. Many new members come on Tuesdays and Thursdays and there is less nurturing and welcoming of new members than there used. We need to be more organised about letting people know about full range of activities available in the club.
- Mick Cairns who leads Tuesday coaching sessions noted that he needs to have more assistance to deal with new members as well as organising the training session as it is a lot to do in the short period before the session.
- Neil offered to set up a rota of existing members to assist with new runners on a Thursday once a month.
- Marlis suggested that the club should collect emails of newcomers and then send them a follow up email each week to all newcomers about the benefits of joining the club.
- The Board was asked to consider giving out free or discounted club kit to new members.

Women's Road and Cross Country: Philippa given vote of thanks for her role as Director of Women's Road and Cross Country being very encouraging and supportive of the women's teams.

Bar: It was noted there are no formal financial records for the bar and this is kept separately from the club accounts. Rob Pitkethly does keep a spreadsheet of bar accounts, but there is very little profit. The bar pays for the cleaning of the club and for toilet rolls. Vote of thanks to Rob for keeping the bar going in spite of thefts and vandalism.

Facilities: Major noted that if the club were to get grants to develop the clubhouse, there was still a concern regarding the day to day management of the club premises due to the size and age of the building. We need to think about bringing in a professional company to maintain the club and allocate an ongoing fund for maintenance.

The growth in hiring of the hall to outside groups was discussed. A question was raised on whether the current insurance covered groups using the facilities under commercial arrangements. It was noted that the Club has public liability insurance for people using the club facilities. There was a recommendation that it be confirmed this covers groups using the facilities commercially.

Triathlon: Mick Cairns noted that the Club is affiliated with BTF, but since the setting up of another local specialist club London Fields Tri the interest in our club has dried up. There was a question of whether it was worth keeping up with the affiliation, but the club does put in teams for various triathlon events. As it provides members with wider opportunities it was agreed it was worth keeping up the affiliation for £35

Circuit training: Tony Bunbury was thanked for the enjoyable Monday night circuit training that it brought in many new members.

7 Rule Change

Simon explained the proposed rule change to reduce the size of the Board to four key positions – Chair, Secretary, Finance and Athletics.

It was agreed that the meeting should discuss the motion for a limited time of half hour and then vote on the proposal.

Alf Vickers explained the rationale behind the proposal to leave the strategic decision making to the Board regarding the running of the club and to allow day to day activities to be undertaken by people who do not necessarily have to be on the Board.

Dave Robinson put himself forward as an alternative chair heading a Board with a larger number of members to encourage new people to take on roles within the club and on the Board. This was because the majority of what the club does is to do with a variety of activities that need to be represented at Board level. There may be people who do not want to be on the Board, but they will carry on their activities regardless and input relevant information to the Board. Dave said a larger Board was important for the health of the club and it is important for an inclusive club to take on a number of activities and reflect these on the Board.

Regarding the proposed reduced Board structure, questions were asked about how the club would be governed, and how the sub-committees would be managed. There was concern expressed over having a single representative for both road and cross country and track and field

Peter McHugh explained the rationale behind the smaller Board structure and his position. He has been asked to stand as chair of the club and though initially he was reluctant to do so, he was willing to take on the role with a smaller Board. He has considerable experience in running a running club as well as commercial companies and this has shown that a smaller board is more effective and efficient. However, a smaller Board still ensures that all activities are fed into the individual members of the Board as many people do not have the time to act at Board level. Peter said he was passionate about running and wants to see the best for the Club.

Membership then voted on the proposal. There was an equal number in favour of (19) and against the proposal (19).

In view of the split vote which showed strong feeling on each side, it was agreed that the Board should clarify the position to the wider membership and allow proxy or postal votes on the issue at an EGM a date for which should be set within a month.

It was agreed the Board should carry on as existing until the decision on the new structure, excluding those who were stepping down at the AGM, being Simon Butler and Philippa Cockman.

8 Other elections

Len Williams nominated by Major Carr, was unanimously voted in as **Life Member** on the basis of completing 25 years as an outstanding competitive athlete for the club and for the last decade being a regular helper at events at Mile End and Victoria Park, including many schools championships, and is a real credit to the sport.

9 Any other business

Roger Daniels stated that he felt undervalued as his contributions at the AGM were not acknowledged or listened to.

He gave a vote of appreciation for Pete McHugh's contribution to the club.

10 Boswall League results

These were announced by Jon Shillito as follows

Senior Women

1. Jo Singer
2. Linda Ingram
3. Gemma Dunlop

Women over 35

1. Jo Singer
2. Linda Ingram
3. June Barrow Green

Women over 45

1. June Barrow Green
2. Philippa Cockman
3. Marlis Haase

Women over 55

1. June Barrow Green

Senior Men

1. Tony Lashmar
2. Gary Bagnall
3. Simeon Bennett

Men over 35

1. Tony Lashmar
2. Gary Bagnall
3. Richard Bryant

Men Over 45

1. Mick Cairns
2. Declan Phelan
3. Andrzej Gajbutowicz

Men Over 55

1. Dave Robinson
2. Martin Evans

The meeting ended at 22:40