



Meeting: AGM  
Date: 26 February 2021  
Subject: Draft minutes of AGM 2020  
Author: Malcolm Howard  
Position: Chair

### **Background:**

Last year WAC held their AGM 12 February 2020. This paper seeks agreement of the minutes of that meeting

### **Amendment proposed by member:**

Only one comment was received which was that the Academy should not have priority for booking the gazebo as it was purchased using fundraising from annual members. The minutes have been updated to reflect this.

### **Update on actions – action taken is shown in red**

- Order gazebo with 'Walton AC' on front – to take to matches with flags. **Purchased - it will be placed into the store room once we re-open.**
- Set-up log book for taking gazebo to matches. **Completed – will be kept with gazebo in store room once we re-open.**
- Order three tarpaulins in WAC colours for matches. **These turned out to be rather expensive and were therefore not purchased.**
- Ensure policies on website are the current agreed ones. **Completed.**
- Discuss way forward for recruiting more volunteers. **An all-club meeting had been arranged for April 2020 but had to be cancelled due to Coronavirus. Several communications have been sent to members seeking volunteers, with little response. The club cannot function properly without your support; the committee will renew the drive for volunteers in 2021 once things return to a semblance of normality post-Covid.**

Recommendation:

The 2021 AGM is asked to **APPROVE** the minutes of the 2020 AGM



Meeting:	WAC Annual General Meeting
Date:	12 February 2020
Attendees	<ol style="list-style-type: none"> <li>1. Marie Marks – Chairperson</li> <li>2. Chris Ness - Treasurer</li> <li>3. Sally Stock – Policies Officer</li> <li>4. Christian Burger – Facilities and Equipment Officer</li> <li>5. Tim Grose – Membership Secretary</li> <li>6. Jamie McLoughlin – Coaching Lead</li> <li>7. Debbie Singleton – Club Secretary</li> <li>8. Sabrina Mace – Communications and Sponsorship Rep</li> <li>9. Matt Reed – Welfare Officer</li> <li>10. Stuart Mace – Welfare Officer</li> <li>11. Bernhard Jongejan - Coach</li> <li>12. James Bartosik – Meeting Secretary retiring and Member</li> <li>13. Lani Cardwell – Member and assistant coach</li> </ol> <p>Apologies:</p> <ul style="list-style-type: none"> <li>• David Moles</li> <li>• David Brown</li> <li>• Paul Fitzpatrick</li> <li>• David Cowie</li> <li>• Nicola Vaughan</li> <li>• Anne-Marie Burton</li> </ul> <p>Under the Constitution we need 15 members to be quorate or 10% of the membership. At the date of the AGM the number of paid up members is 130 and therefore we needed 13 to be quorate.</p>
Item 1	<p>Election of committee members:</p> <p>The committee had proposed the following roles and nominees:</p> <p>Chair – Marie Marks – no objections          Treasurer – Chris Ness – no objections          Club Secretary – Debbie Singleton – no objections          Coaching Representative – Jamie McLoughlin – no objections          Policies Officer – Sally Stock – no objections          Equipment and Facilities Officer – Christian Bugar – no objections          Communications Officer – Sabrina Mace – no objections          Meeting Secretary – vacant (may be covered by existing committee member)</p> <p>Group Representatives: Amanda Sudderick, Nicola Vaughan, Marta Tres, Bernhard Jongejan and Lorraine Russell (noted that one group representative usually attends each committee meeting)</p>

	<p><b>DISCUSSION AT AGM:</b></p> <p>Thanks noted to James Bartosik for his role as meeting secretary. James is staying on as our technical officer. It was noted that Sally would take over the minute-taking for future committees.</p> <p><b>DECISION:</b> All members of the committee were voted into the roles as set out above. – No objections to the above. Notices and emails were issued to comply with the constitution.</p> <p><b>ACTIONS:</b> No actions</p>
Item 2	<p><b>Approval of minutes of 2019 AGM:</b></p> <p><b>DISCUSSION AT AGM:</b> Noted that last year we proposed to include the 2019 AGM minutes for approval at 2020 AGM – this has been provided.</p> <p><b>DECISION:</b> The minutes of the 2019 AGM were approved as an accurate record of the meeting.</p>
Item 3	<p><b>Update on actions from previous AGM:</b></p> <p>The meeting had been provided with an update on each action shown against the action in the minutes to be approved.</p> <p><b>DISCUSSION AT AGM::</b> the actions from last year are as follows:</p> <p>Communications – has improved with Group Reps helping. We now have a group rep for the adults group and we need a group rep for Martin’s group.</p> <p>Group Reps have been reminded to keep seeking input from members</p> <p>Updated codes published on the website – the word ‘draft’ was removed.</p> <p>To set up a group to attract more athletes – this is still ongoing action under Robin Roach.</p> <p>Consider criteria for second claim members – this was resolved and principles agreed were carried forward to 2020.</p> <p>Jamie and Christian agreed to work up a set of rules for awards and that was completed and applied for this year’s awards.</p> <p>More welfare officers were required. We have Stuart and Matt – noted with thanks. We need a female welfare officer still.</p> <p>Volunteer cards were made up for 2019 and again in 2020.</p> <p>Consider sponsorship – this was agreed to be followed up and we did but there has not been anything more from SNAP.</p> <p><b>DECISION:</b> Action status was noted by the AGM.</p>
Item 4	<p><b>Report of activities during 2019:</b></p> <p>The AGM had been provided with a comprehensive report of activities during 2019 and the Chair took the meeting through the key points.</p> <p><b>DISCUSSION AT AGM:</b> The AGM noted the report and, in particular, the following highlights:</p> <p>In boys XC they were second this year. Men have gone up a division this year.</p>

Outstanding results with Susie and Jo Flowers, Sam Mace in U20, Phil Kastner and Cedelle Agyei-Kyem.

Three Elmbridge Sports Personality awards received – Susie McLoughlin, Nicola Bell and Jack Gemmell.

We need more volunteer coaches.

Noted and recorded the work on the academy.

Thanks to Andrew Kennard for helping to host the summer clubs.

Noted that the policies will be updated from time-to-time and put on the website. We will try and communicate this better. We were asked prior to the AGM why we didn't put all policies through the AGM – it was noted that the committee has been elected to do this on behalf of the club members and it would not be practical to wait for each AGM to agree new policies.

The celebration of achievements was a success. Those attending enjoyed it – those not attending were less happy and we will look at all the comments when planning next year.

All club photo was done which was great and the photos are up.

Bursary – 3 have been awarded this year to Sam Mace, Cedelle Agye-Kyem and Phillip Kastner.

Electronic timing - we have 3 dates for home matches with electronic timing. Details will be provided on the website.

We have put additional measures in place for handling personal data.

Thanks to Jamie McLoughlin for the fit-out of the fitness room.

New Gazebo to be purchased but we were looking for a volunteer to take it to matches. One issue which arose was that the logo was not high enough resolution. It has been suggested that we just have a black one with flags outside. At the discretion of the Team Managers who can nominate a parent/athlete to be responsible for the gazebo. Log book to be put next to it for signing in and out – name, date and event.

Agreed we should have a couple of tarpaulins in WAC colours with logo on it for all matches.

Council want to increase our rent year on year £7-8k.

Thank you to everyone for volunteering. We do however need a lot more volunteers.

- TM for lower age group YDL – not currently any volunteers.
- Volunteer coaches – we need more coaches in the main club. The academy is growing and we they will move up into the club and we will need more volunteer coaches.
- Officials
- Group Rep for Martin's group
- Female Welfare Officer
- Minibus/transportation to matches – agreed we will subsidise it as the club but we need someone to coordinate it and collect the money etc.

	<ul style="list-style-type: none"> <li>• Gazebo co-ordinator (see above).</li> <li>• Litter around the track needs to be monitored and need to understand where the rubbish is coming from.</li> </ul> <p>DECISION: the AGM noted the content of the Annual Report of Activities for 2019.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> <li>• Order black gazebo with 'Walton AC' on front – to take to matches with flags.</li> <li>• Set-up log book for taking gazebo to matches.</li> <li>• Order three tarpaulins in WAC colours for matches.</li> </ul>
Item 5	<p><b>Requests for help:</b></p> <p>The Chair had intended to ask for volunteers for the following:</p> <ul style="list-style-type: none"> <li>• Team Manager – Youth Development League Lower Age Group</li> <li>• Volunteer coaches</li> <li>• Officials</li> <li>• Group Representative for Martin Norman's group</li> <li>• Female welfare officer</li> <li>• Transport co-ordinator</li> <li>• Gazebo(s) co-ordinator</li> <li>• Transport co-ordinator</li> <li>• Recycling/litter co-ordinator</li> </ul> <p>DISCUSSION AT AGM: There were insufficient numbers at the AGM to ask for volunteers on all the above, especially as all those attending were already volunteering in some capacity. Needs further discussion at committee on plan of action.</p> <p>ACTIONS: Committee to discuss way forward.</p>
Item 6	<p><b>Noting of Draft Accounts for 2019:</b></p> <p>The draft accounts had been posted in the AGM folder on the WAC website.</p> <p>DISCUSSION AT AGM:</p> <p>Chris Ness ran through the accounts. Reserves were noted. Noted new gym and work done on building the club. Noted that the club is growing however the rent is increasing (the Council is looking for a year on year increase of £7-8k per annum). Also large expenditure items – eg long jump pit and fencing need doing. This links to affordability and we cannot commit to future rent increases until we understand our future costs.</p> <p>No more grant income going forward. Sponsorship going forward is something to be explored.</p> <p>Clothing – lot of old kit and hoodies have been written off – we have a stock of these and we could sell it at a point.</p> <p>Satellite members and Academy – Chris ran through the income received which covers 1 of the 3 terms for this year. Agreed to widen the holiday camp this year to more athletes.</p>

	<p>Costs of club have roughly doubled – spending a lot more because we are doing a lot more. Chris ran through this and explained each item on the account. Noted that the coaching expense is for about 31 coaches who make up the team for the academy. There is a transparent coaching/expenses policy for how they are paid.</p> <p>£1,200 for stewards in 2019. It has been agreed that WAC can use their own officials next year.</p> <p>In line with the Constitution Craig Timmings has reviewed the accounts. A fee has been paid to Craig for doing this and he has kindly donated this to a cancer charity.</p> <p>Chris explained that an amount for floodlights had been included as a sum of money set aside for the floodlights; which is no longer required. This therefore shows as a positive on the account.</p> <p>Money in the account has increased. Accruals have decreased with the flood lights (see above).</p> <p>DECISION: the AGM noted the draft accounts for 2019.</p> <p>ACTIONS: Finalise approved accounts and add to Mega</p>
Item 7	<p><b>Agreement of Codes of Conduct for 2020:</b></p> <p>Sally Stock, Policies Officer, took the AGM through the revised codes of conduct for 2020.</p> <p>DISCUSSION AT AGM: Sally ran through each of the policies and noted changes. No comments received. It was noted that policies would be put up on the website as and when they were agreed at committee. We will notify members but it is also up to members to keep an eye on the website and the facebook page to see changes</p> <p>DECISION: The AGM approved the publication on the website of the revised Codes of Conduct and noted that revised policies are published on the website from time-to-time.</p> <p>ACTIONS: Ensure policies on website are the current agreed ones</p>