



Meeting: AGM  
Date: 21 February 2022  
Subject: Approval of draft minutes of AGM 2021  
Author: Malcolm Howard  
Position: Chair

### **Background:**

Last year WAC held their AGM 26 February 2021. This paper seeks agreement of the minutes of that meeting

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

The minutes were circulated after the event and no requests for amendments have been received.

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

- Committee to discuss way forward for recruiting volunteers. **Update - Several communications have been sent to members seeking volunteers, with little response. The club cannot function properly without your support. There is a workshop being held on 07 March at the Hub to look at how we can 'grow the club'; everyone is welcome and perhaps ideas for seeking volunteers could be drawn out there.**
- Finalise approved accounts and add to Mega. **Update – done.**
- Ensure it is clear that Academy coaches are not club employees **Update – in hand**
- Ensure documents on website are the current agreed ones. **Update - done**

Recommendation:

The 2022 AGM is asked to **APPROVE** the minutes of the 2021 AGM



Meeting:	WAC Annual General Meeting
Date:	26 February 2021
	<p>Attendees are shown in appendix A – together with voting results.</p> <p>Under the Constitution we need 15 members to be quorate or 10% of the membership – whichever is the lower. At the date of the AGM the number of annual members was 180 and therefore we needed 18 to be quorate. Thirty people attended so quoracy was achieved.</p> <p>Malcolm Howard:</p> <ul style="list-style-type: none"> <li>• Welcomed everyone to the meeting</li> <li>• Ran through the housekeeping</li> <li>• Announced that from 29 March 2021 the track will be open and available to us again</li> <li>• Mentioned the sad passing of Bill Nankeville – one of the club’s founder members – there is a link to an article about Bill on our website.</li> <li>• Mentioned that it is the club’s centenary year in 21 years’ time – we should start to think about how we might like to celebrate.</li> </ul> <p><u>Post meeting notes:</u> Malcolm wished to give special thanks to:</p> <p>Fiona De Mauny for all her incredible work in keeping the club’s website up-to-date. Fiona and Chris have now moved out of the area and we hope our paths will cross regularly.</p> <p>Bernhard Jongejan for his support to the club in committee, on the field and with coaching. He will be sorely missed when he moves to Holland later this year with his family.</p>
Item 1	<p>Malcolm handed over to Bernhard Jongejan to manage the election of committee members.</p> <p>As voting was about to start, Dave Brown raised an objection about the chairman being elected at the AGM. He felt they should be elected from amongst the elected committee members. Sally Stock confirmed that the Constitution in force before the meeting says that “all members of the committee are elected at the AGM”. This has not changed in the Constitution since at least 2017 – records before that date were not stored in a central database.</p> <p style="text-align: center;"><u>Vote 1</u> was for Malcolm Howard who was proposed as Chair by Sabrina Mace and seconded by Jamie McLoughlin.</p> <p style="text-align: center;"><b>Votes for; 23 against: 0 abstentions: 0</b></p> <p>It was discovered that the software had a built-in restriction on the number of votes that could be cast. However, since 23 out of 30 had</p>

	<p>voted for Malcolm Howard, this represented a clear majority and Malcolm was voted in.</p> <p>The results of voting are shown in appendix A but are summarised here. For these, Bernhard called on individuals to unmute their mics and say whether they were for, against or wished to abstain.</p> <p><u>Vote 2</u> was for ALL the remaining committee members proposed and seconded as below:</p> <p>Abigail Riehl (Life Member) proposed by Jamie McLoughlin, seconded by David Moles (Life Member) for the committee role of Treasurer.</p> <p>Sabrina Mace proposed by Ben Marks, seconded by Malcolm Howard for the committee role of Club Secretary.</p> <p>Jamie McLoughlin proposed by Sabrina Mace, seconded by Malcolm Howard for the committee role of Coach Representative.</p> <p>Chris Ness proposed by David Moles (Life Member), seconded by Matthew Reed for the committee role of Membership Secretary.</p> <p>Lizzie Amos (Life Member) proposed by Helen Channon (Life Member), seconded by Susie McLoughlin (Life Member) for the committee role of Communications Officer.</p> <p>Sally Stock proposed by Malcolm Howard, seconded by Bernhard Jongejan for the committee role of Policies Officer.</p> <p>Marie Marks proposed by Bernhard Jongejan, seconded by Sally Stock for the committee role of Meeting Secretary.</p> <p>Ben Kennard proposed by David Moles (life member), seconded by Malcolm Howard for the committee role of Officials and Volunteers Coordinator.</p> <p><b>Votes for: 29 against: 1 abstentions: 0</b></p> <p>DECISION: All members of the committee were voted into the roles as set out above.</p>
Item 2	<p><b>Approval of minutes of 2020 AGM:</b></p> <p>Marie Marks took the meeting through the update on actions since the last AGM as well as the correction made to the minutes as a result of a comment received. The meeting was then asked to approve the minutes of the previous AGM.</p> <p><u>Vote 3</u> was for the approval of the minutes of the 2020 AGM</p> <p><b>Votes for: 24 against: 0 abstentions: 6</b></p> <p>DECISION: The minutes of the 2020 AGM were approved as an accurate record of the meeting.</p>
Item 3	<p><b>Report of activities during 2020:</b></p> <p>The AGM had been provided with a report of activities during 2020 and the Chair made a short statement regarding disciplinary action that had been taken during the year, concluding by saying that he</p>

	<p>hoped for peace and reconciliation and offered to work with anyone who approached him at a later date. He then took the meeting through the key points of the report.</p> <p>DISCUSSION AT AGM: Dave Moles thanked Malcolm and the committee for their hard work – and for not being put off by the enormity of the task during what was, without doubt, a very difficult process.</p> <p>DECISION: the AGM noted the content of the Annual Report of Activities for 2020.</p>
Item 4	<p><b>Requests for help:</b></p> <p>The Chair set out the need for volunteers for the following:</p> <ul style="list-style-type: none"> <li>• Team Managers</li> <li>• Volunteer coaches</li> <li>• Officials</li> <li>• Male and Female welfare officer – with thanks to Stuart Mace for agreeing to cover until we have recruited replacements.</li> </ul> <p>We need so many volunteers especially for match days. The club will pay for any training.</p> <p>DISCUSSION AT AGM:</p> <p>1. Martin Norman: Do we know if EA are planning on hosting virtual courses for officials and does the club have access?</p> <p>Answer: Jamie – EA have re-vamped their education system for both coaches and officials. The courses will be issued again soon – hopefully by April.</p> <p>2. Ben Kennard: Second Malcolm’s request for volunteers – we will need people to progress to level two field referees in order to be able to host home matches. We will need to get people trained as soon as possible.</p> <p>ACTIONS: Committee to discuss way forward for recruiting volunteers.</p>
Item 5	<p><b>Noting of Draft Accounts for 2020:</b></p> <p>The draft accounts had been posted in the AGM folder on the WAC website.</p> <p>DISCUSSION AT AGM: Malcolm Howard thanked Andy Jones for reviewing the accounts for 2020, in line with the Constitution requirement.</p> <p>Malcolm also mentioned that the club will take a hit on membership fees this year as we have extended membership to everyone who was an annual member in 2020, into 2021.</p> <p>Andy Jones said he had reviewed the bank statements and transactions but the current situation meant he had not been able to review the receipts or the minutes of the committee meetings. He had raised some points that Chris Ness (former Treasurer) had responded to. One remaining point is that it needs to be made clear that the</p>

	<p>Academy coaches are not club employees. Chris Ness and Abi Riehl will follow-up on this when the Academy re-starts.</p> <p>DECISION: the AGM noted the accounts for 2020.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> <li>• Finalise approved accounts and add to Mega.</li> <li>• Ensure it is clear that Academy coaches are not club employees</li> </ul>
Item 6	<p><b>Summary of changes in Constitution, policy documents and codes of conduct:</b></p> <p>Sally Stock, Policies Officer, took the AGM through the proposed revisions to the Constitution and the main changes made to various Codes of Conduct.</p> <p>Sally actively welcomed questions and comments (any time of the year) and said she would be happy to address any, please email <a href="mailto:policiesofficer@waltonac.co.uk">policiesofficer@waltonac.co.uk</a>. Sally also offered to provide a comparison of the changes to any document if anyone wanted them.</p> <p>Regarding the constitution the main changes were in the areas of:</p> <ul style="list-style-type: none"> <li>• Club ethos</li> <li>• Membership – documenting more clearly the different types of members</li> <li>• Allowing for virtual meetings</li> <li>• Noting processes</li> <li>• Committee section has been beefed up</li> <li>• References to complaints processes now reflects policy changes</li> </ul> <p>All Codes of Conduct have been updated to align with UKA standards.</p> <p>Sally mentioned that all policies are available on the website and that these will be updated from time-to-time throughout the year. She then summarised the changes in policies as follows:</p> <ul style="list-style-type: none"> <li>• Disciplinary process now aligns with the EA standard</li> <li>• Some documents had to be changed to align with Brexit (in particular those documents relating to GDPR)</li> </ul> <p>DISCUSSION AT AGM: Sabrina Mace thanked Sally for what was clearly an huge amount of work.</p> <p><u>Vote 4</u> was for the approval of the revised Constitution and Codes of Conduct</p> <p><b>Votes for: 25 against: 0 abstentions: 5</b></p> <p>DECISION: The AGM approved the publication on the website of the revised Constitution and Codes of Conduct and noted that revised policies are published on the website from time-to-time.</p> <p>ACTIONS: Ensure documents on website are the current agreed ones</p>
Item 7	<p><b>Pre-submitted Questions and Answers:</b></p> <p>Question from Matt Reed: How does the club plan to grow its membership?</p>

	<p>Response: The club has grown significantly. We currently have Circa 200 children in the Academy, as well as a number of people in the Satellite group who are waiting to join the club, but we simply do not have enough coaches or volunteers for officiating at events (as well as other roles). What we need is members to come forward for training (which the club will pay for) as either coaches or officials so that we can accommodate more athletes. We have put out several calls for volunteers and would welcome any suggestions as to how this can be achieved.</p> <p>Question from Ben Kennard: there are 20 coaches in Academy/Satellite – can some of those be brought into the main club?</p> <p>Response (from Jamie): That’s a good question. There are a lot of people coaching in the Academy and Satellite – Academy is for under 13s and satellite is populated with either people waiting to join the main club or those who don’t want to commit to competing.</p> <p>A lot of the coaches in the academy are athletes themselves within the club. The club is investing in those athletes and giving them something other than just the opportunity to compete. On main club training nights, those guys are training themselves. In order to bring in sufficient adult coaches, I have had to source them from other clubs – so it is not as simple as it might appear on the face of it.</p> <p>Question from Martin Norman: In terms of older athletes, is the club planning on doing any recruitment – eg in the 18-25 age group where we are light on match days?</p> <p>Response (from Jamie): Yes we do have a retention issue in that age group. Last year we offered bursaries for some of the outstanding young athletes and we managed to retain them rather than lose them to more high level clubs. One of the reasons for encouraging young athletes to coach at the Academy is to keep them involved and engaged with the club. If we can keep them, we can hopefully get them competing again. Last year we also introduced lower fees for student members. It’s hard and we are doing what we can. Suggestions are always welcome!</p>
Item 8	<p><b>Winners of the 2020 Cross-Country Awards:</b></p> <p>Jamie McLoughlin announced the following as winners of the club’s 2020 Cross-Country awards. He started by saying that the cross-country season of 2019-2020 did happen, so it is appropriate to award these trophies. However we haven’t had an awards evening this year, which is why these are being awarded at the AGM.</p> <p>Junior Female – this goes to an athlete who had a great season, earning both a Surrey Schools and Surrey County vest in cross-country and competing in English Schools – Charlotte Vaughan wins this one.</p> <p>Junior Male – an outstanding athlete – this guy was in the U17 age group, he won three of the four matches, and was second in the fourth one. He achieved the minimum score you can get – which is a huge achievement. He finished 15<sup>th</sup> in the inter-counties cross-country championships – the award goes to Tom Jones.</p>

	<p>Senior Ladies – someone who starred in the surrey league matches - she won the Wimbledon match by nearly a minute – the first Walton vest to cross the line first in a long time, and by such a margin is incredible. She was selected for Surrey Ladies inter-counties and performed very well in that to. Well done to Hayley Cargill.</p> <p>Senior Mens – this was close between two people but the winner competed in every surrey league match. The men’s team was promoted to division two from three last year. Craig Jarman won the Oxshott match and crossed the line first, closely followed by Duncan Woolmer. So Craig is the well-deserved winner of the mens trophy.</p>
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Appendix A: record of attendance and votes

Registered	Attended	Committee nominees (other than Chair)	Approval of 2020 AGM minutes	Approval of constitution and codes of conduct
Abi Riehl	<input checked="" type="checkbox"/>	For	For	Abstain – connection was cut
Jamie McLoughlin	<input checked="" type="checkbox"/>	For	For	For
Martin Norman	<input checked="" type="checkbox"/>	For	For	For
Tony Popham				
Jeff Willis and Angela Soave				
Matt Reed	<input checked="" type="checkbox"/>	For	For	For
Duncan Boyd	<input checked="" type="checkbox"/>	For	For	For
Ben Kennard	<input checked="" type="checkbox"/>	For	For	For
Chris Ness	<input checked="" type="checkbox"/>	For	For	For
Dave Brown	<input checked="" type="checkbox"/>	Against	Abstain	Abstain
Andy Jones	<input checked="" type="checkbox"/>	For	Abstain	Abstain
Lizzie Williams	<input checked="" type="checkbox"/>	For	For	For
Dave Moles	<input checked="" type="checkbox"/>	For	For	For
Mike Bale	<input checked="" type="checkbox"/>	For	Abstain	For
Joe Eastwood	<input checked="" type="checkbox"/>	For	For	Abstain
Stuart Mace	<input checked="" type="checkbox"/>	For	For	For
Shelley Atwall				
Susie McLoughlin	<input checked="" type="checkbox"/>	For	For	For
Sophie Mace	<input checked="" type="checkbox"/>	For	For	For

Claire Butler

Rod Parker	<input checked="" type="checkbox"/>	For	Abstain	Abstain
Haley Cargill	<input checked="" type="checkbox"/>	For	For	For
Lani Cardwell	<input checked="" type="checkbox"/>	For	For	For
Alex Morrice	<input checked="" type="checkbox"/>	For	For	For
Sam Mace	<input checked="" type="checkbox"/>	For	For	For
Terry Letheby				
Martin Willis				
Rob Smith	<input checked="" type="checkbox"/>	For	For	For
Joanne Locker	apologies			
Duncan Woolmer	<input checked="" type="checkbox"/>	For	For	For
Paul Fitzpatrick	<input checked="" type="checkbox"/>	For	For	For
Jonathan Hoirns	<input checked="" type="checkbox"/>	For	Abstain	For
Marie Marks	<input checked="" type="checkbox"/>	For	For	For
Sabrina Mace	<input checked="" type="checkbox"/>	For	For	For
Sally Stock	<input checked="" type="checkbox"/>	For	For	For
Malcolm Howard	<input checked="" type="checkbox"/>	For	Abstain	For
Bernhard Jongejan	<input checked="" type="checkbox"/>	For	For	For