**Minutes of the Annual General Meeting of**

**Basingstoke and Mid Hants Athletic Club**

**Held via**

**Virtual Video Call**

**Monday 8thh March 2021 at 7.30pm**

**Present:**

Paul Sandford, Carol Quinn, Caroline Wegg, Terry Wegg, Cheryll Ragan, Anna O’Neill, Ken Littlejohns, Wendy Littlejohns, Edward Thomas, Ann Henderson, Leigh Henderson, Rod Finch, Ian Byett, Pete Bolton, Nick Wells, Elizabeth Flitcroft, Georgina Grace, Yvonne Owusu-Ansah, Barry Kitcher, Chas Harvey, Felicity Edwards, Jide Adeniran, Kevin Nicolson, Deborah Montgomery, Ray Gartland, Sue Pett, Ben Hazell, Dave Ragan, Alastair Bridgman, John Tobin

**Apologies for absence:**

Apologies for absence were received from: Catriona Coveney, Jo Breeds, Mitch Lloyd, Jackie Tobin, Sally Stevens, Colin Henderson.

1. **Chairman’s Welcome.**

Paul Sandford welcomed the attendees and expressed apologies for the need to rearrange from the original date.

1. **Approval of the minutes of the AGM on** **28th February 2020.**

Ann Henderson proposed acceptance of the minutes, seconded by Carol Quinn. The minutes were unanimously approved with no abstentions.

1. **Matters arising from AGM 2020**

No matters were raised.

1. **To receive Chairman’s Report for the year ending 31st December 2020**

Paul Sandford thanked everyone associated with the club for their efforts during this difficult year. Paul explained that this year had caused him to reflect on the effort required to run the Club and that its clear that those involved demonstrate very strong operational skills in delivering services to the members.

Paul reminded the attendees of the purpose of the Club: ‘to support and encourage every athlete, coach and official in achieving their personal goals whilst contributing to the reputation and development of the club’. He remarked that this year, despite the problems, the Club has lived its purpose and this was evidenced via the effective transitions through the COVID shutdowns. He highlighted how the Club brand has been protected via the staging of 2 athlete events at the turn of the year. Paul acknowledged that it has been a tough year from which we have all learned as individuals and we can continue to move forward and improve the Club.

Paul highlighted the improvement in communications and expressed thanks to Leigh Henderson and Nick Wells for their efforts in developing the coaching strategy, which will be fundamental to athletes achieving their personal goals.

Paul expressed his thanks to Caroline Wegg for her role in helping the Club achieve such a strong financial position. The fact that the Club has surplus funds provides a platform to invest in the Club, support athletes, upgrade equipment and help athletes, coaches and officials to develop. We are also close to getting started on building the stand.

Paul advised that this coming year will see continued disruption as we move back to more normal Club operations whilst managing the disruption from the upgrade to the track so member support is needed.

Paul summarised that the AGM will provide both big picture and detail with more information provided on how the Committee is looking forward so that the next year and the next ten years will be very successful for the Club.

There were no questions raised by the attendees.

1. **To receive Treasurers Report and Account for the Financial Year ending 31st December 2020**

Paul Sandford thanked Caroline Wegg for her hard work as Club Treasurer over the years during which she has performed the role.

Our Financial Report, available on-line, shows our finances are in a strong position. Paul explained that the Committee has agreed that due to this strong position we will not be increasing membership fees this year and the budgets have been adjusted accordingly.

Ian Byett explained that the Betty Byett award fund has been spent, due to funds being awarded, however Ian will provide £2,000 in order that the awards can continue for another five years. Paul Sandford thanked Ian on behalf of the Club.

The balance sheet, as at 31st December 2020, was presented to the meeting. The balance sheet has been examined by, and found to be in accordance with the books and records presented to, the Independent Examiners.

There were no questions raised by the attendees.

Ian Byett proposed acceptance of the financial accounts, seconded by Ken Littlejohn. These were approved unanimously.

1. **To receive the Membership Secretary Report**

There were no questions raised by the attendees.

Paul Sandford advised the attendees that this has been a challenging year and congratulated Carol Quinn on her efforts in managing the membership records.

1. **To receive the Honorary General Secretary** **Report**

There were no questions raised by the attendees.

Paul Sandford highlighted the strength of the brand and how well this is reflected in the new kit. He encouraged the members to support the club shop.

1. **Proposal to amend part of Club Rule 4a**

Carol Quinn proposed an update to some of the Committee titles to better reflect the current management arrangements of the club as follows:

* Men’s Secretary: change to NAL Secretaries**.** Moving Jackie Tobin to the new role and adding Ian Byett, carrying out the role jointly.
* Women’s Secretary: change to SAL Secretary (vacant)
* Delete Junior Secretary
* AddWessex League Secretary (vacant)
* AddAlder Valley League Secretary– nomination - Carol Quinn.

The proposal was made in accordance with the club rules and accordingly a poll vote was undertaken. The poll vote was taken using the call functionality and the proposal was agreed without dissention. The number of votes cast was a clear majority of those present.

1. **Election of Officers, Officer Holders and Post Holders to the Committee and appointment of External Independent Examiners.**

Nominations proposed by the committee:

With the exception of Caroline Wegg, all existing committee members confirmed their intention to remain in post. Ray Gartland proposed acceptance, Dave Ragan Seconded, unanimously agreed with no abstentions.

* 1. **Officers**

The following nomination to the vacant post were unanimously confirmed via a show of hands without dissention. The number of votes cast was a clear majority of those present:

Honorary Treasure – Edward Thomas Proposed Ann Henderson, Seconded Felicity Edwards

Paul Sandford welcomed Edward to the Committee.

The role of President was due for election. Paul Sandford thanked Ian Byett for all of his efforts during this year. He highlighted Ian’s huge experience and commitment and the mentoring role he performs across the Club.

Ian nominated Ken Littlejohns to take on the role of President. Paul referred to Ken’s tireless efforts on behalf of the club in particular his organisation of events, his role as a timekeeper and his strong financial skills. The nomination was seconded by Terry Wegg and Carol Quinn. The nomination to the vacant post was unanimously confirmed via a show of hands without dissention. The number of votes cast was a clear majority of those present.

Ken expressed his honour in accepting the post and his intention to do his best for the upcoming year and help as much as he is able to. Ian added his endorsement and revealed that Ken has the second longest membership of the club.

All Officer roles are filled.

It was noted that the bank account arrangements need to be addressed as a priority with the change of Officer roles.

* 1. **Office Holders**

Following the updates to Rule 4a there are 15 Officers and no further posts were filled during the meeting.

Vacant Posts are:

SAL Secretary

Wessex League Secretary

Masters Athletics Secretary

* 1. **Post Holders**

Andrea Sleap has stepped down as Refreshments Co-ordinator and Paul Sandford expressed thanks on behalf of the Club for her contribution over the years.

Jo Breeds has proposed that the Refreshments Co-Ordinator be updated to become Social & Refreshments Co-Ordinator and has volunteered to take on this post. The nomination to the vacant post was unanimously confirmed via a poll without dissention. The number of votes cast was a clear majority of those present.

Cheryll Ragan volunteered to take on the role of Quadkids Manager for the Wessex League. The nomination was proposed by Ann Henderson and seconded by Nick Wells. The nomination to the vacant post was unanimously confirmed via a poll without dissention. The number of votes cast was a clear majority of those present.

Vacant Posts are:

* Public Relations Officer – vacant
* Sponsorship Secretary – vacant
* Men’s Track Manager (SAL) – vacant
* Veterans Women’s Team Manager – vacant
* Joint Team Manager – Alder Valley Girls – one vacant post.
* Wessex League U13 & U15 Boys

1. **Club Rule 5c amendment**

Carol Quinn proposed that the reference to membership cards be deleted as they are no longer issued. This proposal was accepted unanimously.

1. **Club Stand and Track Refurbishment**

Felicity Edwards provided an update on the progress that has been made this year by the sub-committee in conjunction with the Council. Felicity confirmed the good news that the intention is for the Council to refurbish the track this summer. It will take in the region of 4 to 6 weeks and having a period of good weather is vital to the quality of the new track so exact dates cannot be confirmed yet. The existing track will be out of action for that period so home matches and training will have to be planned around this.

Felicity reminded the attendees that the aspiration was to have a spectator stand with integrated clubhouse facilities and a photo finish capability. The Club has circa £140k in the track fund to go towards this which is the result of incredible efforts of members and the community in fundraising. This is a chance to move forward at last. The Council, however, are reviewing the plans as the most recent drawings would need a budget way in excess of the combined funds of the Club and the Council. It is expected that the reduced budget will lead to the provision of a separate stand and clubhouse with avoidance of the need to undertake excavation of the mound. The structures will be prefabricated modular structures with no bespoke designs. Once the specifications are ready they will be issued to contractors for quotation. Once the council have some costings we will be able to see what they can afford within the council’s budget and discuss how the club’s funds are best used to supplement.

Felicity advised that the Council intends to fence in the track to reduce the risk of vandalism although they have confirmed that the fence will remain open during the day and be locked overnight. The Council are in the process of applying for planning permission.

Ben Hazell queried whether any drawings are available to view. Felicity advised that these are awaited but it is expected that the seating will be located along the home straight and the club house will be on the same side but hearer the large car park.

Edward Thomas asked how long a resurfaced track should last. Ian Byett confirmed that a typical life span is 10-12 years. Edward acknowledged the Council’s clear support of the Club and Felicity confirmed that they have been incredibly supportive.

Sue Pett asked whether a 300m grass track will be marked out and Rod Finch remarked on the likely need to make use of other facilities. Felicity confirmed that plans can be formulated once the dates are clearer.

Sue advised that access to the track will need to be controlled once the disability group is back training to ensure that the group members can train safely. Felicity confirmed that this will be investigated further to ensure that we understand how access can be controlled.

1. **Coaching Strategy**

Leigh Henderson and Nick Wells presented the new Coaching Strategy.

They explained:

* Why the strategy is needed
* What they did to gather information and what they found
* Examples of national good practice
* The next steps.

They have developed a set of 12 recommendations with a strong emphasis on a progressive & skills based athlete pathway.

Following acceptance of all recommendations by the Committee a structured process is in place for the coaches to debate how the strategy can be implemented.

1. **Club Policies**

The Committee has decided to review all current policies. This is being conducted by Anna O’Neill (Minutes Secretary) and Ann Henderson (Honorary General Secretary). This includes a review of our current Club Rules. Any proposed changes will be discussed at a Special General Meeting, as per current Club Rule 12.

1. **Any Other Business**

Paul Sandford expressed thanks to Sue Scouler-Davison for her help during this year.

There were no other points of business. The meeting closed at 9.00pm.

Date of the next meeting to be decided.