**AGM**

**25th September 2018**

**8:30 in ILTSC**

**Agenda - Annual General Meeting 2018**

*The Annual General Meeting of Ilkley Harriers Athletic Club will be held on Tuesday 25th September 2018 at Ilkley Lawn Tennis and Squash Club starting at 8:30pm after the club run.*

1. *Committee’s introduction*
2. *Apologies for absence*
3. *Minutes of 2017 AGM and vote of acceptance*
4. *Matters arising*
5. *Committee’s annual report, including Junior section*
6. *Treasurer’s report and statement of accounts for year ending 31st August 2018 and vote of acceptance*
7. *Annual subscriptions - it is proposed to maintain subscriptions as in 2017-2018. A discussion will be held on the Northern Athletics decision to charge £2 per member to attend their events from October 1st.*
8. *An amendment to the Constitution is proposed to cater for our electronic banking arrangements: We propose to change the final sentence in section 8b from “All accounts shall operate on at least two signatories.” to “Banking is now predominantly electronic operated by the Treasurer. Monthly statements of all transactions will be checked by a second Officer of the club.”*
9. *Elections of Officers and Committee - a nomination form is attached. Vacancies exist for Chair and Deputy Chair, for Committee members and Men’s road captain.*
10. *Reappointment of auditor*
11. *Any other business*

*Hilda Coulsey*

*Secretary*

 **AGM 26th September 2017**

 **Draft Minutes**

1. **Introduction**

Welcome from Hilda Coulsey, Secretary, on behalf of the Committee. The purpose of this AGM is to allow members to hear reports from the committee, including the finances, to vote on the proposed fee increase, elect the committee for next year and to make any changes to the constitution. We have no changes in the constitution to propose. We welcome discussion and comments from members throughout.

**2. Apologies**

Jacqui and Steve Weston, Richard Joel, Steve Coy, Dick Waddington, Petra Bijsterveld

**3. Minutes of last AGM 27th September 2016**

The minutes were agreed and accepted with the addition of Geoff Howard on the attendee list and amended as such.

Proposer: Val Kerr Seconded: Neil Chapman

**4. Matters Arising**

It was decided that the magazine newsletter is valued and would be published both on-line but also with a minimum order of 50 paper copies. These copies will be available from Hilda Coulsey on Tuesday evenings and Neil Chapman on Thursdays.

The status of the new proposed facilities for the Juniors will be updated later in the meeting reports.

**5. Annual Report** Hilda Coulsey

Hilda reviewed activities in the year and thanked the many volunteers involved in leading the various roles and tasks offered by a successful club and those helping and supporting them. Member numbers are steady, with new members being accepted throughout the year, including from another successful beginners group. We have introduced a electronic membership payment process and are progressing to do the same for registration entry to HDSRL and the cross countries. This is expected to be the way forward for all registrations, memberships and races, (also allowing off-line processes if members are inconvenienced) and we reviewed our data security in line with this. We continued to put on our various races and social events together with a wide variety of coaching and training events.

An EGM was held on 2nd May 2017 and the Constitution was modified to include para 2.e “The club supports the development of local athletics facilities in furtherance of the club’s

objectives including, as required, the participation in legal entities set up to provide these.” The Junior section continues to develop the business plan, organisation and funding options for the proposed facilities at Ben Rhydding.

The report was accepted.

Proposer: Geoff Howard Seconded: Malcolm Pickering

**Junior Report** Shirley Wood

Shirley highlighted the continued demand from Juniors for the range of athletics activities and the considerable success of the young athletes in competitions. The significant numbers of coaches and Junior Leaders volunteering are appreciated. Funding is being secured for the new facilities scheme, including loan pledges, despite the exceptionally long time Sport England are taking to consider grant support, which is of course being chased.

Paul Stephens asked about sustainability of the growth regarding the availability of leaders/ coaches and athletes. Shirley highlighted the increased numbers attending with increased sessions made available for them, the increase of £1 fee per session and additional sportshall sessions for younger ones.

The report was accepted.

Proposer: Abigail Bailey Seconded: Jane McCarthy

**6. Treasurer’s Report** Martin Archer

Martin reported that the club ran at a loss this year of £219 compared to a loss of £920 the previous year.. We had a small increase in members increasing our income from subscriptions and also from race hosting. Expenditure increases were due to the subsequent increased number of EA fees, the cost of subsidised social events and the purchase of a container for training and race equipment storage whereas the tennis club rent was similar to last year and we made savings by reducing the number of printed newsletters. Overall the income and expenditure were fairly well matched so that we ended the year with a surplus of £10972.

The report was accepted

Proposer: Gaenor Coy Seconded: Neil Chapman

The Junior finances, presented in Shirley’s report, are dominated by income from session fees, almost doubled from last year, with similar expenditures to last year except for an increased item for the Facilities proposal preparation of £7783. The section produced a surplus so that the account balance at the year end is £23898, up from £9462 previously.

**7. Annual Subscriptions**

As proposed in the Treasurer’s report we aim to increase membership subscriptions by £2 per person for 2017/ 2018, solely due to the increase in England Athletics fee not passed onto members for the last 2 years, maintaining the same structure so that for first claim members the fees will be:

Individual: £34 (+18 years old)

Joint: £60 (for 2 people +18, living at the same address)

Student/ young person: the EA fee which at present is £14, but is expected to increase to £15 in April.

Geoff Howard queried that with such a surplus what was the need to increase the fee at all. After discussion it was accepted that the committee feel responsible to manage the finances so that income and expenditures are reasonably well balanced (i.e. the £20 portion of the fee) and to maintain the surplus, similar to an annual expenditure, in case of club winding up or other exceptional issue.

This was accepted by show of hands.

**9. Election of Officers**

|  |  |  |
| --- | --- | --- |
| **Position** | **Nominations**  | **Elected** |
| Chair | Geoff Howard | yes, subsequent to meeting |
| Deputy Chair |  |  |
| Secretary | Hilda Coulsey | yes |
| Treasurer | Martin Archer | yes |
| Committee 1 | Neil Chapman | yes |
| Committee 2 | Jane McCarthy | yes |
| Committee 3 | Helen & Dick Waddington | yes |
| Committee 4 | Richard Joel | yes |
| Committee 5 | Peter Lewis | yes |
| Committee 6 | Sue Williamson | yes |
| Committee 7 | Abigail Bailey | yes |
| Committee 8 |  |  |
| Committee 9 |  |  |
|  |  |  |

Shirley Wood will relinquish her role directly on the Committee after the AGM, although will attend from time to time. The Committee and members thanks Shirley for all her hard work and contributions for over 20 years.

The committee was elected.

Proposed: Val Kerr Seconded: Peter Lewis

Geoff Howard’s nomination was subsequently agreed by the committee at the 3rd October meeting.

**Other club roles:**

Ladies' Fell Captains: Jane McCarthy and Jann Smith

Men's Fell Captain: Jack Wood

**Men's Road Captain: vacant**

Ladies' Road Captain: Petra Bijsterveld

Men's XC Captain: Steve Coy

Ladies' XC Captain: Gaenor Coy

Junior section: Shirley will continue to provide the 3 monthly Junior reports and attend from time to time. Jane McCarthy and Sue Williamson are points of contact between the sections.

Membership Secretary: Petra Bijsterveld

Website: Paul Wood

Newsletter editor: Peter Lewis

**Email newsletter editor: vacant**

Ilkley Gazette reports: Alison Bennett, taking over from Alison Weston

Twitter: Petra Bijsterveld

IH Race League: Jane McCarthy

HDSRL contact: Paul Stephens, taking over from Andrew Sheldon

Auditor: Gavin Lamb

**9. Reappointment of the Auditor**

Gavin Lamb is thanked for undertaking this task for 2016/ 2017 and reappointed for 2017/ 2018.

Proposed: Neil Chapman Seconded: Alison Weston

**10. Any other business**

none

The meeting closed at 9:25 pm

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| Hilda Coulsey | Val Kerr | Anna Pickering | Malcolm Pickering |
| Sue Williamson | Sue Verspyck | Alison Weston | Gaenor Coy |
| Emma O’Looney | Caroline Tong | Abigail Bailey | Neil Chapman |
| Peter Lewis | Alison Bennett | Jean Sullivan | Paul Stephens |
| Helen Waddington | Jane McCarthy | Nick Pearce | Shirley Wood |
| Geoff Howard | **21 in total** |  |  |

**Item 5 Annual Review 2017-2018 Committee Activity**

On behalf of the committee and all members I thank all those involved in taking on the roles and tasks of running a successful club and in putting on our activities. We appreciate the significant organisation that is required by those that lead the tasks and also to those who volunteer to help. We are grateful for all the support you give.

* **Members**

As of early September we have 308\* senior members (74 of whom are joint), with an additional 24 students and 10 second claim members. \* This compares with 313 this time last year.

* **Membership process and fee**

Following on from the electronic renewal of membership and fee payment process that Petra Bijsterveld introduced last year the process has been formalised and placed with Paysubsonline with GoCardless payment. This arrangement has been operating from early 2018 with all members’ data uploaded, new members’ data added and was used for the Beginners course too. No problems have been reported from members and the system will therefore be used for the renewals in October. Petra has put significant hours into proposing the best system for us, initiating the data uploading from our old system, managing the whole process and deserves considerable thanks.

In line with this years GDPR legislation we have updated our data protection and privacy processes.

Last year we increased fees by £2 per member. As the treasurer reports we have made a small surplus this year and hence propose to maintain the present fees and fee structure for 2018/2019 and hence also absorbing the predicted increase in EA fee of £1 per member due next April.

This assumes Northern Athletics events continue to be available to us at similar costs to previous years. Northern Athletics have declared they will charge clubs a fee for each member of £2 with a deadline of 1st October. The committee have so far considered it inappropriate to heed this deadline as EA and clubs are still in discussion with NA to find a more appropriate model for clubs like ourselves where less than 10% of our members enjoy NA races.

* **Beginners 0-5k and Improvers programme, new members**

As last year we offered our 6 week 0-5k programme at the beginning of May, with some 50 signing up initially, led by Petra, Hilda and Abi. Around 20 progressed beyond 5k to our Improvers programme joining the Tuesday session with Abigail Bailey, attendees now running over 10k.

We welcome new members, who usually come along to the Tuesday sessions initially, continually through out the year.

* **Racing and our races**

We continue to enjoy considerable racing opportunities, contributing to the various local organisations enabling inter club competition e.g. Yorkshire Vets, Peco cross country, HDSRL. Congratulations to all those representing Yorkshire, England and GB, particularly mentioning international recognition for Euan Brennan, for cross country and mountain running at Milton Keynes, Armagh, Lanzade (Italy) and Skopje (Macedonia) through the year achieving top ten places at U17 and now selected for Andorra in September at U20 whilst still 17. Also Jack Wood in Karpacz (Poland). We also recognise the many other outstanding achievements of all members.

We successfully organised our races; Ilkley Moor Fell Race, Ilkley Trail Race, Addingham Gala Fell, the Incline. We also organised our race for HDSRL this year as well as the adjacent considerable catering effort. Thank you to all those involved in putting on these events, taking the lead and helping. Thank you to all those involved in organising entries, transport etc for the cross countries and road leagues, relays and representative events. If members feel they would like to see new races organised please talk to the committee, particularly Neil Chapman.

Our league programme is well into the year and competition at the top is hotting up as always. Of the 24 races to choose from (8 each in Fell, Trail and Road categories) some 143 Harriers completed at least one race last year. For those unaware, age grading ratios apply hence it is fair and fun for all to take part and you only need to run 10 races. If there are other races you enjoyed that we could include please suggest these to committee members or Jane McCarthy.

* **Socials, awards and club recognition**

Look out for the Christmas social, relays and quiz, (likely to be Tuesday 18th December 2018) and Annual awards/ social event at The Wheatley, booked for Friday 18th January 2019. These were very successful this year and will follow a similar format next.

A Predictor run was organised by members on a Tuesday evening session in early December and was dedicated to the memory of Brian Sweet, a long time member and run leader. Away runs have been organised through the summer, starting from different locations to enjoy the countryside further afield.

We nominate and recognise runners and volunteers each month. These nominations are now recognised as Outstanding Achievements for the month hence we thank Jean Sullivan for compiling the review for the month and to members for the nominations.

Val Kerr has been sending out monthly e-newsletters, Peter Lewis continues to edit the magazine, he will always be looking for articles and interesting news items. Alison Bennett has provided weekly news and photos to the Ilkley Gazette. Please continue to send in news reports to the website, we enjoy reading them and it provides inspiration and motivation for others to consider these races next year.

* **Junior Section**

As in previous years Shirley has produced a report for this meeting on the wealth of this last year’s JIH activities and performances including an audited finance report. The senior section recognises the considerable effort and enthusiasm that Shirley and all the volunteers contribute to such a thriving group as it wishes to continue to develop. This has included support on the Compact Athletics Facilities.

Meetings were held in February and August between Shirley, the Chair and the Hon. Sec. to discuss how best the Committee and senior members in general can support JIH and ensure its long term sustainability and continued remarkable success. It is intended that these meetings will become an established biennial arrangement.

* **Change in the Constitution Proposal**

We propose to amend the Constitution because of the change we made to electronic banking. We propose to change the final sentence in section 8b from “All accounts shall operate on at least two signatories.” to “Banking is now predominantly electronic operated by the Treasurer. Monthly statements of all transactions will be checked by a second Officer of the club.” The reason is that it is not practical to operate electronically with “two signatories”. Major expenditures or changes in financial arrangements are agreed in committee meetings and minuted plus our accounts are audited.

* **Committee and officials**

There has rarely been a better time to consider nomination as  Chair of the Club. Nearly all our current highly experienced, very imaginative, able and enthusiastic committee members have indicated a wish to stay on. The committee is very open to reviewing how it can work best and is willing to try out new ideas. It is responding to the increased time demands of modern lifestyles by being flexible in its meeting dates and times, and in optimising the constructive use of electronic communications. Both of my terms as Chair have been very satisfying and rewarding experiences. If you do take the plunge, I have no doubt that you will be glad that you did. If the time commitment (which isn’t great) is putting you off, why not consider a de-facto job share with another member through sharing the load as Chair and Vice-Chair?

**Geoff Howard Chair, for the Committee**

**Item 8 Election of Officers for 2018-2019**

|  |  |  |
| --- | --- | --- |
| **Position** | **Nominations**  | **Elected** |
| Chair | **Vacant** |  |
| Deputy Chair |  |  |
| Secretary | Hilda Coulsey |  |
| Treasurer | Martin Archer |  |
| Committee 1 | Neil Chapman |  |
| Committee 2 | Jane McCarthy |  |
| Committee 3 | Helen & Dick Waddington |  |
| Committee 4 | Richard Joel & Jean Sullivan |  |
| Committee 5 | Peter Lewis |  |
| Committee 6 | Sue Williamson |  |
| Committee 6 |  |  |
| Committee 7 |  |  |
| Committee 8 |  |  |
| Committee 9 |  |  |

**Other club roles:**

Ladies' Fell Captains: Jane McCarthy and Jann Smith

Men's Fell Captain: Jack Wood

***Men's Road Captain: vacant***

Ladies' Road Captain: Petra Bijsterveld

Men's XC Captain: Steve Coy

Ladies' XC Captain, Peco representative XC contact: Gaenor Coy

Junior section: Shirley Wood

Membership Secretary: Petra Bijsterveld

Website: Paul Wood

Newsletter editor: Peter Lewis

Email newsletter editor: Val Kerr

Ilkley Gazette reports: Alison Bennett

Facebook and Twitter: Petra Bijsterveld

IH Race League: Jane McCarthy

HDSRL contact: Paul Stephens

Auditor: Gavin Lamb

NOMINATION FORM:

Officers and Committee Members: 2018-2019

*Please use this form to nominate people for the posts of Officers of the club of which there are 4, and up to 9 further committee members. Please ensure you have the agreement of anybody you nominate. (Please note that club captains and other positions do not have to be committee members and it is not a requirement that these are nominated, or appointed at the AGM but it has been the practise in recent years). (please return to Hilda Coulsey, 19 High Wheatley, Ilkley LS29 8RX or secretary@ilkleyharriers.org.uk)*

|  |  |
| --- | --- |
| **Position** | **Name of Person you are Nominating** |
| Chairman |  |
| Deputy Chairman |  |
| Honorary Treasurer |  |
| Honorary Secretary |  |
| Committee Member |  |
| Committee Member |  |
| Committee Member |  |
| Committee Member |  |
| Committee Member |  |
| Committee Member |  |
| Committee Member |  |
| Committee Member |  |
| Committee Member |  |

|  |  |
| --- | --- |
| Men’s Road Captain |  |
| Ladies’ road Captain |  |
| Men’s Fell Captain |  |
| Ladies’ Fell Captain |  |
| Men’s XC Captain |  |
| Ladies’ XC Captain |  |
| Membership Secretary |  |
|  |  |

|  |  |
| --- | --- |
| Proposed by (your name) |  |