

AGM MINUTES

Meeting: AGM Meeting 2019
Date of meeting: 7th April 2019
Venue: Abbots Oak
Prepared by: Kelly Hammonds

Present

Simon Hammonds	Chairperson / Coach
Dan Noon	Fixtures / Communications / Coach
Kelly Hammonds	Treasurer / Coach
Joel May	Secretary / Welfare Officer
Collette Porter	Communications Officer
Club Members	Kevin Borley, Lisa Borley, Dave Mee, Vicki Mee, Sam Toon, Al Burgwin, Adam Clarke, Emma Clarke

Apologies

Tracey R-Lynne	Social Secretary / Run Leader
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Item

Action

1.0

Welcome

1.1 The Chairperson thanked and welcomed everybody for attending the 5th Coalville Triathlon Club AGM.

2.0

Matters Arising / Previous Minutes

2.1 The Chairperson read through the previous minutes – No outstanding matters arising.

3.0

Club Constitution

3.1 The club constitution was read out. Amendments have been made this year due to Tri Mark accreditation and changes to officers of the club. The changes were discussed and by show of hands the club constitution was ratified.

4.0

Chairperson's Report

4.1 The Chairperson gave a brief overview of the clubs achievements and progression during its 5th year.

See Appendix 1

5.0

Treasurers Report

5.1 The Treasurer gave a financial summary of the accounts.

Item	Action												
	<p>A review of the last three years annual accounts has shown that the club has consistently received approx. £1,500 each year in membership fees.</p> <p>Over £400 of the fees are given back to members through subsidising the Team Relays each year.</p> <p>The remaining funds are spent on things such as club affiliation, club equipment, website, membership system, coaching courses, venue hire and awards etc.</p> <p>Approx. £5,300 per year is spent on the pool hire of Ibstock Leisure Complex which is similar to amount received in from the two swim sessions per week.</p> <p>The account balance at year end is usually around £3,000 to ensure that we can cover for any eventuality.</p> <p>See Appendix 3</p>												
6.0	Insurance												
6.1	<p>Coaches must be members of the BTF to be covered by insurance to coach at the club. Annual check below:</p> <table border="0" data-bbox="507 1055 1214 1182"> <tr> <td>Simon Hammonds</td> <td>E1056143</td> <td>Expiry 31/08/2019</td> </tr> <tr> <td>Kelly Hammonds</td> <td>E1058838</td> <td>Expiry 31/03/2020</td> </tr> <tr> <td>Dan Noon</td> <td>E1058795</td> <td>Expiry 28/02/2020</td> </tr> <tr> <td>Mick Anderson</td> <td>E137377</td> <td>Expiry 31/12/2019</td> </tr> </table>	Simon Hammonds	E1056143	Expiry 31/08/2019	Kelly Hammonds	E1058838	Expiry 31/03/2020	Dan Noon	E1058795	Expiry 28/02/2020	Mick Anderson	E137377	Expiry 31/12/2019
Simon Hammonds	E1056143	Expiry 31/08/2019											
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Mick Anderson	E137377	Expiry 31/12/2019											
7.0	Election of Members												
7.1	The committee stepped down from their positions.												
7.2	<p>Members put themselves forward for re-election and election to new positions and were unchallenged:-</p> <p>Simon Hammonds- Chairperson Dan Noon - Fixtures Secretary Kelly Hammonds - Treasurer Collette Porter - Communications Officer Joel May – Secretary / Welfare Officer</p> <p>Sam Toon volunteered for the vacant post of Club / Social Secretary.</p>												
7.3	Simon Hammonds read through the roles and responsibilities of each officer of the committee.												
	See Appendix 2												
8.0	Any Other Business												

Item		Action
8.1	The topic of Club Promotion was discussed and it was felt that the website, Facebook, and club kit have been sufficient so far but that we do need a better notice board at Ibstock Leisure Complex.	
8.2	By show of hands it was agreed that a new window for club kit should be opened.	
8.3	Members suggested that they would like to see a TT points system. Simon Hammonds to discuss with Steve Robinson.	
8.4	Members suggested that they would like to see the club page promoting peoples races, an open water coached swim session at Bosworth (possibly when Ibstock is closed in May for cleaning) and transition sessions for new members.	
8.5	By show hands it was agreed that the 5 points added for supporting cross country races would be removed.	
9.0	Next Meeting	
9.1	Date to be confirmed via email to all members and published on the club Facebook group 6 weeks before the meeting.	

Appendix 1

Hi All,

Welcome to the fifth AGM of Coalville Triathlon Club, this year has been another excellent year for our club.

Looking back over the last year we have achieved a lot for a small club, athletes racing all over the world, an impressive six teams in the club relays, regular organised club rides (thanks Dave), two coached swim sessions and a run session which is going well.

We had an annual club party & Awards Ceremony in November at a new venue which worked much better for us. I'd like to add that again the club awards were almost impossible to choose winners for with everyone achieving so much each year, there were so many worthy winners and long may these difficult choices continue! A new points system for the cross country races has also been set up for this year.

Last year we increased the coaching staff to two, Level two coaches and two Level one coaches. This works well especially now that a regular rota is in place (thanks Dan) and Kevin and Joel have become run leaders.

The online membership system introduced last year, has significantly reduced administration overhead and allows our members to keep their personal information up to date. This also introduced a tiered membership system to cater for athletes that only wish to run for the club.

A new website has been developed (thanks Collette) which is easy to navigate and more current.

The ethos of the club has always been an all-inclusive one and we pride ourselves on welcoming all abilities, we have seen great improvements thanks to the coaching staff and support of more experienced members and long may this continue.

For the next year we are looking at the following:

- Continue to promote our club in the local area
- Grow our coaching staff further
- More social events organised by the new Club / Social Secretary
- Another great turnout at the club relays
- More people at local races to show who Coalville Triathlon Club are with our fantastic support and respectful athletes
- Annual Spring Tri camp
- Annual party / awards night
- Tri Mark accreditation

In summary, I have been very proud to see the club continue to approx. 55 active members over the last year but most of all seeing the improvement in everyone and seeing athletes set and achieve their goals with the help and support of this club. I'd also like to thank the committee for the endless hours they put into the club of their personal time as it simply wouldn't be where it is today without that commitment. Thank you.

Appendix 2**Committee Member Responsibilities 2019****Chairperson**

Be the public face of the committee and represent Coalville Triathlon club publically.
Chair all committee and AGM meetings.
Ensure the committee operates to its constitution and holds the correct number of meetings.
Support and oversee that committee members are managing their roles and responsibilities.
Positively promote the club.

Treasurer

Keep clear, accurate records of the clubs financial transactions and manage the budget.
Manage the clubs bank account by paying in cash and paying any expenses.
Present annual financial reports at the AGM.
Positively promote the club.

Communications Officer

Be responsible for website developments and updates.
Administer online entry systems.
Administer cross country points system.
Update website with the club points.
Positively promote the club.

Head Coach / Fixtures Secretary

Administer triathlon club points system.
Organise teams for club relays based on results.
Oversee and guide the clubs annual training plan.
Produce and advertise monthly club calendar.
Provide support and guidance to club coaches.
Positively promote the club.

Run Coordinator / Welfare Officer

Attend LRRL and Derby Runners meetings.
Advertise / inform club members or race schedules and entry dates.
Be responsible for setting up equipment at the cross country races and updating results.
Coordinate weekly run sessions and promote running within the club.
Positively promote the club.

Club / Social Secretary

Arrange monthly committee meetings and inform committee of dates and times
Attend committee meetings and take minutes.
Send and receive correspondence on behalf of the club.
Update or add to documents as required by the committee.
Organise quarterly social events for club members.
Promote the club on social media channels.
Manage club members on UK Athletics.
Positively promote the club.

Coalville Triathlon Club

Income Statement

For the Year Ending 31st March 2019

	April	May	June	July	August	September	October	November	December	January	February	March
Balance	£ 3,437.74	£ 4,839.37	£ 4,027.75	£ 3,926.34	£ 3,981.46	£ 4,402.46	£ 2,709.46	£ 3,123.12	£ 3,670.23	£ 2,241.29	£ 2,041.13	£ 2,584.13
Income												
Swim (week 1)	£ 54.00	£ 30.00	£ 35.00	£ 40.00	£ 40.00	£ 45.00	£ 55.00	£ 40.00	£ 30.00		£ 120.00	£ 60.00
Swim (week 2)	£ 41.00	£ 25.00	£ 45.00	£ 20.00	£ 45.00	£ 30.00	£ 90.00	£ 30.00	£ 25.00	£ 40.00	£ 35.00	£ 60.00
Swim (week 3)	£ 35.00	£ 35.00	£ 25.00	£ 30.00	£ 50.00	£ 45.00	£ 45.00	£ 55.00		£ 40.00	£ 40.00	£ 45.00
Swim (week 4)	£ 50.00	£ 20.00	£ 30.00	£ 53.00	£ 45.00	£ 45.00	£ 45.00	£ 30.00		£ 40.00	£ 40.00	£ 50.00
Swim (week 5)					£ 20.00		£ 35.00	£ 40.00		£ 35.00	£ 50.00	
Paypal	£ 1,190.53							£ 208.10				
Tri Strength	£ 21.00	£ 39.00	£ 7.00	£ 21.00	£ 54.00		£ 45.00	£ 47.50				
Membership	£ 104.00	£ 29.38										£ 35.00
Ibstock S/O's	£ 261.10	£ 276.00	£ 216.00	£ 281.00	£ 236.00	£ 240.00	£ 300.00	£ 276.00	£ 271.00	£ 258.00	£ 258.00	£ 308.00
Relays		£ 30.00	£ 30.00	£ 217.28								
Run Affiliation	£ 15.00						£ 15.00					
Christmas Party Tickets					£ 100.00			£ 220.00				
Donations / Sponsorship			£ 684.59			£ 250.00		£ 132.00			£ 75.00	
Balance	£ 1,771.63	£ 484.38	£ 1,072.59	£ 662.28	£ 590.00	£ 655.00	£ 630.00	£ 1,078.60	£ 326.00	£ 413.00	£ 618.00	£ 558.00
Total	£ 5,209.37	£ 5,323.75	£ 5,100.34	£ 4,588.62	£ 4,571.46	£ 5,057.46	£ 3,339.46	£ 4,201.72	£ 3,996.23	£ 2,654.29	£ 2,659.13	£ 3,142.13
Expenses												
Pool Hire		£ 1,296.00	£ 70.00				£ 2,268.00		£ 1,748.00			
Coaching												
Courses				£ 395.00						£ 280.00		
Social			£ 90.00				£ 80.00	£ 35.10	£ 470.00	£ 6.94	£ 135.00	
Races			£ 1,014.00	£ 169.00								
Website				£ 43.16			£ 43.16			£ 43.16		£ 43.16
Equipment					£ 49.00		£ 138.08	£ 16.49				
Affiliation	£ 370.00				£ 120.00			£ 45.00		£ 155.00	£ 75.00	
Total	£ 370.00	£ 1,296.00	£ 1,174.00	£ 607.16	£ 169.00	£ 2,348.00	£ 216.34	£ 531.49	£ 1,754.94	£ 613.16	£ 75.00	£ 43.16
Balance	£ 4,839.37	£ 4,027.75	£ 3,926.34	£ 3,981.46	£ 4,402.46	£ 2,709.46	£ 3,123.12	£ 3,670.23	£ 2,241.29	£ 2,041.13	£ 2,584.13	£ 3,098.97
Month end check - Account	£ 4,396.67	£ 3,861.05	£ 3,617.64	£ 3,508.76	£ 4,196.76	£ 2,338.76	£ 2,472.52	£ 2,895.13	£ 2,153.13	£ 1,797.97	£ 2,115.97	£ 2,820.81
Month end check - Cash	£ 442.70	£ 166.70	£ 308.70	£ 472.70	£ 205.70	£ 370.70	£ 650.60	£ 775.10	£ 88.16	£ 243.16	£ 468.16	£ 278.16
Month end check - Check	£ 4,839.37	£ 4,027.75	£ 3,926.34	£ 3,981.46	£ 4,402.46	£ 2,709.46	£ 3,123.12	£ 3,670.23	£ 2,241.29	£ 2,041.13	£ 2,584.13	£ 3,098.97