



## Annual General Meeting – 11<sup>th</sup> March 2019

### Minutes

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#### 1. Attendees & Apologies

- The meeting was attended by; Frank Stephenson, Steven Foster, Louise Foster, Samantha Keogh, Michael Keogh, Gillian Kemp, Mark Ellis, Sandra Ord, Louise McLellan & Debbie Wilkinson.
- Apologies were received from Tracey Matheson-Smith.

#### 2. Chairman's Report

- The Chairman read his report to the meeting and a copy is shown as an Appendix to the minutes.

#### 3. Treasurer's Report

- The Treasurer talked through her report and a copy is shown as an Appendix to the minutes.

#### 4. Secretary's Report

- The Secretary read his report to the meeting and a copy is shown as an Appendix to the minutes.

#### 5. Constitutional Changes (all to be voted on)

- Change of club status as being a “non trading entity” – Frank explained that this change was being suggested to save the club costs on the auditing of its accounts. The vote was 10 in favour and none against, so the change will be made.
- To consider only allowing one person from a couple to be elected to committee positions – Frank explained that this had been suggested as it was in the constitution of another organisation. It was discussed that this would be easier to implement if the club was bigger, but restrictive in our current situation. The vote was 10 against and none in favour, so the change will not be made.
- To withdraw the Procedures & Protocol Offices role from the committee – it was discussed that this committee position had never been filled and the suggestion was that the club should approach a non-committee member to audit our procedures in line with EA guidance on an annual basis. On that basis, the vote was 10 in favour and none against, so the position will be withdrawn from the committee roles.

#### 6. 2019/2020 Membership Fees

- It was proposed that membership fees remain at £25 per person, plus those wishing to compete need to pay an additional £15 to be registered as competing athletes with England Athletics (applies to those in U13 age category and above) – this was agreed and the fees will remain at their current levels for another year.

## 7. Election of Club Committee Members

It was noted that there had been no nominations for any of the committee positions. Frank then mentioned that the position of Membership Secretary remained as a vacancy and a discussion on what the role entailed took place. It was then suggested that Lesley Foster could be considered for this role and this was agreed. So, the committee for the coming year will be :-

- Chairman – Frank Stephenson
- Secretary – Mark Ellis
- Treasurer – Gillian Kemp
- Female Welfare Officer – Samantha Keogh
- Male Welfare Officer – Steven Foster
- Membership Secretary – Lesley Foster (assisted by Louise McLellan)
- Media Officer – Tracey Matheson-Smith
- Coaching Co-ordinator – Steven Foster (assisted by Michael Keogh)

## 8. Any Other Business

The following questions were taken from the floor :-

- **The new kit has a central badge which is different to the first batch** – this hadn't been requested and was to be taken up with the vest suppliers as they should be the same. The suppliers are also to be asked if the club name can be printed on the back of club hoodies and if the logo can go on the strap of the crop tops.
- **As a parent new to competitions, could the club produce a guide to competitions** – this was an excellent suggestion as it can be tricky for parents to know which events their kids would enjoy and Mark will produce a guide which will be shared on social and added to the club website.
- **What types of volunteering roles will be needed for the NEYDL fixtures** – Mark explained that we will need to provide a team of officials in partnership with Jarrow & Hebburn AC and this includes a timekeeper, track judge and a team of 5 field officials but not all have to be qualified. For the event we co-host on the 18<sup>th</sup> May, we will also need additional help to produce officials packed lunches and provide a couple of people to process results on the day.
- **Kit Exchange** – the club is to offer a kit exchange on a monthly basis with items being donated and then bought for a small fee to the club.
- **Easyfundraising** – Gillian explained that we needed to get more members using this website as it will help to raise funds for the club. [www.easyfundraising.org.uk/causes/phoenixflyersac/](http://www.easyfundraising.org.uk/causes/phoenixflyersac/)
- **Children's First Aid course** – this has been arranged for the 25<sup>th</sup> April from 6pm.
- **Mental Health Exam Buster** – a session will be planned (not on a club night) to offer an event ahead of SAT's and other exams. There is funding of £500 available as part of this course with Sam and Mark to provide a wish list of what we'd spend it on.
- **Fundraising** – Sam is to look at us being considered as a blue token donation at Tesco and also to do a bag backing session at Sainsburys.
- **Coaching as we expand** – Mark explained that the club planned to split up coaching sessions as the club expanded so that we wouldn't always be one big group. With Steven and Michael on their way to Coach qualifications, this would give us greater flexibility for break out sessions for specialist events.
- **Growing Membership** – Frank suggested that we should approach lapsed members and it was also suggested that a banner could be placed outside the school (with their permission).

- **Club Tent** – the club is to purchase an appropriately sized tent and a table set from Decathlon.
- **Kit Order** – We will be promoting kit orders soon so that an order can be placed.
- **Summer Hog Roast** – a second hog roast will take place during the summer season to help the club to raise funds.
- **Thank You** – one parent thanked the committee for their efforts during the setting up and then running of the club.

## 9. Date of Next Meeting

The next Committee Meeting will take place on Monday 8<sup>th</sup> April at 6.30pm in the Upstairs Classroom in the Sportshall at Framwellgate School.