



**ANNUAL GENERAL MEETING ON 26th NOVEMBER 2013
AT SAXON HILL SCHOOL AT 7.45 PM**

MINUTES OF MEETING

1. Chairman's welcome (summarised)

Chris opened the AGM and thanked everyone for making time to attend this key event. He outlined some of the key areas for discussion were as: i) presentations from the outgoing Directors (Secretary and Treasurer which were open to questions from the floor ii) a review of the successful 10K iii) change in constitution to introduce a category of life time member iv) discussion on the handicap system and finally voting for the new committee positions and club trophies. As part of a new AOB agenda item, Chris also invited members to suggest any subjects that they would like the incoming committee to consider. Chris concluded by thanking the outgoing committee, 10k committee and other non committee members who had contributed to support the club – particularly during a busy year of membership growth.

2. Persons present

Alan Pritchard, Dave Nason, Cliff Cartwright, Bob Houghton, Chris Cox, Jane Morris, Cass Jackson, Beckie Head, Gareth Stubbs, Ed Coppinger, Richard Turrell, John Hutchinson, Stephen Rivers, Scott Morley, Chris Glen, Helen Oakley, Lorraine Amos, Andy Walsh, Martin Shortall, Emma Gaffney, Ian Robinson, Ann Schwanzenbach Tim Nicholls, Julia Woodward, Antony Pritchard, Peter Bullock, Peter King, David Owen, Andy Lane, Helen Lane, Sally Kuman, Tina Taylor, Lisa Parry-Wolfe, Jon Wolfe, James Coombes, Ed Foster, Helen Young, Richard O'Sullivan, John Corpe, Simon Miller, Neil Weyman, John Dawson, Simon Beresford, John Keegan, Simon Griffiths, Emma Funnell, Tim Thacker.

Apologies for absence

Dave Lawton, Mike Green, Paul Keighley, Sam Maunand, Ruth Clevely, Sonia Short, John Doyle, Anna-Louise Bradley, Marie Tisdale, Gill Jarvis, Andy Ritchie, Dave Millward

3. Minutes of the previous Annual General Meeting

The minutes were confirmed as a true record of the meeting. Proposed: P Bullock, Seconded: B. Houghton.

4. Matters arising

No matters were raised.

5. Secretary's Report (summarised)

Alan talked about how 2013 had been an exciting year for the club including a fantastic growth in membership (140 vs 100 last year!), excellent running performances, most successful 10k to date, more training sessions and leaders, an active website and good turnouts for social events. Some great new initiatives had been introduced such as: Club training tops, a new format/ venue for the annual prize presentation (the next one is on Friday 17th January 2014 at the Lichfield Football Club) a new 5k time-trial route and a trip to Amsterdam.

The beginners and novices courses have been a large factor associated with club growth. The club and South Staffs Network have provided funds to support members to take a one day LIRF (Leadership in Running Fitness course) and will continue to do so in 2014 for those who are keen.

The website and facebook page are helping to share updates of training and running achievements including park run results, the early starters (6.30am) marathon training session, Friday running group, obstacle events and one of our members running his 400th marathon!

Wednesday nights are very active - the club is currently running a beginners and novices group, a 'fast' (but don't call us that) group, daisy pickers and intermediate group. Alan said that he would like to see smaller groups set up of similar speeds going forward as it can be difficult for the leader to communicate with large groups.

Alan referred to the committee and how there had been some changes through the year with two members needing to drop due to personal reasons and the introduction of two new members to represent the wider needs of the club. Issues discussed include Grand Prix series, Wednesday nights, the winter Monday night route, 10K marshalling, spending the club surplus, team competitions, the handicap system, prize presentations and the website. With a growing club the work load inevitably increases so the committee has spread out responsibilities to reduce the impact on individuals.

The year ahead includes: a highvis vest and flashing armband on renewal of membership, a 'Grand Prix' and time trial free January and February to accommodate for the weather and general training requirements and to encourage more take up, a reduction in the number of races needed to qualify for events (from 6 to 5) and fewer off road events.

A flying coach will visit the club on 11th December to work with the novice group leaders and a 'Run better' seminar by a local sports physiotherapist is planned for the new year. A record number of members are expected to participate in the London marathon and a club trip to the Lisbon half and marathon is a strong possibility.

Alan concluded his final address as secretary by saying how much he had enjoyed his tenure in this fantastic club and thanking the members, committee and fellow 'officers' for the support he had been given.

6. Club Events

James Coombes and John Doyle kindly collated all club results throughout the year. James presented the key highlights:

- **Time Trial**

91 members took part (46 women, 45 men) with 22 members doing 6 runs or more. The lowest turnout was in December (18) and most popular trials were the July 5M and Sept 5K (36). Richard O'Sullivan ran the fastest new 5K and 5M route at 17:20 and 29:48 mins respectively. James Coombes was close on his 5K heels with his fastest time of 17:31.

Winner	Cass Jackson	348 points
2 nd .	Neil Weyman	337 (ahead of JW based count back of results)
3 rd	Jon Wolfe	337

• **Trail series**

32 members took part (12 women, 20 men) with John Doyle and Louise Gillingham completing 6 and 4 runs respectively. Least attended runs were Trig Point (1), Gate Gallop and Worksworth (2). Most popular races were Cannock Chase and Staffs Knot (17) and Hopwas (11).

Winner	John Doyle	160 points
2 nd	Louise Gillingham	102
3 rd	Scott Morley	74

• **Grand Prix Series**

81 members took part (32 women, 49 men) with 15 members (12 men, 3 women) doing 6 runs or more. Least popular races were Dudley/Kford 10K (4), Threshold (5), Bolsover and Alsager (7). Highest turnout was for Lichfield Half (47), Stafford Half (32), Shelton 10K (30) and Aldridge 10K (20). Richard O’Sullivan ran the quickest times for 10K (35:27) and Half (1:18:53) with James Coombes running the fastest 10M (1:01:41)

Winner Ladies	Emma Gaffney	592 points
2 nd	Cass Jackson	585
3 rd	Helen Lane	570

Winner Men	Richard O’Sullivan	600
2 nd	James Coombes	597
3 rd	Jon Wolfe	590

Bob Connor Trophy

Winner	James Combes	591
2 nd	David Millward	576
3 rd	Martin Shortall	566

Well done to everyone who participated.

7. Change to category of membership: Lifetime Member

Chris discussed the proposal by the committee to incorporate this new category of life time member. This would be awarded as a means of recognition for those members who had made a long term commitment to the club and as such would be applicable to any member aged 65 or over who has been part of the club for 20 years or more. All current VPs would qualify for this membership status (Dave Nason, Dave Lawton, Mike Green, Bob Houghton) and in addition, Peter King and possibly John Dawson would also be eligible.

Life time members will not be expected to pay annual subscriptions and if still running, their England Athletics Registration fees will be paid for by the club.

This proposal was passed by majority vote.

Alan also noted that a correction is required in the latest constitution to correct an inconsistency in terminology: the omission of the word "outgoing" before Secretary in the AGM section.

NB: All of the above can be found within **Section 7** in the latest edition of the constitution.

8. 10K report (summarised)

Bob gave a positive overview of what had been an extremely successful 2013 10K and fun run and in particular structured his report by outlining the key areas that he felt had resulted in success of the event which has been reaffirmed as a **Gold Standard**.

More runners than ever before: A record 1,114 runners entered the main event (up from 947 entrants in 2013 and the first time we had exceeded 1,000 runners). The fun run also had an amazing turnout, doubling the amount of entrants to 320 runners. 87% were online entrants with only 7% entering on the day - thus we are actively considering only to allow on line entries next year.

10K 1st Male: Matt Adcock 33:17 1st Female Vicky Calloway 39:12
Funrun 1st Male: James Oakley 1st Female Clodagh Holmes

Great customer satisfaction from all our feedback: 290 runners completed a post run questionnaire, with 99.3% recognising the event as Excellent/Good and 94% confirming their desire to re-enter in 2014.

Good financial return to the running club: Turnover for the 10K was circa £20K of which (broadly speaking) £7K= Tshirts, £7,5K = Race costs (various), £1.2K = Donations to groups supporting the event, £1.1K = charity (Saxon Hill and St Stephens), £2.5K = club funds

No major incidence and glowing reports from St John Ambulance, Police, UKA and BARR officials: Bob thanked all sponsors, supporting groups, 10K sub-committee, club committee and wider membership for all of their efforts in making this a great event. The enthusiasm and quality of marshalls is very important to the ongoing success.

9. Treasurer's report

Cliff gave an update on club and race accounts:

Club membership increased from 103 to over 140 members, taking membership receipts for the year to £3686. The success of the Beginners and Novice courses increased income to £839 – a near fourfold rise. Other income from kit sales, transfer from the race accounts and bank interest has continued as before. Total income was £6343.

A similar amount was spent leading to a breakeven position. England Athletics affiliation fee rates rose sharply in price but now remain fixed until 2017. Leader's bibs were purchased for £282 and a contribution of £770 was made towards the new training tops.

The club now are legally responsible for paying tax, hence the tax charge shown in the accounts. In 2011 the authorities announced a clampdown on Sports Clubs that were failing to disclose their profits and the LRC committee decided to comply fully following advice from GB Sport. Cliff explained that the requirement to pay tax has nothing to do with the clubs legal status as a company limited by guarantee. Unincorporated clubs are obliged to pay tax on the same basis. Over the last twelve months the committee decided to work toward a break even position in the accounts, spending any in-year surplus, in order to minimise the tax charge.

Race Accounts

Entry numbers rose sharply in 2013 increasing income by more than £4000 up to £17534. Sponsorship at £2208 was down by £1091 – previous sponsors Lichfield Health & Fitness, BDO and Zipvit did not contribute this year. The race costs are carefully budgeted and managed by the 10k committee and Treasurer. Costs have risen because of the increased entry levels. On a final point, reflective running bibs and armbands have been purchased after the race to reduce the reported profit - the Committee plan to have these as free issue (while stocks last) to members

renewing their subscription and new joiners.

Whole Club reserves

The Club's reserves have increased in the year by £248 to £15737. The club has its own named current and deposit account. The majority of the club funds (approx. £15000) are currently held in the interest earning deposit account. Reserves are held to allow the club to trade through the peaks and troughs of cash flow throughout the year i.e.the 10k race requires spends on large value items such as finishers t-shirts (£4000) before sufficient race receipts are received to cover the cost. The club purchases kit in advance of sale to be held in stock. The committee also recognise the possible risk of a catastrophic failure or cancellation of the 10k which might require the refund of entry monies before event cancellation insurance pays out. In these circumstances the presence of sufficient club reserves may prevent the need for a request to members for additional contributions to allow the club to continue.

Cliff then briefly discussed the key requirements of the club change to legal status by sharing a document outlining the key implications of why we decided to make the change. Any further queries on accounts or club status can be made directly to Cliff until the end of the year.

- See question raised on club status in AOB section

10. Subscriptions for 2014

Last year the club membership fees were increased by £5 to cover the rise in England Athletics (EA) Registration fees. The EA confirmed that this new fee would now be fixed until 2017 (5 years). Based on this and also the fact that the club currently has sufficient reserves, Cliff proposed that the annual membership should not be increased for the 2013/14 club year.

This was agreed unanimously.

11. Votes for Club Trophies

The following nominations for club trophies were received at the meeting.

Presidents Trophy

Cliff Cartwright	work carried out as Treasurer
Alan Pritchard	work throughout the year promoting the club as secretary.
Bob Houghton	work carried as Race Director for 10K
Andy Lane	work on website and with faster group

Mike Green Trophy

Richard O'Sullivan	Fast and consistent performances through 2013
James Coombes	Consistent improvement throughout the year
John Dawson	For continuing to run and compete in spite of health challenges
Chris Glen	For completing a gruelling Endurance Run
Andy Walsh	For a splendid first marathon time
Ian Robinson	For completing a challenging fell run marathon after only 10 months of running

Secret ballots for both trophies were taken. The results are to be announced at the annual prize presentation in the New Year. Members not at the AGM can vote via email.

12. Election of Officers to serve for 2014

(i) President

Mr D Nason proposed by: A.Pritchard, seconded: C. Cox

(ii) Secretary

Mr M. Shortall proposed by: C. Cox, seconded: J. Woodward

(iii) Treasurer

The club is looking for volunteers to take on the Treasury Director role as Cliff would like to stand down by the end of 2013. John Doyle has expressed an interest to support. Chris asked for anyone else who may be interested to speak to one of the committee.

(iv) Committee

The following members would like to stand down from the committee:

R. Turrell

A. Lane

P. Keighley

B. Houghton

B. Head

P. Wilde.

The club would like to thank all of them for all of their contributions.

The following members were re-elected:

L. Amos

J. Woodward

C. Jackson

E.Gaffney

A. Walsh

A. Ritchie

The following members were voted in:

Alan Pritchard Proposed by: L. Amos, seconded R. O'Sullivan

Tina Taylor Proposed by C. Cox, seconded by H. Young

Lisa Parry-Wolfe Proposed by J. Woodward, seconded by J. Wolfe

John Hutchinson Proposed by C. Jackson, seconded by M. Shortall

13. Changing the clubs handicap system to a national standard

The members discussed the flaws with the current system i.e. unclear about how this rewards improvement, the ability to gain points due to low turnouts for races etc and therefore it was unanimously agreed that we should look to adopt a fairer system. Key objectives discussed were that the new system should be able to recognise improvement and consistency. The current "Wava" standard (using a percentage based on world class performance for specific age/ gender) was flagged as a potential standard. The new committee should follow this up with support from other keen members with an aim to adopt for first club races in 2014.

14. Any Other Business

Dave Owen suggested that the club investigate the potential to incorporate as a charity rather than a limited company as this may generate donations from employers which would support club funds going forward. Cliff identified that a new charity initiative "Charitable Incorporated Organisation (CIO)" has recently been introduced and this could be an area that the new committee wishes to investigate going forward.

In light of the Olympic legacy, Dave Owen suggested that the club reviews its position to invite younger members to join so that we develop new talent. Evidence of doing this within the cycling team has generated some very promising young athletes. There were some comments to consider facilities and availability of appropriate coaching volunteers. The new committee are to follow up.

- Future suggestions can be emailed to the new Secretary, Martin Shortall.

15. Draw for London Marathon places

6 members fulfilled the criteria and were entered into the draw. The winners were:

Sally Kuman
Jane Morris
John Hutchinson
Ed Foster (Milton Keynes place)

The meeting finished at 9.44