

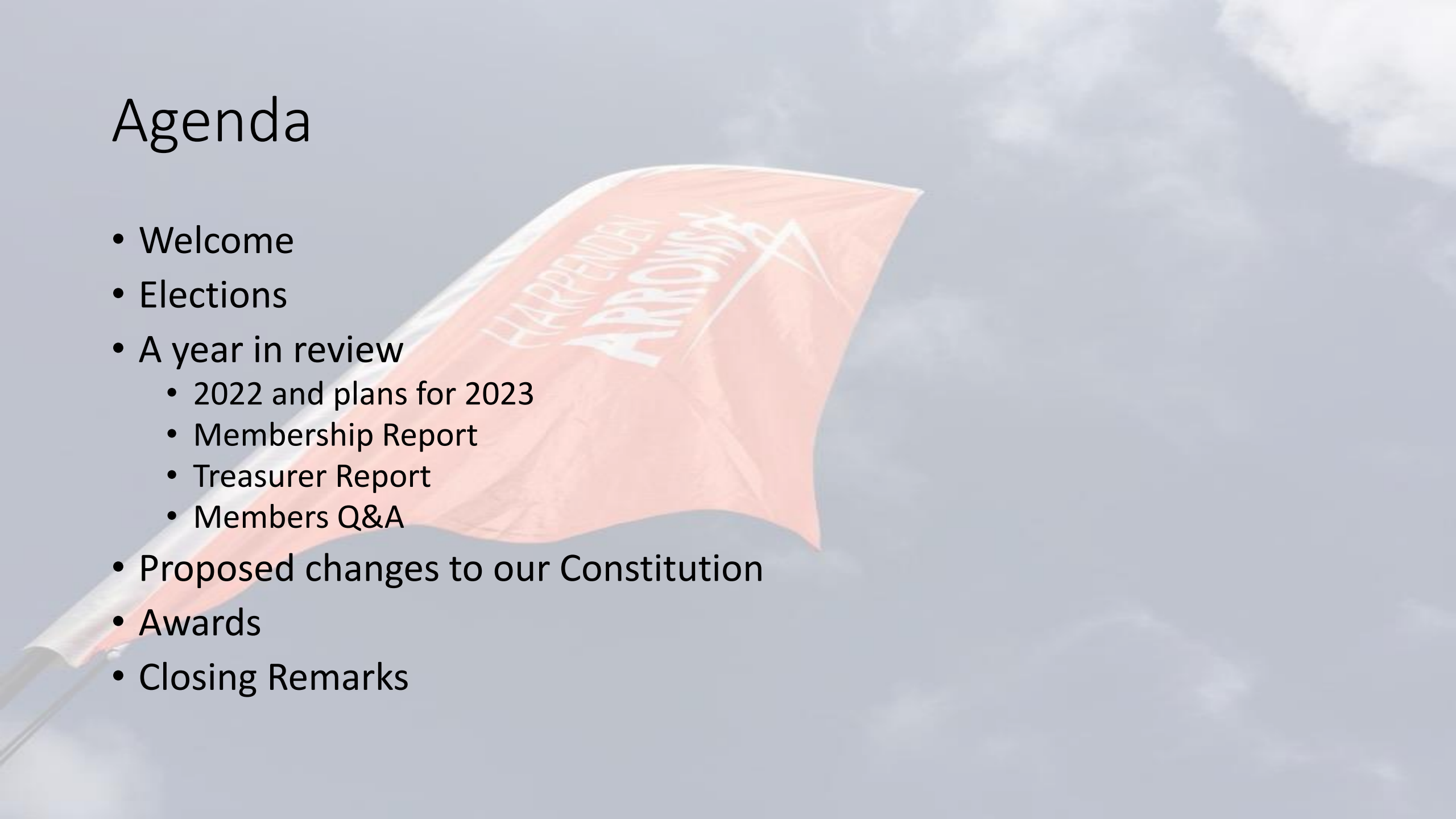
Harpenden Arrows
AGM Feb 22nd 2023
Online at 7:30pm

Housekeeping

- Please remain on mute during the call
- During voting we will look for a show of hands (if on video) or the 'hand' icon (if video is off).

This is to offset the problems encountered last year with the online voting system (due to different versions of software / devices being used).

Agenda

- Welcome
 - Elections
 - A year in review
 - 2022 and plans for 2023
 - Membership Report
 - Treasurer Report
 - Members Q&A
 - Proposed changes to our Constitution
 - Awards
 - Closing Remarks
- 

Welcome - Simon

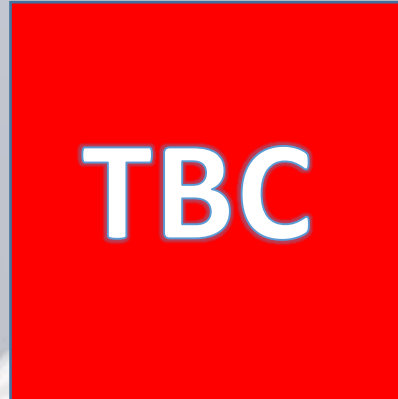
- Introducing the team who keep Arrows going.....



Introducing your Management Team



**Speirsy
Chair**



**TBC
Secretary**



**Helen
Treasurer**



**Anita
Social & Welfare**



**Lyndon
Membership**



**Aly
Welfare & Running
Coordinator**



**Graham
Without Portfolio**



**Rowland
Kit**



**Djerk
IT/Welfare**



**Michael
Without Portfolio**

Elections

- Social Secretary – Anita White
- Kit Secretary – Rowland Hughes
- Committee Member – Graham Harper
- Committee Member – Michael Hessey

"9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting."

Elections

- Secretary (Co-opted) – Sharon Stanley

"9.6 In addition to the members elected or appointed ..., the Management Committee may co-opt up further Members who shall serve until the next annual general meeting."

Review of 2022



What we said we'd do in 2022

Area	What we said we'd do	What's happened in 2022
Social	<ul style="list-style-type: none"> Reset and restart 	<ul style="list-style-type: none"> Great focus by Stephen, now continued by Anita
Run Groups / Training	<ul style="list-style-type: none"> Evaluate what we can do to simplify and boost numbers 	<ul style="list-style-type: none"> Attempts to provide something for all, but limited attendance. Restarted the 5k in March. Miles with smiles!
Track	<ul style="list-style-type: none"> Regular structured training sessions, every fortnight when possible. 	<ul style="list-style-type: none"> Track at KWS in summer, alternate speed and hills but no track in Autumn Winter
Run Leaders	<ul style="list-style-type: none"> Expand the RunLeader group 	<ul style="list-style-type: none"> Thank you, thank you, thank you. Always looking for more. Will offer training if lacking the confidence. Had budgeted £1000 for training but no-one requested/needed it.
Welfare	<ul style="list-style-type: none"> Adaptation of our club procedures to ensure we meet EA requirements. Continued focus on Mental Health 	<ul style="list-style-type: none"> Have made changes leading to some of the proposed constitutional changes. Not done enough for Mental Health?
Kit	<ul style="list-style-type: none"> New kit supplier planned with online shop 	<ul style="list-style-type: none"> Done. Removed the need for stock holding and admin. Only a little adoption of the discount offered of the budgeted £925
Beginners Courses	<ul style="list-style-type: none"> Hold Spring class, potential Autumn class 	<ul style="list-style-type: none"> Was unable to cover a second course with the RunLeader group. A few enquiries – always keen to help, but need dedicated Run Leaders willing to make a significant commitment.

Our Focus in 2023

Area	Ideas
Ideas!	<ul style="list-style-type: none">• Always looking for ideas. We want the club to be a community of welcoming and happy runners who have a desire and opportunity to come together
Social	<ul style="list-style-type: none">• Awards, Race and Cake night, spot socials, social hydration, special celebrations. Beyond March 5th Social – a Dinner or Summer event
Leagues & Awards	<ul style="list-style-type: none">• The Club League – kickstart and refocused – hoping for more participation!• Hosting MWRRL Div 3 on 6th June out of the Rugby Club• XC hosting – reliant on Rothamsted support
Run Groups / Training	<ul style="list-style-type: none">• Restart the track when light and volunteers permits, offer something to suit all within the boundaries of RunLeader volunteering. Look to bring in specialist 'trainers' and speakers to offer coaching and advice – technique, training, nutrition. TBC – please come with ideas/suggestions.• When to run – what suits who. Need to consider logistics• Track at Luton – under investigatyion
Run Leaders	<ul style="list-style-type: none">• Expand the group – but how? It is not onerous and not looking for a lot of commitment, but it does tend to fall on a few keen, regular stalwarts to keep things going... which may not be sustainable
Beginners	<ul style="list-style-type: none">• We have the intent and are looking at a 'couch to club' course, but are currently unable to muster the extent of support needed to maintain a structured course for the duration needed. We will focus on maintaining the current structured Tues and Thurs run sessions in the meantime

Membership Report

- Lyndon



A strong renewal rate but reduced new joiners in 2022

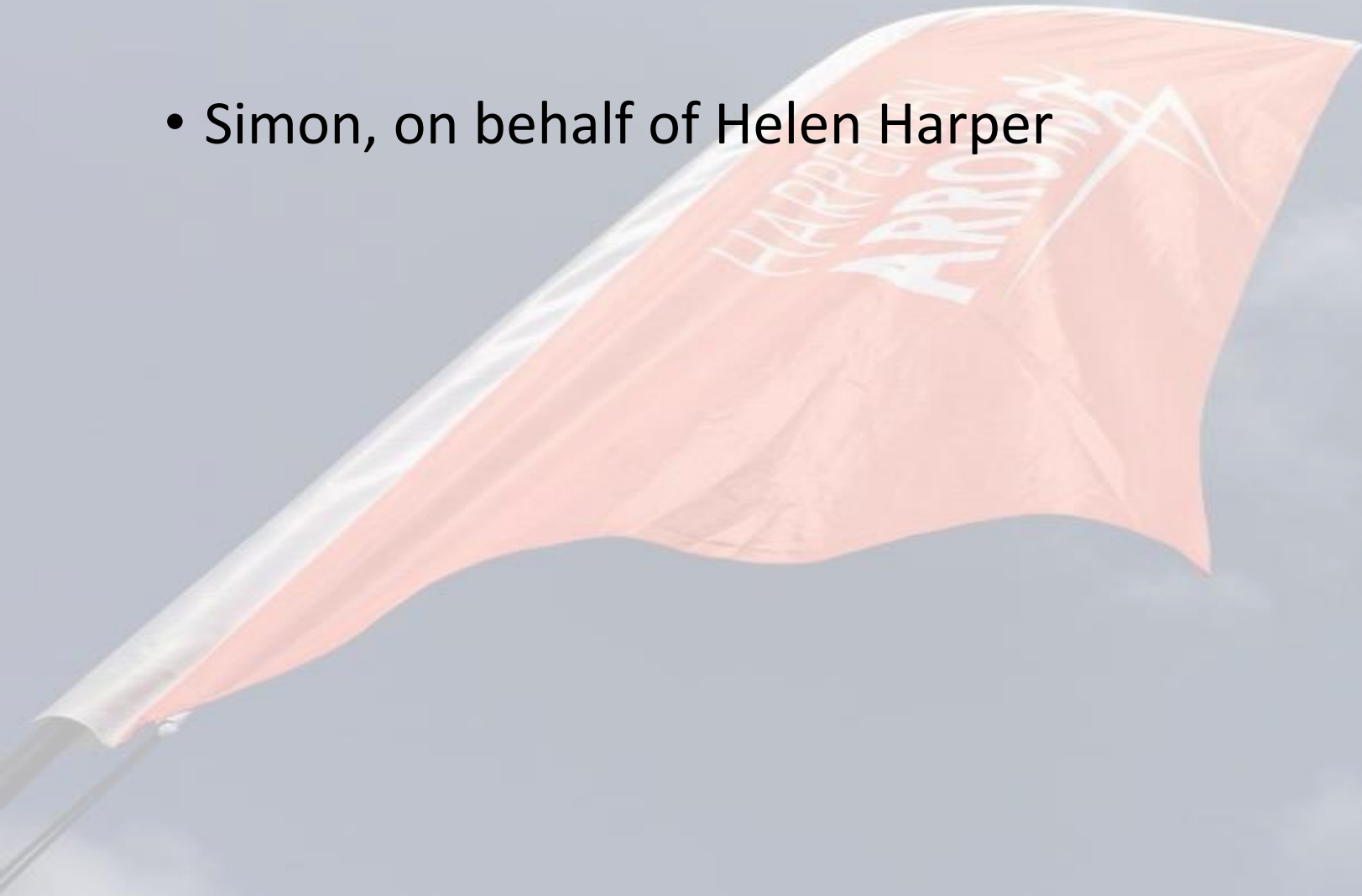
Jan-21		Jan-22		Jan-23	
<u>Members</u>		<u>Members</u>		<u>Renewals</u>	191
				without EA	74
without EA	41	without EA	116	with EA	117
with EA	129	with EA	145		
Total paid-up	170	Total paid-up	261	<u>Beginner Group Graduates</u>	
				without EA	18
		Of which:			
		Renewals	163	<u>New joiners (incl transfers)</u>	29
		New joiners	50	without EA	17
		beginners	48	with EA	12
				Total	
				Without EA	109
				With EA	129
				Total paid-up	238

Membership Report continued.....

- Support by our members - thank you!
- Membership fees for 2023 will be maintained
- Renewal process
- In Case of Emergency details

Treasurer Report

- Simon, on behalf of Helen Harper



Income as at 31 December 2022

	2022			2021
	Actual £	Budget £	Variance £	Actual £
INCOME & EXPENDITURE				
INCOME				
Member subscriptions inc. EA	5,651	5,590	61	5,649
Beginners course	475	925	(450)	550
Sundry income	0	0	0	75
New kit discount offer	(92)	(925)	833	0
Surplus/(loss) on AGM and awards events	(151)	0	(151)	0
TOTAL INCOME	5,883	5,590	293	6,274

Expenditure as at 31 December 2022

	2022			2021
	Actual £	Budget £	Variance £	Actual £
EXPENDITURE				
<u>Core club costs</u>				
Venue hire	(880)	(1,080)	200	(340)
Race fees & running events	(101)	(252)	151	(203)
Club affiliation fees	(233)	(228)	(5)	(150)
	(1,214)	(1,560)	346	(693)
<u>Additional member benefits</u>				
Track nights	(504)	(816)	312	(372)
Trophies and medals	(165)	(150)	(15)	(93)
Speakers	0	(1,100)	1,100	0
Training	(10)	(1,360)	1,350	(590)
	(679)	(3,426)	2,747	(1,055)
<u>Administrative and other costs</u>				
IT and website	(331)	(312)	(19)	(141)
Donations	(394)	(339)	(55)	(50)
Stationery, equipment, sundry and contingency	(589)	(828)	239	(83)
	(1,314)	(1,479)	165	(274)
TOTAL EXPENDITURE	(3,207)	(6,465)	3,258	(2,022)
SURPLUS/(DEFICIT)	2,676	(875)	3,551	4,252

Balance sheet as at 31 December 2022

	2022			2021
	Actual £	Budget £	Variance £	Actual £
BALANCE SHEET				
ASSETS & LIABILITIES				
Stock	236	0	236	985
Cash at bank	16,820	13,834	2,986	14,091
Prepayments and other debtors	532	1,059	(527)	472
Creditors/Accruals	(141)	0	(141)	(140)
Deferred income	(1,369)	(2,367)	998	(2,006)
	16,078	12,526	3,552	13,402
RESERVES				
Opening members reserves	13,402	13,402		9,150
Suprlus/(loss) for the period	2,676	(875)		4,252
Closing members reserves	16,078	12,526	3,552	13,402

Members' Q&A Running related

Who	Question	Response
Phil Dean	Is it possible to get any help with running technique from within the club?	CiRF qualified trainers can provide help – there are a few in the club such as Aly and Louise. There are other friends of Arrows who provide similar services and also organisations such as Pose who offer courses. We will try and look at providing some 'intro' sessions in 2023.
Terry Atkinson	Are we going to have track nights back in Luton again v the grass track at KWS?	Yes - or at least we hope so. We have started already looking at costs and options for different track locations. We'll work out logistics and then we'll likely need help to manage and lead the sessions.
Ed Rhodes	Has any time been given to reviewing the start time on club nights (as working practices have changed)	We have certainly considered it, but we found attendance waning at the alternative and earlier sessions in 2022. However, we can do whatever gains most support, with the caveat we need appropriate run leader cover. We'll consult further in 2023.
Issy Green	Can we consider if you get your 1st Club vest free when you run either a mid-week or a XC for the club (to encourage new members to try it?)	The idea has good merit. We'll consider it as part of our plans of how best to support engagement of current and future members, aiming to make your membership fees benefit as many of you as possible.

Proposed changes to the Constitution

- Simon



Proposed changes to the Constitution

- Will be voting on proposed wording – to accept or reject. No edits possible without further consultation with members.
- Questions raised only on 4.1 – Use of Surplus Funds
- Proposed next steps:
 - Vote on all items except 4.1
 - Discuss & vote on 4.1

Proposed changes to the Constitution: Part 1

Vote to accept:

- 1.0 Club Colours
- 3a Gender neutrality
- 5.1.1 Gender neutrality
- 10.3 Decision Making
- 14.2 Guest Registration
- 16.1 Change of Address for Secretary
- 18.1 Banking Changes

Any Objections?

Constitution – Club 'Colours'



#Ref	Original Text	New Text	Reason for Change
1	The Club Colours are a red and white vest.	The Club Colours are a red and white vest or t-shirt and bearing the official club logo.	Did not reflect the actual situation or some requirements from running leagues

Constitution – Gender Neutrality

#Ref	Original Text	New Text	Reason for Change
3a	The objects of the Club are: (a) principally to provide a friendly and sociable environment in which men and women of all ages and capabilities will find encouragement and support for their jogging and running activities in Harpenden and the surrounding areas.	The objects of the Club are: (a) principally to provide a friendly and sociable environment in which adults of all ages and capabilities will find encouragement and support for their jogging and running activities in Harpenden and the surrounding areas.	Removing the gender specific wording to make gender neutral in line with Inclusion Policy

Constitution – Gender Neutrality

#Ref	Original Text	New Text	Reason for Change
5.1.1	Persons of either sex are eligible for membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.	All adults are eligible for membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.	Removing the gender specific wording to make gender neutral in line with Inclusion Policy

Constitution – Mgmt Team Decision Making

#Ref	Original Text	New Text	Reason for Change
10.3	Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.	Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote. Some decisions may require the use of other communication channels such as email, Facebook or other social messaging system. All committee members should be included in any circulation / distribution list, but a simple majority of the whole Management Committee shall carry the decision.	Sometimes decisions deemed to require Management Committee approval cannot wait until a formal committee meeting – so trying to provide some formality to the processes that have become custom and practice.

Constitution – Guest Registration

#Ref	Original Text	New Text	Reason for Change
14.2	<p>Any guest / non-member should be recorded as attending on a record maintained by the club. A Member introducing a guest and any such person introduced as a guest of the Management Committee in accordance with Rule 16.1 must enter the name of the guest together with the name of the introducer in a the club signing in record which must be kept on the Club's premises.</p>	<p>Any guest / non-member should be recorded as attending on a record maintained by the club.</p>	<p>Removing the specific processes to adapt to the use of the current online app.</p>

Constitution – Change of Address

#Ref	Original Text	New Text	Reason for Change
16.1	<p>The headquarters of the Club for administrative purposes and its address for all notices and correspondence shall for the time being be:</p> <p>The Harpenden Arrows Club Secretary 40 St James Road Harpenden Herts AL5 4PB</p>	<p>The headquarters of the Club for administrative purposes and its address for all notices and correspondence shall for the time being be:</p> <p>The Harpenden Arrows Club Secretary via an address maintained on the club website</p>	<p>Removing the need to change the address with each Secretary or their change of address.</p>

Constitution – Banking Changes

#Ref	Original Text	New Text	Reason for Change
18.1	<p>All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. The Management Committee may designate additional signatories as it sees fit. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.</p>	<p>All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. Withdrawal or payment of any sum from that account by any means, shall require authorisation by any two of the designated signatories: the Chairman, Secretary and Treasurer or other persons authorised by the Management Committee. The Management Committee may designate additional signatories as it sees fit. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.</p>	<p>Reflecting the move to online banking.</p>

Constitution – Application of Surplus Funds

Our Approach - can only apologise to have caused any issues or concerns.

- 1) Use similar wording to that which was proposed last year, but not adopted on a point of process / order
- 2) We were seeking to clarify the potential confusion in the existing wording in the use of "on winding-up or dissolution of the Club" as could be construed as applicable to both sentences in the phrase. It's not, but we did try to expand the potential to use funds beyond the existing remit – all in good faith and in pursuit of the objects of the club
- 3) Many of the suggestions have sought to restrict the discretion that the Committee already has – perhaps either through:
 - a) Incorrect interpretation of what we already have
 - b) Perhaps giving the impression that we would deviate from the objects of the club
 - c) Poor wording of the new statement
 - d) Poor explanations in response to questions

Can only apologise to have caused any issues or concerns. We will have a vote this evening. If proposed words not suitable or believes gives more discretion than already available to pursue the objects of the club, please vote against it.

Objects of the Club

- (a) principally to provide a **friendly and sociable environment in which adults of all ages and capabilities will find encouragement and support for their jogging and running activities in Harpenden and the surrounding areas.**
- (b) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment, post-match / post training refreshments;
- (c) to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, by obtaining sponsorship and other available funding;
- (d) to affiliate to UKA and the National Association and any other association which the management committee consider to be beneficial to the club and its members;
- (e) to comply with and uphold the Rules and Regulations of the National Associate, UKA and the IAAF as amended from time to time and the rules and regulations of any body to which UKA is affiliated;
- (f) to acquire, establish, own, operate and turn to account in any way for the Members' benefit the facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (g) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members;
- (h) to discipline the Members where permitted by its rules/regulations and to refer its Members to be disciplined by UKA or the National Association (as appropriate) where so required by the Rules and Regulations of UKA or the National Associate (as the case may be); and
- (i) **to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.**

Constitution – Application of Surplus Funds

#Ref	Original Text	New Text	Reason for Change
4	<p>Application of Surplus Funds 4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community-related athletics initiatives, or to a charitable organisation, on winding-up or dissolution of the Club.</p>	<p>Application of Surplus Funds 4.1 The Club is a non-profit-distributing organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community-related athletics/sporting initiatives, or to a charitable organisation(1) at the discretion of the management committee or(2) at the recommendation of the management committee and majority approval of the responding members given 21 days notice or on winding-up or dissolution of the Club.</p>	<p>Desire by the Management Committee to remove ambiguity from the current wording and permit some discretion to donate or fund sporting related activities that are deemed relevant to the club and its activities and interests.</p>

Members' Q&A Constitutional Matters

Chas Andrews: "Can you please answer the follow questions in relation to the proposed changes to clause 4.1 (the Application of Surplus Funds) of the Club's constitution?"

#	Question	Response
1	Why does the committee feel it is necessary to have the ability to distribute the Club's surpluses in any situation, rather than just on winding-up or dissolution as the current constitution allows?	As well as the reasons given in the AGM notice, we felt that it is potentially a restrictive clause if strictly interpreted in isolation. We wish 'to provide a friendly and sociable environment in which adults of all ages and capabilities will find encouragement and support for their jogging and running activities in Harpenden and the surrounding areas'. We feel that this change supports that, especially in relation to a surplus.
2	Why does the committee feel it is appropriate that a simple majority of the committee can decide how the surpluses are distributed (as per "1" in the proposed text), rather than any distribution having to be agreed by members too (as per "2" of the proposed text)? The use of the word "or" makes the inclusion of "2" irrelevant.	The team feels that some further discretion would be preferred as the membership already entrusts the team with ongoing spend and other decisions. The team's duty to the club, its members and their interests are inherent in those people who volunteer and represent the club. (Re suggestions on wording: any edits, however minor, would require a re-consultation with all Arrows members and whilst could be changed, the impact in the management team's view is negligible so the wording won't be changed for the vote)
3	Why has the committee decided not to limit the percentage of any surpluses that can distributed at any one time whilst the Club is still active?	As it currently stands, it would be at the discretion of the collective team. The team consults within itself and frequently solicits opinions of club members to find the best solutions to most likely be acceptable to the club. We don't see this changing in nature and did not want to take a prescriptive approach as there are many variables to consider.

Members' Q&A Constitutional Matters

#	Question	Response
4	Why has the committee decided not to specify that any surpluses cannot be distributed to any entity with which a committee member has a personal connection?	We are not seeking to be so strict or prescriptive with our rules to prevent a distribution to such a connection if it could be to the benefit of the club. Typically, networks and connections can actually facilitate good ideas for the club, It is also typical that such connections are explored in discussion and a balanced approach is taken
5	Was this proposed change unanimously voted for by the committee, and if not how many people voted for and against it (without disclosing who voted which way)?	There is no requirement to disclose, but there were up to 3 meetings in which the items were discussed and the discussion document was available for up to 6 months for the management team to reflect upon. No objections or abstentions were received.
5	If the proposed changes are voted through at the AGM, a simple majority of the committee could decide to distribute the Club's entire reserves, which currently stand at over £16,000 (but could be significantly more in the future), to an organisation or charity with which they have a direct involvement. The members would be unable to prevent this. Does the committee really think that this is appropriate?	<p>There is no intent in the current team to do this. The wording does mean such a decision <i>could</i> be made, but it is deemed unlikely given the nature, integrity and trust placed in the elected members of the committee. There are lots of checks and balances within the team to ensure fairness and sensible decisions - even if there is a connection to an organisation or charity to which someone is connected. By nature and in the proposed wording, important and material decisions would likely be deferred to the members for fear of the upset that any bad decisions would cause in the wider membership.</p> <p>The team's proposal for the AGM is to ask for approval for the current wording to confirm that discretion. Currently, there is ambiguity that we cannot legitimately award any surpluses to merited, charitable causes (sport or otherwise), but which could be of potential interest to members such as the Harpenden Trust, or Friends of the Nickey Line / Swan Walk or perhaps even anything that could be needed to ensure the track in St Albans remains open. Even the defibrillator donation given a number of years ago could be construed as contrary to the current wording. We would like to remedy this.</p>

Members' Q&A Constitutional Matters

Vote to accept or reject the proposal

4.1 Application of Surplus Funds

Objections?

"15.3 If an AGM is planned within the next 6 weeks then it will become an agenda item at the meeting. The change will be accepted if **the majority of voting members vote to accept the change.**"

Awards 2022



Awards 2022

Distance Awards Distance covered

Run 500 / 1000 / 1500 / 2000 / 2500 miles in the year

500

- Amanda Busby
- Claire Watts
- Mark Pattison

1000

- None claimed in 2022

1500

- None claimed in 2022

2000

- None claimed in 2022

2500

- Terry



Distance Award Full House

Run a 5k event, a marathon and 3 other different intermediate distance events

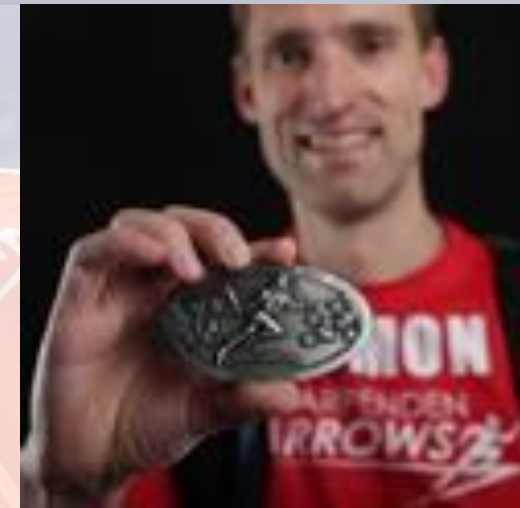
- Tracy Carr
- Aisling Patterson
- Louise Crosby
- Graham Harper



Distance Award Ultra

Run a 50k, 50m, 100k, 100m and longer than 100m events all in one year

- Ammon



The Rocket

Run a 1m, 5k and 5m all at WAVA 75% or above

- Tracy Carr
- Janice Nisbet
- Louise Crosby
- David Green



Club Performance Awards

Level	Name	To complete at least	Performance
1	Club	3 formal events at 2 different distances	1 of which must be at 55% WAVA or above
2	Bronze	4 formal events over a minimum of 2 different distances of which 1 must be a minimum of 10k	2 of which must be 60% WAVA or above
3	Silver	4 formal events over a minimum of 3 different distances, 1 of which must be a minimum of a half marathon	3 of which must be 65% WAVA or above
4	Gold	5 formal events over a minimum of 3 different distances, 1 of which must be a minimum of a marathon	4 of which must be 70% WAVA or above
5	Platinum	6 formal events, over at least 4 different distances including a 5k, a marathon, and an ultra (30 miles or longer),	4 of which must be 80% WAVA or above



The Club Award

(Level 1) Complete 3 formal events at 2 different distances, 1 of which must be at 55% WAVA or better

- Amanda Busby



Club Award Bronze

(Level 2) Complete at least 4 formal events over a minimum of 2 different distances of which 1 must be a minimum of 10k, 2 of which must be 60% WAVA or above

- Brian Yates
- Claire Watts
- Mark Pattison



Club Award Silver

(Level 3) Complete at least 4 formal events over a minimum of 3 different distances, 1 of which must be a minimum of a half marathon and 3 of which must be 65% WAVA or above

- Graham Harper
- Julie Horrocks



Club Award Gold

(Level 4) Complete at least 5 formal events over a minimum of 3 different distances, 1 of which must be a minimum of a marathon, 4 of which must be 70% WAVA or above

- Tracy Carr
- Aisling Patterson
- Louise Crosby
- David Green



Club Award Platinum

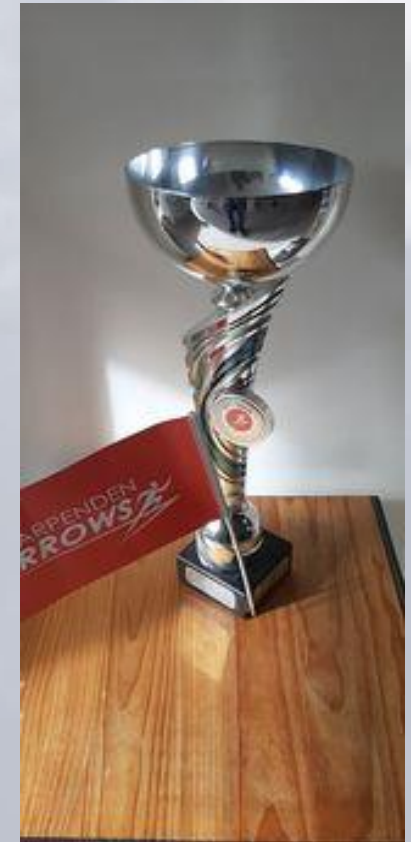
(Level 5) Complete at least 6 formal events, over at least 4 different distances including a 5k, a marathon, and an ultra (30 miles or longer), 4 of which must be 80% WAVA or above

- Not this year.....



Special Awards

- Newcomer – **Phil Dean & Janie Morris**
- Committee Award – **Mark Pattison, Issy & Steve Green**
- Fastest Club 5ks – **Inga Cobb & Ian Bryson**
- Superstar Performer – **Aisling Patterson**
- Outstanding Achievement – **Scott Clarke**



Members' Award



Chair's Closing Remarks



Harpenden Arrows AGM Feb 2023

- Thank you for attending!

