



Mid Sussex Marlins

Annual General Meeting

13 September 2018 at 19:45 at The Bent Arms, Lindfield

Minutes of Meeting

Attendees:

29 voting members were present as per signing in sheet.

2 non-voting members.

Minutes	Action
Les Hawkey, Chairing the meeting, opened the meeting with a welcome.	
1. Apologies for Absence	
<p>Apologies were received from:</p> <p>Deborah Andrews Katie Chatfield Sarah Dennis Rose Dudeney Tim Fraser Russell Knottley Tony Noble Steve Murphy Teresa Stringer</p> <p>Mark Salway, acting as Secretary for the meeting, declared the meeting Quorate as per the club's rules.</p>	
2. To receive and approve the Minutes of the AGM of 21 September 2017	
<ul style="list-style-type: none"> • Angela Curry said that she had asked for an explanation of the cost of the external resource costs at the previous AGM. During the meeting no answer had been given, and this must have been added after the meeting. She asked for this to be reflected in the minutes. • Sarah Davison asked for her name to be spelt correctly. • With those changes the AGM minutes from 2017 were agreed and passed unanimously. 	
3. Matter arising from previous minutes	
<ul style="list-style-type: none"> • Louise Gale asked if the sports editor of the Mid Sussex Times had been invited to meet the club. Les Hawkey confirmed that they had been. • No other matters arising 	

<p>4. Chair Report</p>	
<ul style="list-style-type: none"> • Les Hawkey presented the Chair’s report. • Les highlighted that this had been a very successful year from a swimming point of view but had been taxing in other respects. • Les said this is now a very successful club. With our Arena league promotion and success at counties we should be proud. Also masters, disability and polo. People in the club want us to succeed and get better – we should thrive and not just survive. • However, we can’t do that without thinking of our social heart. We can’t be successful without volunteers, team managers and coaches. Thank you. • Volunteer numbers, however, continue to be a problem which will need to be addressed. • He outlined to the members that since the last AGM we had appointed Steve Murphy as Head Coach. This had provided stability for the club. • He also said that the Board had worked closely together, and thanked the Board for their hard work. There have been some casualties along the way. He thanked the effort and hard work of all concerned. • The club had faced three swimming pool closures – at Hurst and at the Triangle, twice. This had been due to air quality, boiler issues and other unforeseen circumstances. This had been difficult to manage as there was little or no notice. He was sorry that every part of the club had suffered as we had to shuffle things round. • The club were now working their way through scenarios and communications for the future in the case of emergencies. • Les confirmed that the Board have invested time and effort getting our governance right this year. • Overall what a wonderful club. Les finished by saying he was looking forward to next year for more success. 	
<p>5. To consider and approve the Accounts for the year to 31st March 2018 and to approve the proposed fee schedule for 2018/19</p>	
<p>Sarah Johnson presented her report and the accounts to y/e 31st March 2018 and the fees 2018/19 as per copies attached. It was noted that the accounts are presented as per Companies House requirements.</p> <p>Questions were invited:</p> <ul style="list-style-type: none"> • Sarah Johnson confirmed that turnover had increased from last year as we now have more swimmers. Costs have been down, partly due to unexpected pool closures and partly due to delayed staff pay rises. • The surplus was £51,000 for year. Way ahead of budget at £18,000. • We had a previous intention to build our reserves to £81,000. Now have £110,000. 	

<ul style="list-style-type: none"> • Part of the surplus of £29,000 will be used on IT, training coaches and website development. • Angela Curry enquired why computer running had almost doubled. This was confirmed as changes needed for GDPR compliance. She also enquired if the anniversary party had run at a profit. Sarah Johnson confirmed it had. • Anthony Gimson saw that the equipment reserve had spent a massive £4. He suggested that this hasn't been used for 10 years. He asked if we could use it? • Les Hawkey confirmed that a list of things to expend money on existed: strobe lights, backstroke ledges, resource time cards, lane cards and lane clocks. Pauline also has some requests for disability and Steve needed training aids such as cameras. Les asked for suggestions and said the Board would take this forward. • Pauline Roper enquired if we are spending the swimmer support fund. Sarah Johnson confirmed that in a year like this, we had put some more funds in and spent against normal income and expenditure for ongoing costs. • Sarah Johnson said that FY18/19 budget stood at a similar level to previous years. PFP have increased their costs by 3%. • Sarah proposed an across-the-board increase on all swimmer's fees of 2%. • This will not increase reserves but hold the reserve levels at £81,000. <p>The members present voted on the three proposals:</p> <ul style="list-style-type: none"> • To adopt the accounts as presented; all agreed • To approve the 2017/18 budget; all agreed • To agree the presented fee increases; all agreed <p>The proposals were duly approved.</p>	LH
<p>6. To elect an external examiner</p>	
<p>Sarah Johnson confirmed that a copy of the report was available. Steve had given an unqualified sign off.</p> <p>It was proposed that Steve Braine be reappointed as the Club's external examiner. This was agreed unanimously by vote.</p>	
<p>7. Section Reports</p>	
<p>The section reports were presented in the following order: Swimming Teaching Groups Water Polo</p>	

<p>Disability Masters</p> <p>Highlights were as follows - success:</p> <ul style="list-style-type: none"> • Considerable success in the pool (including promotion in the Arena league, Ken Deeley win and strong win in Sussex league) • Water Polo great year competitively with strong performance and more people joining (Izzie Bates voted most valuable player in the league). • Disability Success (Richard Sambrooke. Ally Penfold at the Blind games. Fabienne went to Spain to compete in the World Championships) • Masters – amazing success at local, national and world level. Thanks to all. • Real pride in our swimming and not arrogance. • All acknowledged the wonderful work of teachers, staff and volunteers. Thank you. <p>Challenges:</p> <ul style="list-style-type: none"> • We are at capacity in swimming with our success and popularity causing challenging times ahead with regard staffing and volunteers. • Struggling with teaching staff for teaching groups – and urgently need people to get their L1 and step forward to help • Struggling with number of teachers for disability. Need more people and succession planning. Need more L2 teachers. 	Board
<p>8. To Receive the Welfare Officer's Report</p>	
<ul style="list-style-type: none"> • The AGM was informed that Sarah Cummins had stood down as welfare officer in the year and has been replaced by four welfare staff. Les Hawkey thanked her for her long service and good work. • There had been a few issues of poor behaviour, specifically problems of the environment and bullying. Overall this was not unusual. • The welfare officers have updated the mobile phone policy and are meeting different groups in the club. • There has also been interactive training on theft. • The welfare group are trying to be more visible and relevant to the club's needs. • Les Hawkey thanked Charlotte and Zoe for everything they have done. 	
<p>9. To consider a Proposal from the Board to amend the Articles of Association</p>	
<p>The Secretary presented the proposal to amend rule 21.1 of the Articles of Association to ensure the club can complete its AGM within a reasonable number of months after year end. This amendment ensures Marlins can complete its audit in good order.</p> <p>Following open discussion the Proposal was unanimously passed to amend rule 21.1 as follows:</p>	

Current wording

21.1) The Company's Annual General Meeting must be held in each year in either May or June

New wording

21.1) The Company's Annual General Meeting must be held in each year within nine months of the end of the Company's Accounting Year.

10. To elect Directors for 2017/18

Mark Salway, standing in as Secretary, noted that the following Board members were retiring or standing down

- Mike Nelson
- Tim Fraser – having completed 17 years on the Board
- Louise Richardson

Les Hawkey thanked all of these for their hard work and dedication to the club – especially Tim after 17 years.

As the amount of resignations from the board exceeded the rules of the club no members were required to stand for re-election and thus the board members were duly re-elected.

- Les Hawkey (Chair)
- Sarah Johnson (Treasurer)
- Sarah Davison
- Mark Salway
- Andrew Barns
- Tom Forcier

Candidate standing for Election

- Leigh Marshall

Nomination for the Board. No objections were received and all appointed unanimously.

Nomination for new Board member. One nomination presented. No objections and Leigh Marshall were duly appointed to the Board.

No Secretary was proposed from the group. Interpreting the rules, Mark Salway said that the Board could put this in place at the October Board and it was not needed to ratify this by AGM.

Louise Gale asked that this be announced [minutes subsequent – Tom Forcier has stepped into the Secretary role supported by Sue Bull and Kerry Escott]

<p>11. To elect Club President for 2018/19</p>	
<p>It was proposed not to appoint a Club President. This was accepted.</p> <p>Mark Salway asked that this be re-instated in future.</p>	
<p>12. To present the Morgan Trophy</p>	
<p>The Bernard & Nanette Morgan Trophy is presented to an individual or team annually who has provided an outstanding contribution to the Club.</p> <p>This year Les awarded the trophy to the Ladies WaterPolo team for their outstanding competition results, and always representing Marlins as a hard-working and brilliant team. They go about competitions and training with the minimum of fuss.</p> <p>The trophy is in recognition of their hard work.</p>	
<p>13. AOB</p>	
<ul style="list-style-type: none"> • Swim 21 Accreditation. Les Hawkey confirmed that Swim 21 is now called SwimMark. This has been achieved for the club • Rebecca, Kerry and Andrew were thanked for their hard work. • There are a number of new objectives which will need to be part of the workplan of the new Board • Volunteers: Angela Curry said that a common theme that comes up each year and the club struggles with is volunteering. We need another way to get volunteers. • A discussion took place and ideas to get new volunteers ranged as follows: <ul style="list-style-type: none"> ○ Could we charge additional fees for those swimmers or their parents who won't volunteer? ○ Could we make this mandatory? ○ Could we have progression and volunteer days where people could learn what this involves? ○ We need a recruitment force at all galas and development galas • Louise Richardson suggested we need face to face contact and to thank people always. • John Boyden offered to work the balcony at the Dolphin. • This work is to be taken forward by the new Board. • Payment of L1 and L2 teachers: Les Hawkey confirmed that we have had problems recruiting teachers. We now pay L1 teachers, and L2 teachers at full rate. Also with teachers - £16 per hour. • We have budgeted for this and hope this will ensure future teaching shortages are dealt with. 	<p style="text-align: center;">Board</p> <p style="text-align: center;">Board</p>

<ul style="list-style-type: none"> • Sponsorship: Nic Piper enquired about what had been done to find sponsorship. Especially given our current level of performance and success. • Les Hawkey confirmed this as something we need to focus on. • We need a parent or volunteer to run with this. Les Hawkey had emailed parents but with no response. The small number of Board members can't do everything. • Burgess Hill and Sussex Chamber of Commerce. Louise Gale put forward for sponsorship. Nothing. • Sponsorship for club champs. John Boyden disappointed, many said would sponsor and didn't. Sponsoring a race didn't work. People didn't follow up. <ul style="list-style-type: none"> • IT: Angela Curry asked if the IT and club systems could be invested and refreshed. Les Hawkey confirmed that this would be done in the next year. <ul style="list-style-type: none"> • Risk assessments: Mark Salway said that the Board had struggled to get all risk assessments completed by different sections of the club. • He pointed to WaterPolo, Masters and PFP and asked that these risk assessments be completed as soon as possible. <ul style="list-style-type: none"> • Mark Salway: Anthony Gimson and Les Hawkey asked if the club could recognise somebody in the club at the AGM who has been Chair and continues to mentor, support and drive the club forward. • Anthony said that he has not always done the popular thing, but the success of the club is in no small part down to him. • Mark Salway was offered honorary membership of the club in acknowledgment of his hard work and dedication. He accepted gladly. • This was unanimously agreed. • Mark offered a pint to everyone after the AGM. <p>There being no further business, Les thanked all the Coaches, Volunteers and the many unsung heroes who have supported and worked tirelessly to help make Mid Sussex Marlins a great club.</p> <p>MEETING CLOSED at 21:18</p>	<p>Board</p> <p>WaterPolo Masters PFP</p>
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