

**Minutes of the Annual General Meeting held at the Hilton Birmingham Metropole Hotel, NEC,
Birmingham. B40 1PP at 11am on Saturday 15th October 2016**

Present:

Chris Jones	CEO & Board Director, England Athletics; Associate member Cambridge & Coleridge AC
Tony Shiret	Newham & Essex Beagles; Non-Executive Director, England Athletics; Chairman England Council; Co-Chairman London Regional Council
Mike Harris	Non-Executive Director, England Athletics; Trafford AC
Karen Neale	Non-Executive Director, England Athletics
Leshia Hawkins	Non-Executive Director elect, England Athletics
Myra Nimmo	Chair elect, England Athletics
Neil Costello	Non-Executive Director, England Athletics; Cambridge & Coleridge AC
Peter Crawshaw	Non-Executive Director, England Athletics; Achilles Club; Co-Chairman London Regional Council
Tim Soutar	Non-Executive Director, England Athletics; Blackheath & Bromley Harriers AC
Sally Hughes	Non-Executive Director, England Athletics; Achilles Club
Wendy Sly	Non-Executive Director, England Athletics
Michael Heath	Enfield & Haringey AC
Alex Rowe	England Athletics Masters Association
Nigel Rowe	Plymouth Coasters
Bill Adcocks	Coventry Godiva Harriers
Chris Harbord	Great Yarmouth RR; Bungay Blackdog Running Club
Malcolm Fletcher	Barnsley AC
Andy Ward	Mandale AC
Mark Wall	Leicester Walking Club
Hemant Kumar Desai	Morpeth Harriers AC
Nazen Smith	Rushcliffe AC
Susan Deaves	South of England Athletic Association; Woking AC
Geoff Durbin	Midland Counties Athletic Association
Dean Hardman	Head of Business Development, England Athletics; Sale Harriers
Andrew Day	Head of Competition, England Athletics; Tamworth AC
Debbie Beresford	Education Coordinator, England Athletics; Manchester Harriers AC
Martin Rush	Head of Coaching, England Athletics; Team Bath AC
Michael Davis	Company Secretary & Head of Finance & Governance, England Athletics

In attendance – John Devine (Muckle LLP)

Jane Stewart (2017 Inspiration Coordinator, England Athletics)

The following clubs were present by proxy:

Bridgnorth AC

Witney Road Runners

Lancaster University Running Club

Lewes Athletic Club

Apologies:

Peter King – Chairman

Steve Grainger – Non-Executive Director, England Athletics

All were welcomed to the meeting and thanked for their attendance. The meeting was confirmed as quorate and was declared open at 11:05

Apologies were given for Peter King who was unable to attend the meeting due to recent surgery. Tim Soutar (Tso) was asked to deputise as Chair

Apologies were given for Steve Grainger who was unable to attend. The meeting was also informed that Mike Neighbour had broken down en-route and therefore tenders his apologies

The Chair acknowledged the attendance of John Devine from Muckle LLP, the Company's legal advisors and Jane Stewart, the England Athletics 2017 inspiration coordinator.

1. Minutes of the AGM Meeting held on 17th October 2015

The Chair confirmed that the minutes of the previous AGM had been made available on the website and hard copies were available at the meeting.

The Chair sought any clarifications or amendments to the minutes of the last AGM. None were raised.

The minutes were accepted as a true and accurate record of the meeting held on 17th October 2015

2. Matters arising from the minutes

No queries were raised

3. To receive the Directors Report of the Activities of the Company during the year ended 31st March 2016 and to include a report from the directors directly elected by the membership

Chris Jones (CJ) was invited to give a presentation of the Directors Report

CJ commenced with a note of thanks to:

The volunteers without whom the sport would not exist.

Commonwealth Games England

Business Partners – commercial and value in kind partnerships

The presentation to the meeting covered the organisation's performance for the financial year, detailing the key metrics and main achievements for the year, the priorities and challenges for the year ahead; and a review of the strategic plan, detailing the mission, vision and strategic priorities.

A copy of the presentation is available on the website and forms part of the minutes of the meeting

TSo, a member elected director, gave a report detailing:

The main ways in which the Company consults with its members, namely:

Spring consultation

AGM

National and Regional Councils

Directly elected member representation on the board

TSo referred the meeting to the written report provided, summarising the range of activities the member elected directors fulfil to ensure the membership voice is represented and reflected within EA.

4. To receive and address from the Chairman of the National Council

The Chair left it to the Chair of the National Council to detail the list of appointees to the National Council or refer the members to the EA website.

Tony Shiret (TSh), the Chair of the National Council gave a vote of thanks to the chairs of regional councils, noting the work they have done throughout the year and the time given to the council and to the sport.

A vote of thanks was given to Peter King, Chairman of England Athletics, noting his facilitation of the relationship with UKA, which has helped to determine a clearer set of roles and responsibilities for each organisation

Dean Hardman was also thanked for the administration support he has provided to the National Council.

TSh expressed a special vote of thanks to the volunteers that supports our sport

TSh went on to provide an update to the members on the activities of the National Council over the last year, noting:

- Redacted minutes of the meetings of the National Council are available on the EA website within 2 weeks of meeting
- Improving the line of communication between the board and the membership to ensure their views are included within the decision-making process
- The portfolio system that has been implemented

- The review of the competition strategy produced by UKA
- The review of the Facilities strategy being done jointly between UKA and EA
- The review of the Schools strategy

TSh detailed some of the challenges facing the sport:

- Capacity – club waiting lists
- Coach Education – making the courses more relevant to those taking them
- Officials strategy – no progress to date. The National Council have challenged the strategy put forward by UKA
- Area Competition funding
- Modernisation of the sport - need to grasp the digital opportunity
- Facilities – protecting and preserving what we have
- Diversity - need to attract new and different people to the sport
- Future funding – how do we run differently

Bill Adcocks commented on the lack of officials required to service the sport, stating we need to develop a way of keeping people in the running of the sport, so it is not a major commitment for those who work full-time

TSh referred to the need for IT systems in our sport to be updated to eliminate the need for duplication of effort and long-winded processes. EA is looking at IT/Digital and the National Council is looking at issues around IT

Chris Harbord stated we are having to treat the volunteers better than the runners to keep them involved. He suggested asking volunteers to bring a volunteer (find a deputy) as a way of attracting more volunteers.

Susan Deaves expressed her disappointment to see something from the masters in the AGM pack, as it's the advent of the masters that has had an impact on future volunteering

Dean Hardman suggested people can do more than one thing and we need to encourage more involvement. From his experience, they have found people by asking them to be involved

Neil Costello stated he is being replaced at his club by someone who is 49. It is possible but not easy. So, we should not just throw up our hands, but stick at it.

Naezen Smith stated, it's about finding the right people and encouraging them

TSh stated that the National Council communication forum will enable people to pass their views on to the relevant individuals in EA.

5. To receive a presentation of the Company's Financial Statement for the year ended 31 March 2015

Michael Davis (Company Secretary and Head of Finance & Governance) presented a summary of the company's financial performance as detailed in the annual financial statement for the year end 31st March 2016

6. To appoint the Company's Auditors for the year ended 31st March 2016 and delegate agreement of their remuneration to the Board

The Chair proposed Haysmacintyre be appointed as the Company's auditors for the year end 31st March 2017 and agreement their remuneration be delegated to the Directors to determine

Proposed: Peter Crawshaw

Seconded: Tony Shiret

The decision was agreed unanimously

7. To re-elect Neil Costello as a member elected director

The Chair clarified the difficulty posed by the articles in determining the period served for the member elected director, stating it was now incumbent on the membership to confirm the election of Neil Costello (NC) as a member elected director for a second term.

NC clarified he has been through the nomination process and achieved the required number of nominations.

Proposed: Sale Harriers (Dean Hardman)

Seconded: Mike Harris

The decision to elect NC for a second term was agreed unanimously

Bill Adcocks: asked what would be the case if there were no nominees at the end of the period

The Chair suggested one option would be to co-opt, but this would not be ideal given that it is meant to be a member elected role

NC clarified his request that the board consider the nomination requirement to make it easier for people to be elected

8. To confirm the appointment of the Non-Executive Directors

The Chair clarified that two of the board member positions fall due for rotation/re-election

W Sly has decided, due to her other commitments not to re-stand

K Neale has kindly agreed to continue for a further term, which has been unanimously approved by the board and is now put to the membership.

Proposed: Sally Hughes

Seconded: Neil Costello

The appointment was unanimously approved

The Chair informed the members that a proper recruitment and selection process was carried out to find a replacement for the position vacated by Wendy Sly. The unanimous choice of the nominations panel is Leisha Hawkins. Having worked with the ECB for a number of years, Leisha has recently moved into a new role at ECB. She has considerable expertise.

The members are asked to confirm the appointment.

Proposed: Nigel Rowe

Seconded: Tony Shiret

The appointment was unanimously approved

9. To confirm the appointment of Myra Nimmo as Chair and a director of England Athletics

The Chair informed the members that the Board has gone through a rigorous process in the recruitment of a Chairperson to fill the role vacated by Peter King. The unanimous decision of the nominations panel was to appoint Myra Nimmo to the role.

The Chair confirmed that Myra has been shadowing Peter King since the period of her appointment.

The members are asked to confirm the appointment.

Proposed: Peter Crawshaw

Seconded: Neil Costello

The appointment was unanimously approved

AOB

John Devine (Mickle LLPO discussed the matter of the free legal helpline and encouraged all clubs to make use of the free helpline – a free half hour on any topic relating to Athletics/Sport

The Chair supported this encouragement and endorsed its use where required

Meeting declared closed at 12:28