

## Minutes of the Annual General Meeting held at The Ricoh Arena, Coventry, CV6 6AQ at 11am on Saturday 13<sup>th</sup> October 2018

### Present:

Jemma Arbon	Mansfield AC, EA Regional Council
Matt Birkett	Head of Participation, England Athletics
Finn Broderick	EA Youth Panel
Ellie Brown	Kent AC
Neil Costello	Non-Executive Director, England Athletics; Cambridge & Coleridge AC
Peter Crawshaw	Non-Executive Director, England Athletics; Achilles Clubs; Chair of London Regional Council
Bridget Cushen	England Athletics Masters Association
Andrew Day	England Competitions & Teams Logistics Manager, England Athletics; Tamworth AC
Michael Davis	Head of Finance, England Athletics
John Deaton	Avon AA, SW Council
Hemant Desai	England Athletics NW Council
Nisha Desai	Trafford AC
John Devine	Muckle LLP
William Eldridge	Humberside AA
Malcolm Fletcher	Barnsley AC
Haylie Francis	EA Youth Panel
Moira Gallagher	England Council
Tom Gould	EA Youth Panel
Dean Hardman	Head of Business Partnerships & Major Events, England Athletics; Sale Harriers
Mike Harris	Trafford AC
Leshia Hawkins	Non-Executive Director, England Athletics
Victoria Hiscock	EA Youth Panel
Janyce Holmes	Non-Executive Director, England Athletics
Sally Hughes	Non-Executive Director, England Athletics; Achilles Club
Chris Jones	CEO & Board Director, England Athletics; Associate member Cambridge & Coleridge AC
Jan Lishman	Chair, UK Deaf Athletics; Border Harriers; EA NW Council
Dave Lodwick	Roadhogs Leicester AC
Janita Maaranen	2 Dash, EA Regional Council
Kerry Marland-Reay	Volunteer Manager, England Athletics
Gemma Mason	Head of Marketing and Communications, England Athletics
Conrad Meagher	Chair, Youth Panel
Geoffrey Morphitis	Shaftesbury Barnet Harriers
Mike Neighbour	Chair of National Council, England Athletics; Chair Aldershot Farnham & District AC
Myra Nimmo	Chair of Board, England Athletics
Dan Parkinson	Product Development Manager, England Athletics
Paul Pickard	Stevenage and North Herts AC; EA East Region Council
Rebecca Pickard	Aldershot Farnham & District AC
Jane Pidgeon	Notts AC
Mark Purser	Blackheath AC
Jayne Reed	England Athletics Masters Association

Keith Reed	National Council, England Athletics; Erme Valley Harriers.
Martin Rush	Head of Coaching and Athlete Development, England Athletics; Team Bath AC
Mick Shortland	National Council, England Athletics, Stevenage & North Herts AC
Lynette Smith	Membership Services Manager, England Athletics
Tim Soutar	Non-Executive Director, England Athletics; Blackheath & Bromley Harriers AC
Amy Weaver-Tyler	Fundraising Manager, England Athletics
Sandra White	City of Sheffield AC
Allan Wort	Warrington AC, CCAA, NW Council

**The following Clubs were present by proxy: -**

Achilles Club  
Epsom & Ewell Harriers  
Kingston & Polytechnic Harriers  
Malvern Buzzards  
Middlesex County  
Thames Valley Harriers

**Apologies:**

Steve Grainger MBE, Non-Executive Director, England Athletics  
Karen Neale, 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 11.00 am.

The Chair acknowledged the attendance of John Devine from Muckle LLP, the Company's legal advisors.

**1. Minutes of the AGM Meeting held on 14<sup>th</sup> October 2017**

- 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 minutes were accepted as a true and accurate record of the meeting held on 14<sup>th</sup> October 2017.

**2. Matters arising from the minutes**

- No matters were raised.

**3. To receive the Directors Report of the Activities of the Company during the year ended 31<sup>st</sup> March 2018 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 all critical partners, including:

Affiliated clubs and bodies and all volunteers, without whom the sport would not exist.

Sport England

Business Partners – commercial and value in kind partnerships.

Regional Council representatives and competition providers (some of whom had been giving their free time to support the sport for over fifty years).

AAA and respective athletic charities.

Mental health ambassadors.

- The presentation to the meeting covered the priorities and challenges faced by the Board during 2017-18, including the significant EA operational change management process. CJ paid tribute to all staff who had been affected by the EA restructure effective from 1<sup>st</sup> April 2017 – a great deal of additional work had been undertaken by staff during this period. The Board had continued to oversee improvements to the governance structure of EA. Another significant priority had been ensuring that the Commonwealth Youth and Senior Games had been successful during 2017 and 2018 respectively. The Board had set out to work on a long-term UK-wide strategy with the other HCAFs and UKA as partners beyond 2021. The Board continued to undertake work to ensure the financial obligations of the organisation were met – income streams had continued to diversify with membership growth now providing c36% of overall annual income and around 28% of total annual EA income coming from Sport England. CJ informed the meeting that in relation to health and wellbeing, there were around 500 volunteer mental health and wellbeing ambassadors in member clubs and RunTogether groups from within the EA family.
- In relation to the organisations' Key Performance Indicators (KPI) CJ informed the meeting that the number of clubs and runners had grown during 2017-18 to 172,000 which was 6% higher than 12 months ago (there were now around 7.2 million people running monthly across England). The number of athletes competing competitively in track and field had remained the same c40,000 (mostly younger athletes despite a growth in masters participation). The biggest growth area within the sport came from the over 30 group and specifically amongst social runners. The participation base was now roughly 50/50 gender split. The number of licensed road races had grown to 3,225 in the last 12 months.
- The number of qualified and licensed officials had decreased and is a concern – work was being undertaken with UKA and the other Home Nations to encourage more people to join and progress within the officiating arena – this would be done in part by looking at the course structure and by developing targeted marketing campaigns at lapsed officials and those interested in getting involved for the first time. EA had continued to fund the areas officials conference in the respective territories.

- There remained a threat to athletics facilities and stock and this was a key focus for Club Support Managers across the country who were working with clubs and facility contractors/owners – a key aim for EA was to ensure that athletics facilities were preserved and maintained.
- The presentation provided a breakdown of EA expenditure for 2017-18: £2.76million spent on club support, £1.90million spent on coach and athlete development, £0.97million spent on competition and events, £0.78million spent on overhead and support costs, £0.53million spent on communication and business development and £0.50million spent on membership and affiliation services.
- Strategic Priority 1: CJ informed the meeting that EA was committed to a three year injection of funding (including the Game Changers programme aimed at 14-25 year olds) to help ensure the diversification of the volunteer base within the sport. Specific programmes mentioned included 'Team Personal Best' and 'Team Spirit'. EA had run a new "Champions" programme to recruit volunteer ambassadors in clubs across England and was due to launch a Club Leaders programme in late 2018. EA was currently helping to improve the digital platform for volunteers. The new EA website would be launched in the coming weeks as well as a new Athletics Hub site for coaches which would, in time, be adapted for officials and general volunteers. CJ also cited the new online competition entry and management system which was introduced in the Spring this year and was being used by competition providers such as county associations and others. A volunteering conference had taken place in February 2018 with around 180 people in attendance – this would be held again in February 2019. EA was also offering C1 and C2 officials' courses.
- CJ informed the meeting that several national, regional and local coaches and athletes' workshops had taken place during 2017-18. The recent Run Leader programme was over-subscribed with over 1000 people having been through the programme. Guide runner workshops had taken place with regional volunteer awards also having taken place. We had trained more than 5,500 coaches and leaders through our annual programme in the last 12 months.
- Strategic Priority 2: Was to sustain and increase participation and performance levels within the sport. CJ informed the meeting that over the past year, he had visited around 2 clubs each month (around the country). This was an important area of work to gain an insight into the activities taking place at a local and regional level. 12 club support managers employed by EA ran a number of club forums across the country. Over 75,000 people had participated in the 'Run Together' programme in 1800 groups with more than 600,000 bookings taken through the web platform. EA was piloting the 'Funetics' programme across the UK which was designed for under-11's to be able to partake in running, jumping and throwing. Work in relation to developing athletes had continued with several championship events having

been held (national, area, county, indoor, schools, etc). Funding had also been provided to ensure athletes were able to fulfil their potential through partnerships with English Schools, Area Competition Associations and smaller grants to Counties.

- Particular highlights in the last 12 months performance wise included the 4x100 men's team winning the event at the Gold Coast Commonwealth Games (17 medals) and the Commonwealth Youth Games (15 medals) held in the Bahamas where England had also performed well. EA fielded c40 international teams throughout 2017-18 including the new Masters' endurance teams. National Cross-country and road relay numbers (6 and 12 stage) also continued to rise and CJ thanked the work of the competition organisers in this respect and reiterated the importance of their ongoing partnership with EA. A successful 2<sup>nd</sup> Manchester International had taken place in 2017 and the 3<sup>rd</sup> event was recently held in August 2018.
- Strategic Priority 3: Was to influence participation in the wider athletics market. EA had supported a number of wider athletics and running partners with insight and research to inform their thinking and activity on the ground. Campaign work included 'This Girl Can Run' and '#Run and Talk' campaigns. CJ and Myra Nimmo (MN), EA Chair, had signed the 'Time to Change' pledge at the August 2018 Manchester International. EA had contributed to the government consultation on the free use of public parks (running free) and was also working to partner the SRA in their #righttobeactive children's physical activity campaign. EA had also presented to the APPG for sport during the last 12 months.
- A copy of the presentation is available on the website and forms part of the minutes of the meeting.
- Neil Costello (NC), a member elected director, gave a report detailing: -
  - 1.) The role of an elected Non-Executive Director.
  - 2.) Activities undertaken during 2017-18.
  - 3.) A look to the future in relation to the work of the Board.

#### 4. To receive an address from the Chairman of the National Council

- Mike Neighbour (MN) informed the meeting that he had been Chair of the National Council for just over one year. He emphasised the importance of the full Council meeting taking place directly after the AGM where Councillors would be discussing the proposed future Council structure. Part of the work of the National Council was to support the EA Board going forward.

**5. To receive a presentation of the Company's Financial Statements for the year ended 31<sup>st</sup> March 2018**

- Michael Davis (MD) presented a summary of the company's financial performance, which included the 2017-18 performance vs budget, a four-year income trend summary (2018 through to 2021) and the current level of reserves.
- A summary of the company's financial statements is available on the England Athletics website.

**6. To appoint the Company's Auditors for the year ended 31<sup>st</sup> March 2019 and delegate agreement of their remuneration to the Board**

- Peter Crawshaw (PC) proposed Haysmacintyre to be appointed as the Company's auditors for the year end 31<sup>st</sup> March 2019.
- Seconded by Neil Costello.
- The decision was agreed unanimously, and the auditor's remuneration delegated to the Board.

**7. To appoint Janyce Holmes as a Non-Executive Director**

Janyce Holmes was appointed as a Non-Executive Director

**8. To re-appoint Steve Grainger MBE as a Non-Executive Director**

Steve Grainger MBE was re-appointed as a Non-Executive Director

**9. To re-appoint Peter Crawshaw as a Non-Executive Director**

Peter Crawshaw was re-appointed as a Non-Executive Director

**Meeting declared closed at 11.45 am**