

Minutes of the Annual General Meeting held at the Hilton Birmingham Metropole, NEC, National Exhibition Centre, Pendigo Way, Marston Green, Birmingham B40 1PP at 11am on Saturday 12th October 2019

Present:

Adetunji Akintokun	Non-Executive Director, England Athletics
Jemma Arbon	Mansfield AC, EM Regional Council
Lorna Boothe MBE	Sutton and District AC, Board Observer
Ellie Brown	Kent AC, London Regional Council
Neil Costello	Non-Executive Director, England Athletics, Cambridge & Coleridge AC
Peter Crawshaw	Non-Executive Director, England Athletics, Achilles Club
Matthew Dalton	Peterborough and Nene Valley AC, East Regional Council
Andrew Day	England Competitions & Teams Logistics Manager, England Athletics; Tamworth AC
Michael Davis	Head of Finance, England Athletics
John Deaton	Avon AA, SW Regional Council
Hemant Desai	Morpeth Harriers AC, England Athletics NE Regional Council
John Devine	Muckle LLP
Tom Gould	Exeter AC
Dean Hardman	Head of Business Partnerships & Major Events, England Athletics, Sale Harriers
Leshia Hawkins	Non-Executive Director, England Athletics
Janyce Holmes	Non-Executive Director, England Athletics
Dan Isherwood	Head of Operations, England Athletics
Chris Jones	CEO & Board Director, England Athletics
Janice Kaufman	Chair, North East Regional Council
Richard Llewellyn-Eaton	Chair, South West Regional Council, Taunton AC
Dave Lodwick	Non-Executive Director, England Athletics. EA National Council Chair, Roadhogs Leicester AC
Gemma Mason	Head of Marketing and Communications, England Athletics
Geoffrey Morphitis	Shaftesbury Barnet Harriers
Stuart Paul	Birchfield Harriers, Chair WM Regional Council
Myra Nimmo	Chair of Board, England Athletics
Ben Patel-Sadler	Board & NED Secretary, England Athletics
Paul Pickard	Stevenage and North Herts AC, EA East Regional Council
Clive Poyner	City of Norwich AC
Jane Pidgeon	Notts AC, EM Regional Council
Martin Rush	Head of Coaching and Athlete Development, England Athletics, Team Bath AC
Debbie Smith	Holme Pierreport RC
Lynette Smith	Membership Services Manager, England Athletics
Tim Soutar	Non-Executive Director, England Athletics; Blackheath & Bromley Harriers AC

The following Clubs were present by proxy: -

Achilles Club
Epsom & Ewell Harriers

Middlesex County
Thames Valley Harriers

Apologies:

Steve Grainger MBE, 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 13th October 2018

- 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 12th October 2018.

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 31st March 2019 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 and grow – the Annual Volunteer and Hall of Fame Awards being held on the evening of 12th October would serve to recognise some of the fantastic contributions made to the sport.
- CJ highlighted the recent successes of Dina Asher-Smith and Katrina Johnson-Thompson, two athletes who had progressed through the EA club structure through to achieving at the highest levels without the sport. The AGM noted that without the help of volunteer officials and coaches, such success would not be possible.
- The presentation to the meeting covered the priorities and challenges faced by the Board during 2018-19, noting that EA was currently in year 3 of the current 4-year cycle.

- The AGM noted that athlete and club affiliation numbers had continued to rise during 2018-19, although challenges existed in relation to reducing the numbers around track and field drop-out. Work was being undertaken by the EA executive, Board and partners to determine how best to address this issue.
- CJ thanked Regional Councillors who had assisted with arranging club visits during the year which had provided athletics participants with the opportunity to raise any issues/concerns and ideas directly with the CEO.
- The AGM noted the intention of EA to introduce the funetics programme (of which Katrina Johnson-Thompson was an ambassador) which would focus on children aged 4-11, enabling them to follow a set of activities to encourage participation and improve progress in running, jumping and throwing. The implementation of this programme across England was seeking to sustain and grow participation in the sport.
- CJ informed the meeting that there continues to be significant growth in EA members over the age of 30 who were predominantly taking part in road races and off-track events (such as the EA RunTogether programme for example)
- The AGM noted that EA was continuing to work with all of the home countries and UKA in an effort to realise a joint UK-wide strategy covering all aspects of the sport. The headline document being produced was titled 'An Athletic Nation'.
- The AGM noted the EA Board priorities for the year 2018-19 which sought to:
 - 1.) support and guide the executive through a period of successful operational delivery against our established strategy effective from 1st April 2018 – March 31st 2019.
 - 2.) Oversee continual improvements to the governance structure of England Athletics with a specific focus in 2018 on Council reforms.
 - 3.) Ensure a successful Commonwealth Games “down under” during 2018 and start to look ahead to 2021 and 2022 CYG and Commonwealth Games
 - 4.) Finalise a UK-wide high-level strategic ambitions document with the other HCAFs and UKA as partners.
 - 5.) Support and guide the executive in devising effective revenue generating plans to meet our financial obligations in line with the 17-21 strategic plan

- CJ informed the meeting that EA continued to explore ways of diversifying its income streams – currently EA was funded by 30% via government grants, with around 40% of income generated via club and athlete memberships. The AGM noted that the existing 4-year cycle comprised of: deficit in year one, deficit in year 2, surplus in year 3 with a break-even position being achieved by the end of year 4.
- DI informed the AGM that EA was progressing well in relation to the performance dashboard although a significant challenge for EA was ensuring that the number of officials increased. Partnerships would be set up to ensure that effective mentoring took place to grow the number of officials available to attend events and competitions.
- The AGM noted that a track and field action plan had been devised which sought to reduce the number of young athletes leaving the sport.
- Examples of how EA had taken feedback from the membership and taken action as a result was outlined by DI- this included:
 - 1.) 9 RCs retained as a result of elections during April 2019.
 - 2.) A programme of optional CPD offered to councillors in August 2019.
 - 3.) A thematic form of consultation introduced during May and July with further theme to be discussed in November. Clear link now in place between RC, NC and Board meeting schedules. Closer engagement between EA staff and councils.
 - 4.) TOR and JDs all adopted for RCs and NC at August 2019 meeting with Code of Conduct for NC members being implemented in July 2019.
- The AGM noted the breakdown of EA expenditure which demonstrated how annual income was invested across the sport: CLUB SUPPORT £3.31m, COACH AND ATHLETE DEVELOPMENT £2.44m, COMPETITION & EVENTS £1.00m, OVERHEAD & SUPPORT COSTS £0.77m, COMMUNICATION & BUSINESS DEVELOPMENT £0.72m, MEMBERSHIP & AFFILIATION £0.56m.
- A copy of the presentation is available on the website and forms part of the minutes of the meeting.

4. To receive an address from the Elected Directors

- Neil Costello (NC) and Tim Soutar (TS), both member-elected directors, gave a report detailing: -

- 1.) The role of an elected Non-Executive Director.
 - 2.) Activities undertaken during 2018-19.
 - 3.) A look to the future in relation to the work of the Board.
- The AGM noted that it was the responsibility of elected directors to ensure that the views of EA members were considered by the Board.
 - Elected directors played a full role on the Board, being directly involved with the Board itself, its Committees and Task and Finish Groups.
 - NC and TS expressed a view that the Athletic Nation document would serve to ensure that a combined strategy implemented across the whole sport would ultimately be beneficial to the future of athletics.
 - The AGM noted that the Regional Council system was working well - the synergy between Regional Councils, National Council and the Board had led to direct input from the members being heard at Board level with decisions taken based on the feedback received.
 - NC and TS informed the meeting that the Regional Council elections which had taken place during April 2019 had resulted in new appointments which had supplied the Regional Council structure with new skills and expertise.

5. To receive a presentation of the Company's Financial Statements for the year ended 31st March 2019

- Michael Davis (MD) presented a summary of the company's financial performance, which included the 2018-19 performance vs budget, a four-year income trend summary (2017 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 31st March 2020 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 31st March 2020. Seconded by TS.
- The decision was agreed unanimously, and the auditor's remuneration delegated to the Board.

7. To confirm the appointment of Adetunji Akintokun as an Independent Director

Adetunji Akintokun was appointed as a Non-Executive Director.

Meeting declared closed at 11.50 am