

**Minutes of the England Athletics (EA) Annual General Meeting held at
The Hilton Metropole, National Exhibition Centre, Birmingham, B40 1PP
at 11am on Saturday 23rd October 2021**

Present:

Steve Grainger (SG)	Senior Independent Non-Executive Director, England Athletics
Gary Shaughnessy (GS)	Incoming Chair, EA
Lorna Boothe (LB)	Non-Executive Director (Member Elected), EA
Janice Kaufman	Non-Exec Director (England Council nominated), EA. Gateshead Harriers
Julian Starkey (JS)	Non-Executive Director (England Council nominated), EA. Bracknell AC, Chair of South East Council, EA. Chair of England Council, EA
Adetunji Akintokun	Non-Executive Director, EA
Peter Crawshaw	Non-Executive Director, EA. Achilles Club
Leshia Hawkins	Non-Executive Director, EA
Janyce Holmes	Non-Executive Director, EA
Abdul Buhari	Board Observer, EA
David Franks	Board Observer, EA
Dan Isherwood	Head of Operations, EA
Sam O'Shea	Board & NED Secretary, EA
Lynette Smith (LS)	Member Services Manager, EA
James Webb	PR & Communications Manager, EA
John Devine (JD)	Partner, Muckle LLP (England Athletics' Company Secretary)
Mark Munro	Development Director, UKA
Mick Bond	Cambridge Harriers
Matthew Dalton	Peterborough & Nene Valley AC. Chair of East Council, EA
John Deaton	Avon Athletics Association
James de Vivenot	Ealing Eagles. Co-optee of South East Council, EA
Stuart Horsewood	Winchester & District AC
Richard Llewellyn-Eaton	Taunton AC. Chair of South West Council, EA
Stuart Paul	Birchfield Harriers (vote was via proxy)
Jane Pidgeon	Notts AC. Chair of East Midlands Council, EA
Clive Poyner	City of Norwich (vote was via proxy)
Kay Reynolds	Radley AC
Martin Rush	Head of Coaching & Athlete Development, EA. Team Bath AC
Tim Soutar	Blackheath & Bromley Harriers AC
Matt Witt	Member of East Council, EA

Via video conference:

Michael Davis (MD) Head of Finance, England Athletics

Chris Jones (CJ) Chief Executive Officer and Board Director, England Athletics

The following Clubs were present by proxy:

Birchfield Harriers
Camberley & District AC
Cambridge & Coleridge AC
City of Norwich
Colchester Harriers AC
Compton Harriers RC
Epsom & Ewell Harriers
Great Yarmouth & District AC
Haverhill Running Club
Havering AC
Heaton Harriers & AC
Lions Running Community
Liverpool Pembroke & Sefton H AC
Malvern Buzzards Running Club
Pendle Athletic Club
Roadhogs Leicester AC
Royston Runners
Royston Runners
Stevenage & North Herts AC
Stockport Harriers & AC
Tadley Runners
Thames Valley Harriers
Thetford AC
Thornbury RC
Trafford Athletic Club
Werrington Joggers
West Norfolk AC
Winston Runners

The following affiliated organisations were present by proxy:

North Eastern Counties Athletic Association
Sussex County AAA

Apologies

Anne Wafula-Strike (AW) Non-Exec Director (UKA Representative), 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.

SG, Senior Independent Director, opened the meeting in the absence of a Chair. He confirmed he would hand over to Gary Shaughnessy, subject to being confirmed as Chair as per agenda item 6.

SD acknowledged the attendance of John Devine (JD) representing Muckle LLP, who are the Company Secretary and legal advisers to England Athletics.

1. Minutes of the AGM Meeting held on 10th October 2020

- It was confirmed that the minutes of the previous AGM had been made available on the website.
- Although the 2020 meeting was held behind closed doors, due to the Covid pandemic, SG, MD and JD were present at this meeting and also at the 2020 meeting. They confirmed that the draft minutes were a true and accurate record of the meeting.
- A majority vote via a show of hands was recorded. There were no votes against.
- JD confirmed 23 votes for, via proxy.
- **The draft minutes of 10th October 2020 AMG were approved.**

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 2021 and to include a report from a Director directly elected by the membership

- Chris Jones (CJ) was invited to give a presentation of the Directors Report. This was presented via video conference as CJ was self-isolating due to Covid.
- The pre-AGM webinar held on 6th October provided an additional opportunity for the membership to be provided with this information and slides available as presented at the AGM.
- AGM slides are available via the EA website including a copy of the Directors report.
- Presentation focused on the last 12 months and the work of the Directors to support the Staff and steer the company through the COVID induced impacts from March 2020 onwards.

- The Directors thanked the members and the volunteers for all their hard work in bringing our sport back during summer 2020 and onwards despite numerous changes to Government Guidance affecting activities at different junctures during the year. Our sport was one of the first to proactively return during summer 2020 when we were able to do so with training and competition activities.
- The Directors also thanked its funder Sport England for their continued support during this unprecedented period.
- Affiliation and registration numbers were adversely affected during 20-21 with a reduction of c25% in registered club athletes whilst the organisations main commercial partner DW Fitness First went into administration during summer 2020. Road Race license income was down given the significant disruption to the calendar year and income from EA events was also disrupted.
- The organisation, working in partnership with the wider sport managed to bring back a number of track and field and off-track events during the year and also converted a number of education courses and resources online to service the volunteers, coaches, officials and athletes/runners. Blended delivery between face to face and digital activity is here to stay and this experience stands us in good stead should we need to react at short notice again in the future.
- The organisations social running programme RunTogether grew in popularity as did wider unattached running in general across England during 2020 as more people worked from home with running an activity that can be undertaken to fit people's lifestyles and working patterns.
- The company managed to reduce its projected deficit through alternative income generation including virtual delivery of online activities but also through deploying the government furlough scheme and sadly restructuring during Autumn 2020.
- CJ thanked the England Council for all their support during 2020 in helping to advise and guide a number of activities such as our annual volunteer awards, competition licensing and in general communication with our members.
- The future in 21-22 looks brighter with the sport making a progressive return back to its pre COVID participation numbers albeit their remain challenges with track and field participation which has not recovered to pre pandemic volume and at that time numbers were flatlining and declining amongst specific ages.
- The organisation had worked proactively to start work during 2020 on a new strategic plan for the period 2021-. This plan was subsequently approved and launched in spring 2021.
- Plans are in place for the Commonwealth Games in Birmingham during 2022 and the selection policy was launched in early 2021.

- The company has worked proactively to help foster a more positive relationship with UKA and the other HCAFs during 2020 against a backdrop of COVID impacts. This included contributing constructively to the Dame Sue Street review of UKA and also EA was at the forefront of leading a review into Safeguarding practices in the sport UK wide with the commissioning of the Quinlan review in January 2020 and in shaping and drafting the UK wide strategy Athletics Unified which was launched in Autumn 2020. The company will continue to work to clarify roles and responsibilities between UKA and HCAFs moving forward in the best interests of our members.

An address from a member elected Director, Lorna Boothe (LB)

- Thank you to:
 - CJ and EA staff for dealing with the high workload with reduced staff numbers.
 - Volunteers, coaches and officials as without them, training and competition couldn't take place.
- One of the challenges over the next months is the decline in Track & Field population. To improve this, it should be a whole sport approach (UKA, EA and clubs).
- We should find opportunities to promote our sport.
- A dedicated staff section is on EA website to support our member clubs.
- LB confirmed that as the EA Board Safeguarding Champion, and a member of the Diversity Working Group, she welcomed any questions / requests. She can be contacted via the EA website.

An address from an England Council elected Director, Julian Starkey

- Thank you to volunteers, coaches and officials
- The volunteer awards are a great way to honour our excellent coaches, officials and volunteers.
- One of the key priorities for Council is looking at ways to help clubs to reduce their long waiting lists, and the way competition is delivered for the younger age groups. The issue would be covered in more depth in the afternoon's Council Conference

4. To receive a presentation of the Company's Financial Statements for the year ended 31st March 2021

- Michael Davis (MD) was invited to give a presentation of the Financial Statements. This was presented via video conference as MD was self-isolating due to Covid.
- It was confirmed that the company's financial statements were made available as part of the AGM notice and had been filed at Companies House.
- The statutory audit took place in the summer and the auditors had provided positive feedback.

5. **To appoint the Company's Auditors for the year ended 31st March 2022 and delegate agreement of their remuneration to the Board**
 - A majority vote via a show of hands was recorded. There were no votes against.
 - JD confirmed the votes via proxy: 25 for and 5 abstentions. There were no votes against.
 - **Haysmacintyre was confirmed as the Company's auditors for the year ended 31st March 2022, and the auditor's remuneration would be delegated to the Board.**

6. **To confirm the appointment of Gary Shaughnessy as Director and Chair of the company through to the 2024 AGM**
 - SG summarised the robust external recruitment and appointment process undertaken by the EA Nominations Committee. Myra Nimmo stepped down on 31st August 2021 and GS replaced her as Chair on 1st September 2021, pending this AGM ratification.
 - A majority vote via a show of hands was recorded. There were no votes against.
 - JD confirmed the votes via proxy: 25 for and 5 abstentions. There were no votes against.
 - **Gary Shaughnessy was confirmed as Director and Chair of the company through to the 2024 AGM.**
 - SG handed over to GS to chair the remainder of the meeting.

7. **To confirm the re-appointment of Leshia Hawkins as Director of the Company through to the 2024 AGM.**
 - GS summarised the robust external recruitment and appointment process which was undertaken by EA Nominations Committee.
 - A majority vote via a show of hands was recorded. There were no votes against.
 - JD confirmed the votes via proxy: 22 for, 1 against and 5 abstentions.
 - **Leshia Hawkins was re-appointed as Director of the company through to the 2024 AGM.**

8. **To confirm the appointment of the new Member-Elected Director**
 - The two candidates standing for this position were Jon Clarke and Clive Poyner.
 - The voting was conducted via a secret poll using the voting slips which confirmed weighted votes dependent on size of club.
 - The voting slips were collected and counted twice by JD and LS.
 - The total votes (in person poll and proxy) were:
 - Jon Clarke – 28
 - Clive Poyner – 68
 - **Clive Poyner was confirmed as the member elected Director.**

9. Special resolution to approve the proposed changes to the Articles

- Peter Crawshaw (PC), Chair of EA Audit & Assurance Committee, explained the key changes within the Articles which were also detailed on the website as part of the AGM communications. These changes were made to reflect the Athletics Unified strategy, ways of working with UKA and the other Home Countries and EA's strategic plan. Other edits were tidying up to include gender neutral terms.
- PC stated that 75% of the votes was required to pass this special resolution.
- Via a show of hands there were 19 votes for. There were no abstentions and no votes against.
- JD confirmed the votes via proxy: 21 for and 9 abstentions There were no votes against.
- **The special resolution to approve the proposed Articles changes was carried.**

An address from the new Chair of England Athletics, Gary Shaughnessy

GS gave a summary of his early impressions as Chair highlighting key opportunities and challenges.

- Sport is a core part of society and can be life affirming and life changing.
- Athletics is particularly important as it's engaging people right across society from the very young to the retired, from elite to fun runners and can help individual performance and fitness , teamwork, physical and mental well-being as well as enabling inclusion for all
- Thanks to the EA Team, Board and Councils and also Tim Soutar.
- It's clear that the EA team have managed the challenges that Covid has brought, extremely well.
- There are some concerns around reducing Track & Field numbers and also those for senior levels of coaching.
- Safeguarding brings an understandable increased level of accountability.
- There is also concern around facilities, so a credible and consistent message should be communicated with regard to funding.
- There are very dedicated people within EA, UKA, UKA Members and the Home Countries and it's important that we all focus on what is best for the sport.

The meeting was declared closed at 12:00pm