



# ELY ROLLER SKATING CLUB

## Minutes of Annual General Meeting Held on: 14 October 2016 at The Paradise Centre, Ely

Present: Emma Ure, Richard Culpan, Paula Ingram, Hattie Ford, Alice Figgins, Dick Minns, Selina Wakefield

Apologies for absence: Jeanette James, Di King, Amanda Bloomfield

Emma welcomed everyone to the meeting. She referred to the Agenda points as follows:

### 1 Minutes of last year's AGM

Minutes of the 2015 AGM were accepted by the meeting and signed off by Emma as being a true copy.

### 2 Treasurer's report

Alice reported that the Fun Skate was still running well and regular income being received. Attendance was "picking up" again after the summer holidays; typically at least 70 to 100.

Account balances as of October 2016 – not including the remaining balance held by Paul's artistic group (in process of being disbanded):

Treasurer's Account	£6995.36
Business Savings Account	£2917.07
Float in Fun Skate tin	<u>£120.00</u>
	£10032.43

Brian's Artistic Group (Natwest)	£7495.63
(Lloyds)	<u>£2008.59</u>
	£9504.22

Roller Hockey Account	£4927.07
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Total	£24463.72
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Alice reported that Brian's group were in the process of switching banks, so funds were currently held in two accounts; the old (Lloyds) account was due to be closed.

Emma noted that Paul's group bank account contained approximately £2000; however she had not banked a cheque (from the last "share-out" from central funds) – she was waiting to receive the invoice for floor time (and was intending to bank the cheque only if necessary to pay for the floor time).

Any remaining balance after invoices for floor time etc. had been paid would be disposed of as the remaining members of Paul's group thought fit; Emma remarked that some of the funds had been used to help Chris Fox with expenses for his trip to the European and World Championships.

Alice recorded her thanks to Dick and Les for running the Fun Skate every week – including over the summer holidays.

### **3 Secretary's report**

Copy attached.

### **4 Chairman's report**

Emma expressed her thanks everyone who keeps the club running.

### **5 Proposal to separate finances and administration of Artistic and Hockey sections**

Full details of the proposals were provided in an attachment to the Agenda.

#### 5(a) – Proposal to completely separate the finances of Artistic and Hockey and abolish the central fund

Emma remarked that she was in agreement with the reasoning that keeping the central fund "umbrella" above Artistic and Hockey (when both groups already manage their own finances) seemed pointless. Alice also noted that those she had spoken with prior to the meeting were in favour of simplifying the finances.

Paula stated that, if the financial split had not been proposed at this time, the Hockey group would almost certainly have had to begin such a split unilaterally, due to the turnover of Ely & Chesterton Utd. Rink Hockey Club already getting very close to, or exceeding HMRC limits (for a turnover above £10000 an organisation is required to apply for charitable status or face liability for tax).

Dick remarked that the Fun Skate generates a large income for the Club, and he expressed his concerns about the abolition of the central fund:

- (a) It could become more difficult to obtain any funds necessary for purchase or upkeep of Fun Skate equipment as approval would need to be sought from two Treasurers (Artistic and Hockey) instead of just one as at present.
- (b) In the event of some down-turn in the club's fortunes in the future, and the Artistic and/or Hockey groups becoming short of funds, there may no longer be any "contingency" funds (e.g. the central fund's business savings account) available to pay for "urgent" expenses, such as repair/replacement of skates, lights etc.

Alice tried to reassure Dick that in the first instance he could always contact her if urgent funding was necessary as she was almost always at Ely on a Friday as her daughters attended the dance training.

Paula suggested that for small expenses, they could perhaps be claimed from whichever group was "on duty" that time (and taken out of that week's proceeds); the group "on duty" would notify the other group, who would then pay their share of that expense.

Dick went on to express his opinion that he should be allocated a proportion of Fun Skate takings each week and these should be available for him to spend without needing to go "cap in hand" to the Artistic/Hockey groups. Emma pointed out that if Dick wanted control of funds in that way, it would require a Treasurer role for Fun Skate, to administer the funds and prepare annual accounts.

The general feeling at the meeting was that finances of the Artistic and Hockey groups were currently very healthy, and that "running short of money" in future was considered to be very unlikely. However Dick and Selina both commented that such a situation had arisen in the past...

Alice suggested that she had been considering keeping a "contingency fund" to cater for Fun Skate expenses etc. (an equivalent of the central fund's "business savings account", but administered by the Artistic group only).

Alice and Paula suggested that a distinction between the entrance monies (shared with the Paradise Centre) and the skate hire (kept by the Club) could be made when the group "on duty" logged that week's takings, and that the money from skate hire could be paid into a fund to be "ploughed back" into the Fun Skate (over time this would accumulate and would probably pay for upkeep of the skate stock and occasional purchase of new skates).

It was suggested that before the finances were separated, some of the money in the central bank accounts could be "earmarked" for Fun Skate spending. Richard suggested that the central savings account (balance just under £3000) could be used for this purpose. Dick and Emma were asked whether they would review the Fun Skate needs (new skates + other equipment, lights etc.) and draw up a "shopping list".

Emma and Alice both commented on the state of the skate stock; there was a lot of "rubbish" in the cupboards that needed sorting out and throwing away. Alice suggested trying to sell off the adjustable skates that were no longer used; a price of £10 per pair was suggested.

Alice, Emma, Selina and Paula briefly discussed the fun skate desk rota and how the remaining 2016 duties would be shared now that Paul's artistic skating group had disbanded. Alice proposed that the winding-up of the central fund be delayed until the end of the year; she was prepared to bring the float tin for those last few sessions, and that each group would start banking their weeks' taking from the beginning of 2017 (when the new fun skate desk rota came into effect).

The final outcome of the discussion was that:

- The proposal to split the finances was accepted.
- The split of the finances would be deferred until the beginning of 2017.
- Emma and Dick would review Fun Skate requirements and draw up a "shopping list"; this to be presented and the purchases made before winding-up the central fund.
- Any remaining balance in the central fund would then be shared equally between Artistic and Hockey.
- Alice to review whether to keep any of the central fund bank accounts alive; re-purposed as a "contingency fund" for Fun Skate.

- From the beginning of 2017, Artistic and Hockey would keep their own float and bank the Fun Skate takings from the weeks they were "on duty".
- Artistic and Hockey would share the Fun Skate expenses and agree methods of dealing with the payment of such expenses.
- Artistic and Hockey to log the amounts received from the Fun Skate in their accounts and put in place whatever measure they liked to ensure that funds were always available to cater for Fun Skate expenses.

#### 5(b) – Proposal to amend Executive Committee structure

Richard explained the three options for amending the Executive Committee structure and he and Alice gave some reasoning for the proposal:

- (a) The Executive Committee needs adjusting anyway as a result of the disbanding of Paul's artistic skating group.
- (b) Hockey (Ely & Chesterton Utd. Rink Hockey Club) already have their own completely separate committee; Artistic do not have (and do not need) any representation on that committee. Would the reverse also be true, that the Hockey group no longer needed any formal representation on the Ely Roller Skating Club committee (if they no longer had formal committee posts they would be welcome to send representatives to attend the meeting as guests)?
- (c) Artistic (Brian's group) currently do not have their own committee, so the Ely Roller Skating Club executive committee may need to deal with a "disproportionate" amount of Artistic skating matters.
- (d) The Fun Skate activity pretty much "runs itself" without needing formal involvement of the executive committee.
- (e) Where there was something to be discussed regarding the Fun Skate, the Hockey group would be welcome to send representatives to the meeting as guests.

Paula asked whether, with a complete "split" of administration between the Clubs, there was any linkage between the Ely Roller Skating Club website and any website that used to be run by Ely Roller Hockey Club. Richard explained that there was not, but that after an administrative split he would be happy to keep some Roller Hockey information on the Ely Roller Skating Club website.

Paula also mentioned that Hockey had in the past held a "recruitment drive" and given out leaflets at the Fun Skate; she asked whether that could continue after the "split". Emma suggested that a Hockey flyer could be displayed on the "Ely Roller Skating Club" notice board; she already told anyone enquiring about Hockey to look there or on the club website. Alice suggested to ask the Paradise Centre about putting some leaflets in their box of information about sport and local attractions. Richard stated that he was happy to keep some information about Hockey and the time of the Wednesday beginners' session at Soham on the club website.

The proposal to change the role of the Ely Roller Skating Club executive committee to represent Artistic skating only (representatives from Fun Skate and Hockey welcome to attend as guests) was accepted.

#### 5(c) – Proposal to review membership structure

Richard explained that this proposal was simply that Artistic and Hockey activities should review the membership structure (types of membership, renewal date, use of common

membership form) to decide whether to keep as-is or whether each activity (Club) would be better served by changing it according to their needs. (Richard felt that a review of membership structures etc. might be more relevant to Hockey since their merger with the Chesterton club).

No decision was expected immediately; the proposal was simply that Artistic and Hockey would "take away" the idea and discuss it in their own committee meetings before the next renewal date (September 2017).

Paula raised the issue of social membership of the Paradise Centre; at present all Ely Roller Skating Club members (Artistic and Hockey) automatically receive social membership (that in theory allows them to use the coached floor time and to come into the Centre as a spectator without being challenged and asked to pay a "guest fee"). However, there were no membership cards or other "physical proof" of that social membership. She also commented that Hockey club members are already required to become members of the Ross Peers sports centre in Soham.

Emma questioned whether Hockey club members actually needed the social membership of the Paradise Centre anymore; entry to the Fun Skate did not require membership and those that regularly used the gym or other facilities would have joined and be full members of the Paradise Centre.

Paula agreed to "take away" and discuss the proposal at a subsequent committee meeting of Ely & Chesterton Utd. Roller Hockey Club.

## **6 Amendments to Club Rules 15, 16 & 18 (eligibility for serving on Committee)**

No discussion took place; item deferred until the E.G.M. (changes to Club Rules 15-18 will be required at that time to take account of the new committee structure).

## **7 Election of Officers & Committee**

Alice proposed that until the financial "split" was completed the existing committee should stay as-is. Richard believed that according to the constitution it would be necessary to hold an EGM in order to elect the new committee.

Emma indicated that she would no longer need to have a place on the new committee, but would be happy to continue helping with the Fun Skate. She remarked that any Fun Skate business discussed on either Club committee (Artistic and Hockey) should be shared with those involved with running the Fun Skate (Dick, Les, Di and herself).

Alice asked Emma whether, on occasions that Brian was away at competitions, she would be willing to run the Friday Grades class; Emma indicated that she would be unable to as she was no longer qualified. Dick commented that both he and Emma had run Grades in the past under an older scheme (Roller Skating Coaches' Federation). Emma believed that even if she did complete the FARS Basic Skills coaching course, she would still be required to work under the supervision of a full-qualified coach.

It was agreed that until the "split" the existing 2015/2016 committee would remain in office.

So, no election was held and the interim committee remains as follows:

Chair	Emma Ure
Vice-Chair	(Vacancy)
Secretary	Richard Culpan
Treasurer	Alice Figgins
Child Protection Officer	Selina Wakefield
General committee - Hockey	Jeanette James
General committee - Hockey	Hattie Ford
General committee - Hockey	Paula Ingram
General committee - Hockey	(Vacancy)
General committee - Brian	Selina Wakefield
General committee - Brian	(Vacancy)
General Committee - Fun Skate	Di King

Representation of Paul's Artistic Skating group would not be carried forward in the interim committee as the group was being disbanded; however both posts were already vacant.

Dick Minns continues as Honorary President.

## 8 **Close Meeting**

The meeting concluded at 9.55 p.m.

The next meeting will be an E.G.M. to complete any business relating to the "split" and to elect a new Executive Committee (date to be arranged).

## APPENDIX 1 - Secretary's Report



### Secretary's Report 2015/2016

Now completed 4 years as Secretary; again not too much has needed doing... As was the case last year, only three committee meetings were held (and that was probably still more than were really needed) as the Club has pretty much continued to "run itself" by way of informal contact between those volunteers actually doing the work!

Still continuing to answer a few enquiries on the club email, and updating the club website.

I would like to extend my thanks to Paul McIlhone, Chris Fox and Emma Ure + everyone else who has kept Paul's Artistic Skating group running over the years, and wish Paul and Chris well for their "life after skating".

Thanks also to Brian Paddington for his work in running Grade classes, the Saturday fun skate at Littleport and four artistic training sessions each week. And thanks to Dick, Les, Di and all of the many "skate desk" volunteers who have kept the Friday Fun Skate going.

Congratulations to the Hockey club on their merger with the Chesterton club, and may they continue to go from strength to strength.

A few notes about the achievements of the Artistic skaters this year:

1. A test day was held at Littleport in March, with many good results:  
9 of the newer/younger skaters passed their Grade 6  
A total of 13 skaters passed tests in Figures, Free Skating and Dance from Elementary up to Bronze level.
2. Ely skaters have competed at British Championships, national and club competitions, winning a total of 9 gold medals, 8 silver and 4 bronze. We finished the season with two British Champions (Amie in Tots Solo Dance and

Chris in Senior Men's Figures, Free Skating and Combined). And Chris has "gone out on a high", ending his competitive skating career by representing Great Britain at the Senior World Championships held in Novara, Italy.

3. Artistic skaters will be busy in November/December; competing at the Retroskate Gala in Great Yarmouth, the F.A.R.S. Winter Solo Dance Competition in Kettering and the Herne Bay Competition. Good luck to everyone competing!

Richard Culpan



## APPENDIX 2 - Explanation of Proposals (Agenda items 5 & 6)

### Agenda Item 5 - Proposal to separate the finances and administration of the Artistic and Hockey groups

#### Background

For historical reasons, there is currently a financial and administrative "umbrella" linking the Artistic Skating and Roller Hockey activities:

- There is a "Central Fund" from which both Artistic and Hockey groups can claim certain expenses and receive a share-out of the proceeds of the Fun Skate.
- The Executive Committee has posts representing both Artistic and Hockey

However, things have evolved considerably over the years:

- Hockey has expanded substantially and for some time has operated as a separate Club having its own Committee (and with its recent merger with the Chesterton club it has grown still further).
- Because there is currently no separate sub-committee within Ely Roller Skating Club to represent just Artistic Skating, the Executive Committee meetings tend to be dominated by Artistic Skating matters.
- Hockey training moved away from the Paradise Centre in Ely some time ago, so currently the only "shared" activity is helping with the running of the Friday Fun Skate.
- The finances of Artistic and Hockey groups are already partially-separated (each group has its own bank account (set up in 2009/2010)) and the "central fund" bank account remained only

to receive proceeds from the Friday Fun Skate sessions and to pay out certain expenses (such as affiliation fees)

- Recently, the Artistic Skating group run by Paul McIlhone has disbanded due to his retirement, so there is now only one Artistic Skating group remaining.

It is therefore felt that keeping the financial and administrative "umbrella" above the Artistic and Hockey groups is no longer useful or necessary (and just adds extra bureaucracy - for example requiring a Treasurer to manage the central funds in addition to those already managing the finances of the Artistic and Hockey groups themselves).

## The Proposals - In Detail

It is proposed that the financial and administrative "umbrella" should at least be partially (if not fully) removed:

**1. That the finances of Artistic and Hockey groups would become fully separated; expenses relating to an activity involving both groups may continue to be shared:**

- (a) The Artistic and Hockey groups would continue to collect and bank their own membership fees.
- (b) The "central fund" bank accounts would be closed and the balances shared between the groups.
- (c) Each group would become responsible for all of its "own" expenses (including those that were previously paid from the central fund, such as affiliation fees to national governing bodies).
- (d) Cooperation between the groups to help in the running of the Fun Skate would continue:
  - i. The groups would continue to draw up and agree the "skate desk" rota (no change from the current arrangements).
  - ii. Each group would keep its own "float".
  - iii. The group "on duty" would pay the Paradise Centre its share of that week's takings and bank the rest themselves.
  - iv. Where both groups were involved in the running of an event (for example the Halloween and Christmas Parties), both groups would share the costs and the proceeds.

- (e) Both groups would share any expenses that were incurred as part of joint activities, for example in running the Fun Skate (e.g. party food for Halloween/Christmas Parties, repair of, or purchase of new skates/equipment).
- (f) Other "shared" expenses (such as insurance policies) should be reviewed to ensure that those products and services being purchased still meet the needs of all concerned.

**2. That the structure of the "Ely Roller Skating Club" Executive Committee be reviewed and the Committee "slimmed down" if agreed:**

Option (a) - Keep formal representation of all activities (Artistic, Hockey and Fun Skate):

- i. Officers would be electable from Artistic or Hockey groups
- ii. General Committee posts representing Artistic Skating would be reduced from 4 to 2 (Brian Paddington's group only - Paul McIlhone's group having been disbanded).
- iii. General Committee posts representing Hockey would be reduced from 4 to 2 (balancing the number of posts for Artistic)
- iv. General Committee post representing the Fun Skate would remain unchanged.

Option (b) - Change the role and "slim down" the committee to formally represent only Artistic Skating and the Fun Skate:

- i. Officers would be elected from the Artistic Skating group only.

- ii. General Committee posts formally representing the Hockey group would be removed.
- iii. An extra post representing the Fun Skate would be created (one post representing the Artistic group's involvement, the other representing the Hockey group's involvement).
- iv. Senior members or parents from either Artistic or Hockey groups would be welcome to attend the committee meetings as guests and take part in the discussions (but would not be eligible to vote on any resolutions).

Option (c) - Change the role and "slim down" the committee such that it represents Artistic Skating only (all joint activities would be managed informally by direct contact between the groups without requiring any formal involvement of the Executive Committee):

- i. Officers would be elected from the Artistic Skating group only.
- ii. Up to four General Committee posts would be created; their roles (if named roles are deemed necessary) to be defined later.
- iii. Senior members or parents from either Artistic or Hockey groups would be welcome to attend the committee meetings as guests and take part in the discussions (but would not be eligible to vote on any resolutions).

**3. That the membership structure (especially the role of "umbrella" membership of Ely Roller Skating Club as it applies to Hockey group members) should be reviewed.**

**If need for such a review is accepted by the Meeting, such a review should be completed in time for any changes that may be adopted to be notified to members before renewals for 2017-2018 become due.**

Some possible "starting points" for discussions/review:

- (a) The existing system, using the same membership forms, types of membership, fees and renewal dates "is working fine" - so no changes are felt necessary.
- (b) The Hockey group may like to use their own membership structure (types of membership, fees and renewal dates), but would still like to keep the "umbrella" (social) membership of Ely Roller Skating Club. (Keeping such a membership "connection" might be necessary for insurance purposes if there is still a shared public liability insurance policy).
- (c) The Hockey group may feel that they no longer need the "umbrella" (social) membership connection with Ely Roller Skating Club (and need only to exist as "Ely & Chesterton United Rink Hockey Club"). So, from the administrative and membership perspective, there would be two completely separate Clubs, cooperating to help run the Fun Skate, and sharing the common aim of promoting and encouraging roller sports in the Ely/Cambridge and surrounding areas.

## Agenda Item 6 - Proposal to change Club Rules to clarify "eligibility criteria" for Executive Committee members

### Background

Club Rules 15, 16 and 18 do not clearly define the "eligibility criteria" for holding posts on the Executive Committee, and also impose an unfair requirement that those volunteering to serve on the Committee must be paid-up Senior members.

It is therefore proposed to clarify the "eligibility criteria" and relax the requirements on Committee members needing to hold a paid-up Senior membership.

### The Proposal - In Detail

1. Rule 15, clause (b); amend according to outcome of voting for/against Agenda item 5, proposal #2 (review structure of Executive Committee).

Note: Change will affect only numbers of General Committee members (sub-clauses vi, vii and viii).

2. Rule 16, clause (a); specify that Officers must be Senior club members.
3. Rule 16, clause (b); specify that General Committee members may be Senior members or parents of Junior members.
4. Rule 16, clause (e); Clarify that an Officer stepping down from a post after 5 years' continuous service is eligible to stand for election to any other post.

5. Rule 18, clause (b); Specify that an Officer stepping down from a post after 5 years' continuous service *is* eligible for co-option if that post remained vacant.
6. Rule 18, clause (c); specify that the Executive Committee may grant a Senior membership to a person who they wish to co-opt (but who would otherwise be ineligible (Rule 16, clauses (a) and (b))).



## Summary - Resolutions to be voted on (Agenda items 5 & 6)

### Agenda Item 5

Separate the Finances and Administration of Artistic and Hockey groups (three proposals listed below):

#### Proposal #1 - Separate the Finances of the Artistic and Hockey Groups:

FOR / AGAINST

#### Proposal #2 - Review structure of the Executive Committee and "slim down" if agreed:

OPTION (a) - Keep representation of all groups (Artistic, Hockey & Fun Skate)

or OPTION (b) - Formal representation for Artistic & Fun Skate only

or OPTION (c) - Formal representation for Artistic only

#### Proposal #3 - Review membership structures:

FOR (Carry out review + implementation of changes that may arise out of that review before 2017/2018 memberships become due)

AGAINST (Membership structures don't need review at this time)

### Agenda Item 6

Rule changes to clarify and relax "eligibility criteria" for holding posts on the Executive Committee:

FOR / AGAINST