



# AGM Minutes

6-9pm – Wednesday, 21<sup>st</sup> February 2024

John Selden Pub

1. Review of the Hangover 5
2. Review of the Club
  - a. Membership update
  - b. Finances update
3. Review of annual membership fees
4. Merits of the associate membership
5. Discuss/Ratify documents and policies
  - a. Club Constitution to be agreed
  - b. Rachel to discuss the policies that are being worked on
6. Club Base/Sidney Walter Centre
7. Elect the committee/organisation group
8. Couch to 5K
  - a. Steve Pigott to discuss the C25K couch
9. Hosting a race
10. AOB

## Attendees

- **Committee members:** Rachel Allison, Bryan Darney, Martin Loose, Sarah Mann, Steve Pigott, Charles Simmonds
- **Organisation group:** Nick Beaumont, Amelia Brown, Steve Feest, Phina Izard
- **Members:** Russell Banks, Andy Cresswell, Harry De’Giovanni, Luisa Giammattei, Ella Humby, Emma Pigott, Ian Salt, Reg Shirley, Martin Smith, Jim Turner, Sarah Webb

The Chairman thanked everyone for attending and reminded everyone that there was opportunity for open discussion.

## Review of the Hangover 5

The Chairman thanked everyone that volunteered, especially Bryan for taking the lead on organising and being Run Director on the day.

- The huge number of volunteers made the event possible
- Recognised the hard work put in by Bryan and the rest of the Hangover 5 planning group.
- Lots of participants commented on how well marshalled the route was

## Overview of the Club position

We currently (as at 21/02/2024) have:

- 34 members affiliated with England/UK Athletics
- 16 members unaffiliated
- 9 associate members

### Gender split

<b>Membership Type</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
EA	16	18	<b>34</b>
Non-EA	24	25	<b>50</b>
Associate	30	29	<b>59</b>

- Among our affiliated members, we have 53% of women
- Among all of our members, we have exactly a 50-50 gender split

Our goal is to qualify for a guaranteed London Marathon Club Entry, which requires 40 or more members to be affiliated with England Athletics by July 2024.

## Overview of the finances

Treasurer Sarah discussed the finances

The balance of the bank accounts are:

- £2,564.19 (main)
- £680.06 (savings)
- £3,244.25 (total)

For the 2023/24 season, we made a small surplus of £283.41. We need a reasonable cash flow so that we can invest in things and recoup that money later. For example, the Hangover 5 requires an investment of £1K-£1.5K with no return on that until race week.

Some further considerations:

- We expect our membership income to increase, due to both the increased number of members; and because many of our members joined mid-year and therefore paid less.
- Website costs: Charles has been paying these for now, but it makes sense for the Club to take these on. Nothing probably £60 per year.
- More kit – we have committed to paying half price of everyone's first kit, and we'll have to put in a bulk order of at least £250 (minimum order of ten items, multiplied by £25 per vest) whenever we don't have a spare top in that size.
- Continued training and development – for example, Welfare training for our WOs, LiRF and CiRF courses for those that are interested, etc.
- Help bring down membership fees for future years

- Creation of a discretionary hardship fund
- A club base (Sidney Walter Centre, Goring Cricket Club, etc.)

## Review of fees

Annual fees are currently:

- £31 for affiliated full membership (£17 for UKA affiliation; £14 to the Club)
- £24 for unaffiliated full membership (all £24 to the Club)
- £5 for associate membership

UKA's annual fee is going up from £17 to £19 per member, as well as from £150 to £200 for the Club.

The committee recommended setting the prices for the 24/25 season as:

- £35 for affiliated full membership (£19 for UKA affiliation; £16 to the Club)
- £25 for unaffiliated full membership (all £25 to the Club)
- £7 for associate membership

There was a query regarding the hardship fund and if people can contribute to this. We have decided to hold on this until we know how much this will be used.

Discussion around pro-rata fees - should we continue this, thinking of moving to the same as EA that from the 1st January new members fees would cover 15 months.

## Merits of Associate Membership

The Associate Membership was introduced to cater to people who will rarely attend training (e.g. they've moved away) but want to be part of the Club and train on rare occasions. It's helpful to have these people's details on our records in case there's a problem.

However, it has been felt that there is insufficient difference between a non-affiliated full membership (£24pa) and an associate membership (£5pa) – the main difference at the moment is voting rights in the Club.

The three options that the committee discussed were:

<b>OPTION A:</b> Keep it as it is	<b>OPTION B:</b> Increase the difference between the full membership and associate membership	<b>OPTION C:</b> Remove the Associate Membership altogether
<p>Associate Members are currently not allowed to vote on Club matters. However, they can do pretty much anything else that a full member can.</p> <p>Also, they don't qualify for a half-price first vest/t-shirt.</p>	<p>Remove some of the 'perks' of the full membership from Associates (each to be discussed), such as:</p> <ul style="list-style-type: none"> <li>● No longer invited to the WhatsApp group</li> <li>● Continues to be excluded from voting</li> <li>● Limit the number of sessions they can attend per year. The admin around this would be difficult</li> </ul>	<p>Remove the option for Associate Membership altogether. (Possible exception in special circumstances approved by the committee, so that we keep legacy associates but don't advertise it to new members)</p> <p>All 'first-timers' will be asked to fill in a form with emergency contact details before or at the run.</p>

In the end, the committee agreed to recommend taking away the Associate Membership option, other than for special ad hoc or legacy cases. The committee will approve these cases, most will be ones that are pre-existing.

## Ratify the Constitution and discuss policies

These were available to read ahead on the website: <https://worthinggazelles.com/draft-documents>

### Constitution

We've largely adopted the GRR Club Constitution, except with a few changes that Charles went through:

1. The name of the Club is now 'Worthing Gazelles'
2. Removed the bit about being based at the Sidney Walter Centre. In future, we can add a base to the constitution again, or just leave this out altogether (it doesn't have to be in the constitution.)
3. The Club colours are now black and pink
4. Changed the dates for the financial year to February-January, instead of January-December. This caused issues because the expenditure and the income for the Hangover 5 were recorded in separate financial years. This way, it's all in one year, and the accounts are concluded before the AGM. It also incorporates all early and late membership payments in the same year as well (i.e. not April-March).
5. Changed the purpose of the Club from "promote Marathon running" to the one from England Athletics ("promoting community participation" and "improving fitness and health").
6. Confirmed the AGM/Committee meeting quorum
7. Tightened up the rules for committee members

The Constitution was agreed by all members present with no objection.

### Other Policies

Rachel discussed other policies. Mainly committing to put together additional drafts, consult with members, and then have some finalised policies after Marathon season. These include: Code of Conduct, Health and Safety, Runner and Run Leader policy etc. Rachel discussed the importance of these and all agreed.

Policies that are draft will not be made public until approved.

### Sidney Walter Centre/Club Base

When we did the survey back in the Autumn, the responses weren't very enthusiastic about the Sidney Walter Centre. It had gone downhill since Covid times, and that it didn't provide any facilities other than parking. At the EGM and our recent committee meeting, we committed to exploring alternatives.

Amelia went and did a great job of contacting local pubs and sports clubs about the viability of that.

The conclusion seemed to be that it wasn't worth paying for a Club base, at least not for the moment. In fact, people seemed to be quite enjoying meeting in different spots around Worthing. The only thing mentioned was having a storage space, Amelia and the organisational group are going to be looking into this.

### Elect the organisational group

There had been some requests submitted in advance of the AGM that were shared.

- Bowie to step down as WSFRL Club Rep (Phina happy to continue with the role alone)
- Steve Feest to step down as Cross-Country (XC) Club Rep (Amelia happy to continue with the role alone)
- Phina to step down as Social Secretary
- Bryan to step down as Vice Chairman and Club Secretary

Bryan was thanked for everything he has done for the Club. He was Chairman for GRR for many years and has been instrumental behind the scenes of moving into the new era of Worthing Gazelles.

We decided to remove the Vice-Chairman role as it was felt it was not required.

The members were asked if anyone would like to put themselves forward for Club Secretary, Phina IZARD was the only one. All agreed.

The members were asked if anyone would like to put themselves forward for Social Secretary. Amelia Brown was happy to fulfil this role and Ella Humby expressed an interest in helping Amelia with this role.

The new committee (denoted with an asterisk) and organisational team is below:

Person	Role
Charles Simmonds*	Chair Head Coach
Sarah Mann*	Treasurer
Phina Iazard*	Club Secretary & WSFRL Club Rep
Martin Loose*	Membership Secretary
Rachel Allison*	Welfare and Safeguarding Officer
Lynz Osland*	Welfare and Safeguarding Officer
Steve Pigott*	Health and Safety Officer
Amelia Brown	XC Club Rep & Social Secretary
Meg Griffiths	Social Media Extraordinaire
Nick Beaumont	Kit Manager

## Couch to 5K

Steve Pigott discussed running a Couch to 5K program

- This would likely be from May
- We discussed charging for this for commitment
- There was discussion around ensuring the completers of C25K had a place within the club after this
- Steve requested anyone with experience doing couch to 5km in the group share with him about their experiences.
- We also wanted members to have a think about how we promote this
- It was also expressed that we'd like to finish the program at a local parkrun

## Hosting a race

Members seemed keen to have think about holding another race each year.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>● Would help with club fundraising</li> <li>● Could be fun</li> <li>● Puts Worthing Gazelles on the map a bit more</li> <li>● Fuels interest – we had a spike in enquiries after Hangover 5</li> </ul>	<ul style="list-style-type: none"> <li>● A lot of time and effort involved in organising, especially a brand new course</li> <li>● Would we have enough volunteers? Is twice a year too much to ask people?</li> </ul>

We talked about having a summer 5-mile road race, so that we have the two extremes: A 5-mile trail race in the winter, a 5-mile road race in the summer. We would need far fewer volunteers on a tarmac course and we wouldn't have to worry about the timing process.

Issues discussed by members were around there being another summer road race. There are already a few but none of 5 miles. An idea brought up was for a 20-mile race of 4x 5-mile laps maybe in the build up to marathon season. There could be a relay option or participants could do 5, 10 or 20 miles. One concern is doing too much too soon, and maybe we should have a simpler race to begin with and grow into a bigger event in future years.

Charles has approached a couple of local companies for a rough quote about doing official race timing, results to RunBritain, etc., but has hasn't heard anything yet.

Hangover 5	New race
Winter trail run January 1 <sup>st</sup>	Summer road run One Sunday morning in June/July/August?

Cheap entries: £5/£7  
Manual timing  
Results uploaded to WSFRL

Medium-cheap entries: £15 or £20?  
Chip timing  
Results uploaded to RunBritain, PowerOf10, etc.

## AOB

- A parkrun tour and pacer take over event - Littlehampton parkrun in April was discussed. Charles to make contact.
- Low stock on training kit - Nick working with New Balance and will look at other options if necessary
- Purchases (such as a gazebo) - Members were keen to have a Gazebo for events. It was estimated to be around £350. The treasurer has said there was scope within the budget to look into this further but we would need some quotes to support this. Emma, Steve and Russ are going to have a look at options and costs and let the organisational group know their recommendations.
- Social events for the coming months (Amelia and Ella to discuss)

Signed:

Charles Simmonds  
Chairperson  
22/02/2024

Martin Loose  
Membership Secretary  
22/02/2024

Steve Pigott  
Health and Safety Officer  
22/02/2024