

# Hertfordshire Orienteering Club

informally known as Happy Herts (HH)



## **Annual General Meeting**

Tuesday 10 September 2019

Hartoak room, Oaklands College, Hatfield Road, St Albans, AL4 0JA

### **Agenda**

19.30 Start

1. Apologies
2. Minutes of the 2018 AGM
3. Secretary's report
4. Treasurer's report
5. Appointment of the Examiner of Accounts
6. Election of Committee Officials
7. Any Other Business

Followed by post-meeting discussion

### **Minutes**

The meeting was opened by Chairman Mike Bennett.

### **Attendance**

A register was taken showing 28 attendees.

Sascha Noar	Penny Parkes	Kevin Parkes	Mike Bennett
Kevin Fielding	Nicola Trotman	Becky Shelford	Gary Flynn
John Duffield	Dave Tookey	Helen Errington	Peter Errington
Roger Moulding	David Frampton	Simon Errington	Susan Marsden
Ian Jones	Frances Goldingay	Margaret Jones	Stu Levene
David Dixon	David Hodson	Daniel Hodson	Mick Smith
Colin Webster	Rob Oldfield	David Saunders	Keith Marsden

### **1. Apologies**

The following sent their apologies in advance of the meeting. The Treasurer had intended to attend but was hospitalised.

Hugh Wiltshire	Ana Sousa	Phil M'Caw
Neville Young	Maïre Convery	Gillian Bowers & Family
Andrew Cummings	Jane Breed	Barry Breed
Hedley Calderbank	Sarah Sampson	Mark Adams



## **2. Minutes for 2018**

When asked if the minutes were approved by those present, Susan Marsden pointed out they stated that membership fees were intended to stay the same. As fees increased by £3, the minutes were inaccurate.

Action: Mike agreed to review with the Treasurer.

When asked if the 2018 Minutes were approved subject to that one clarification, the motion was passed.

***Minutes approved subject to one clarification.***

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

The Secretary's report had been circulated electronically prior to the meeting, with copies available at the meeting.

One correction was made to the report. Northaw had a different Organiser on the day, namely Penny Parkes.

***Report accepted.***

## **4. Treasurer's report**

The Treasurer sent his apologies (due to being in hospital), so Barbara offered to stand in to cover the report.

Mardley Scout troop has presented a late invoice. This has been paid, but after 31 May so will feature in next accounts.

**Q:** Report states that membership revenue increased due to more members, whereas it is actually due to an increase in fees of £3. Does the committee intend to further increase fees by another £3?

→ This relates to the point raised for the 2018 Minutes and will be investigated.

**Q:** Accounts are typically not shown with decimals, to make them simple to view. Also, it is not the usual presentation of a balance sheet, as the free reserves are not obvious as liabilities are not shown.

→ In the Treasurer's absence, the Chairman explained that the accounts had been discussed with the Committee and no reserves are hypothecated for specific purposes, so all are "free". The accounts are structured in that way with the approval of the Examiner, so the comments are a matter of presentation.

**Q:** Does the club have an expenses policy? Also, if the club has a culture of not asking for expenses, does that mean event costs are being under-recorded?

There followed a debate about whether to monitor the true cost of planning/running an event, or just account for out-of-pocket expenses that people wish to claim.

It is sensible to budget for expenses in the accounts at larger events. For large events (level C and above), budget should be discussed with the Treasurer or other committee member before setting pricing.

Some costs are hidden from Saturday Series event organisers eg printing, SI charge.

→ The club does have a fuel allowance of 15p per mile, particularly to reimburse those preparing for major events who need to make multiple visits to the venue.

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It was agreed that the club does not expect to pay for people's time and that no-one should be discouraged from claiming fair out-of-pocket expenses.

→ Action: The Chairman agreed to update event guidance that volunteers should be encouraged to claim expenses should they wish e.g. travel expenses to venue etc.

→ Action: The Committee will consider how to satisfy the auditor and ensure transparency about where cash at an event came from, and whether any cash was taken at the event e.g. to cover expenses. The amount of information shared to help the Treasurer assess costs and transactions does need to be balanced by the effort required on a typically busy morning organising the event – to not become too onerous.

**Q:** Should the club write a simple expenses policy to advise volunteers.

→ Action: The Committee will prepare a written policy for expenses taking account of the SEOA policy, and check the Event Wiki page to check what we already say.

**Q:** Should the club prepare a forecasted expenditure for the year? This would help with planning pricing for events, and identify intended capital expenditure such as new mapping and IT upgrades.

→ Action: The Committee will discuss this at the next meeting. We do plan to spend several hundred in Q4 2019 to upgrade IT equipment.

**Q:** Should HH use SAIC?

The Chairman explained this has been discussed, but was not planned at present. It is being monitored, and was pointed out that TVOC and SLOW have invested in SAIC.

**Comment:** The last paragraph of the Treasurer's report should be amended. SEOA will actually claim from HH the total of £3 per adult and £1 per junior. The forecast based on current membership is circa £550, to be claimed in Sept 2020.

HH does intend to pass that cost through to members.

Recognising the various comments, the Treasurer's report was then passed 'nem con'.

## **5. Appointment of the Examiner of the Accounts**

Judy Walker has examined the accounts and finds them a fair representation.

She is willing to stand again. There were no other nominations.

***Motion accepted***

## **6. Election of Committee officials**

John Duffield has stood down as Volunteer officer.

→ The Committee asks for anyone willing to help to come forward

Helen Errington is standing down as Fixtures secretary.

Mike thanked Helen for her significant efforts in the role, with significant planning for the next two years and beyond, helping HH get ahead of the game.

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The Event coordinator has become a large role, so the club proposes to split the role to A) Saturday series and B) Fixtures Secretary (i.e. Other events).

Gary Flynn has offered to stand as Saturday Series coordinator. This would be a sub-committee role.

Stu Levene is considering the role of Fixtures Secretary. Helen explained how the role has expanded.

Stu suggested an events sub-committee to meet and to share the workload and help with forward planning. Neil emphasised this as important to reduce risk of impact on one person.

Stu agreed to stand as Event Coordinator. Other officers remain in place.

***Motion approved.***

## **7. AOB**

### **Kit**

The club needs to place a new order for club kit.

There followed a wide discussion about kit, the frequency of changing the design and why Junior kit has a separate identity.

Also, the Club has a new logo which should be incorporated to new orders where possible.

It was decided by those present to keep existing design for kit, with the updated logo incorporated as the only change (if possible) for the next order.

### **Sprint Champs**

Dawn Figg and Kevin Fielding were crowned as Sprint Champs.

With no other matters to discuss, the meeting was closed.

### **Post meeting presentation**

Many thanks to Simon Errington, who then gave an excellent and informative presentation about RouteGadget, how easy it is to use and how it can help performance analysis.