**KILMARNOCK HARRIER & ATHLETIC CLUB**

**SCOTTISH CHARITABLE INCORPORATED ORGANISATION (SCO46169)**

**ANNUAL GENERAL MEETING**

**Location – Online Web / teleconference**

**14 May 2021 – 7pm**

AGENDA

1. Welcome, Introduction and Opening Remarks
2. Apologies
3. To approve the minutes of the AGM held on 12 June 2020
4. Chair’s Report
5. To receive and adopt the Annual Accounts and Examiners Report
6. Appointment of Independent Examiner
7. To approve membership fees for 2021/22
8. Constitution amendment
9. Member Proposals
10. To elect Trustees
11. To elect Management Committee
12. To elect Club Captains
13. Close

**Item 3 Minutes of 2020 AGM**

KILMARNOCK HARRIER & A.C - AGM (SC046169)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | 12 June 2020 | **Time:** | 18..3 18.30 PM |
|  |  |  |  |
| **Venue:** | Online Zoom Meeting |  |  |
|  |  |  |  |
| **Chair:** | Kate Todd | **Minutes:** | Suza Lynn Smith |

1. **Welcome, Introduction & Opening Remarks**

An overview on how to participate in the online meeting was given by Eddie Toner. Slides were shown onscreen to support discussions on each of the agenda items.

The Chair, Kate Todd extended a warm welcome to everyone.

1. **Apologies**

Scott Martin was unable to attend and submitted his apologies.

1. **2019 AGM**

*The minutes of the 2019* *AGM* were *approved via submission of a voting form completed and returned by members attending the online AGM.*

1. **Chairs Report**

This last year has been very different and challenging due to lockdown restrictions. Many of the track and field events, training sessions, the award ceremony and other social events were cancelled in compliance with government guidelines. However prior to lockdown the club continued to grow, improve and achieve success. The club organised Roon the Toon, Roon the Country, Ruby’s Race, Killiween, open graded and league track and field events and district cross-country events. The club participated in the Youth Development League (YDL), the Central & South of Scotland Athletics League (CSSAL) and many members participated in various road races across Scotland and further afield. Promotion to Division 1 was achieved in both YDL and CSSAL with teams qualifying for both the YDL and CSSAL finals. Four teams qualified for the sprint relay finals and there were numerous medallists at both district and national level. Five athletes were also selected for the inter district cross-country event. There were also many individual and team successes at senior level with winners at the West District Half Marathon Championships, the Ayrshire 10 Mile Championships and the Scottish Indoor and Outdoor Masters Championships. Scott Martin took second place in the European Masters Half Marathon Championships V50 in Italy, Richard Mair represented Scotland at the British and Irish Masters Cross Country and Kara Tait became the Scottish Aquathlon champion and secured British age group selection for the world and European Aquathlon Championships.

The club has implemented structure changes in the junior section to build on the delivery of an athlete pathway. This has helped increase membership and lowered waiting lists. In-house Coaching Assistant courses have been delivered creating 8 new qualified coaching assistants.

Looking forward, the club will work towards managing a safe return to training as soon as this is possible. Coaching development will continue to be a key club objective and a Young Coaches Academy will be implemented for up to 12 members who will train to become coaches. A revised senior structure pathway will also be introduced.

Kate thanked all the volunteers, coaches, committee members and trustees who work hard to ensure the smooth running of the club

1. **Treasurers Report/Adoption of Annual Accounts**

The annual accounts are currently being examined for final sign off by an independent examiner and will be made available on the club’s website. An annual surplus on normal activity of £6,188 was realised reversing last year’s deficit. There was an increase in membership fees and a reduction in the cost of kit compared to the previous year.

Looking forward membership fees have been suspended from April and let costs from Ayrshire Athletics Arena have also been suspended. A monthly loss of income of around £2k that contributes to other general club expenses is anticipated until club training can resume.

Membership numbers have remained stable over the course of the year and the change in junior structure has helped reduce waiting lists.

*The annual accounts and examiners report were signed off by the independent examiner and subsequently approved via submission of a voting form completed and returned by members attending the online AGM.*

1. **Appointment of external Examiner**

*It was agreed to ask Fiona Docherty to continue as external examiner of club accounts for next year.*

1. **Membership Fees**

No change was proposed to the level of membership fees for the coming year.

*This proposal was agreed via submission of attending members voting forms.*

1. **Member Proposals**

A verbal proposal was submitted by Kate Todd for decision on awarding an honorary membership to Ian Gebbie who has been a club member since the 1960’s. Ian’s achievements from his days as a talented junior until present day are numerous. He is a club figurehead who is highly regarded by members, trustees and volunteers. He has organised numerous events and creates a warm welcome for volunteers, participants and spectators whatever the occasion. Ian’s leadership, planning and enthusiasm has supported the continued delivery of many successful club, regional and national events.

*This proposal was agreed via submission of attending members voting forms.*

1. **Election of Trustees**

**Chair**

Kate Todd

**Vice Chair**

Amanda Bryden

**Trustees**

Douglas Dickson

Ian Gebbie

Jane Holt

Laura Haggerty

Alan McMahon

Alasdair Murray

Graham Short

Eddie Tonner

*Nominations were agreed via submission of attending members voting forms.*

1. **Election of Management Committee**

**Finance Lead**

Alasdair Murray

**Minute Secretary**

Lynn Smith

**Admin/Comms Lead**

Vacant

**Athlete and Welfare Lead**

*Vacant*

**Volunteer Lead**

Vacant

**Events Lead**

Ian Gebbie

**Competition Leads**

Suzanne Sharp - supported by club captains

**Ayrshire Harrier Representative**

Jean Youden

**Club Development Officer**

Billy Roberton

**Athletic Pathway Development Officer**

Jim Goldie

*Nominations were agreed via submission of attending members voting forms.*

1. **Election of Club Captains**

**Club Captains**

Jennifer Beattie

Robert Lindsay

*Nominations were agreed via submission of attending members voting forms.*

1. **AOB**

EALT and the club are taking guidance from the Scottish Government, Scottish Athletics, Sportscotland, and the NHS regarding proposals for the re-opening of the Athletics Arena and the return to athletics training when restrictions allow. The club have identified proposal to ensure that social distancing is adhered to and to support a return to training evenings within government guidelines when allowed. Jim Goldie will be contacting coaches to discuss implementing necessary measures and trustees will continue to plan for a return to training at the appropriate time and within the confines of Scottish Government guidelines.

There was a discussion about competition fees being met from membership subscriptions. It was agreed that this remain flexible and be addressed by the general committee at the appropriate time.

It is hoped that the award ceremony can be rescheduled for later in the year. If not awards will be presented during training evenings.

1. **Close**

There being no other business the Chair thanked everyone for attending and the meeting closed at 19.57pm

**Item 4 – Chair’s Report**

Another year not so different from last year just coming out of our 2nd lockdown hopefully our last.

When I began writing this report I thought what achievements has the club had this year with all road race, track events, cross country and league meetings all cancelled.

However, we have a great team of volunteers, coaches Trustees and committee members who have worked really hard to keep everyone motivated.

First on 7th June when Roon the Toon should have taken place338 runners ran a 10k in their local community and raised £507 for Ayrshire Cancer support.

We also had a challenge of running 3 virtual 5k races over a few weeks. The Valley Dash was held with36 runners taking part, Nataliya Petkova was the winner taking 3 mins of her previous time. Everyone had to adhere to COVID restrictions.

Xmas handicap was held at Craufurdland estate a new venue which proved to be very popular with 50 runners taking part over 2 days. Jonathan Downie ran the fastest time, Stewart Mc Allister ran nearest to his predicted time, Laura Haggerty was Fastest lady and Mhairi Ballantyne was this year handicap winner.

The club also had the presentation of last year’s winners which we held outside at the AAA again adhering to Covid restrictions.

The junior section has also very active they held a Christmas Challenge in December which included 4 events 200mtrs, 800mtrs, Long Jump and Shot Putt. They were also set other challenges to prepare the young athletes for the upcoming summer season. Despite only returning to training a matter of weeks earlier there were some tremendous performances both on the track and in the field.

Looking ahead and subject to no new lockdown restrictions, we also have two “Two Together and Apart” Meets in May 2021 covering all disciplines of athletics. The first 3 meetings of the YDL Under 13/15 will be held at the AAA in June. Also, the Scottish Junior League under 17/20 will also be held in June.

Looking further ahead it’s hoped to have some form of National Championships later in the year and hopefully a return to full style competition over the winter. We also hope to start the Disability section next week.

During the lockdown many of the coaches continued to set challenges and post training schedules for both senior and junior groups.

Although we are an athletics club we also have hidden talents a budding author, and film producer. Scot Martin has written a book “Before I Forget” and has raised over £5000 plus for Alzheimer’s. Congratulations and well done Scott definitely worth a read. Our film producer Ian “Spielberg” Gebbie and Director Jake Ballantyne made a video to celebrate the 40th Anniversary of Dean Castle Country Park and Kilmarnock Harriers use and appreciation of the facility.

The club has had a busy year even during these difficult times.

My own achievement was joining a Zoom meeting first time. Before COVID restrictions When I heard the word Zoom I would think of me zooming round a track and Jim Young shouting you can do better Kate. Now I would just hope I would be able to join the meeting first time. I don’t think I will be applying for work in IT.

I would like to thank everyone who has supported me as chairperson over the past 3years.
The Trustees, Committee, all the Volunteers and Coaches who help make Kilmarnock Harriers run smoothly especially with all the restrictions over the past year.

Time is priceless. Thank you for sharing your time with us.

Kate Todd

Chair, Kilmarnock Harriers

**Item 7 – Membership Fees for 2021/22**

**Kilmarnock Harrier & Athletic Club (SCO46169)**

**Membership Fees – 2021/22**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Kilmarnock | Cumnock *(Note 1)* |  |
|  | Notes | Monthly Fee | Monthly Fee | AnnualFee |
| Junior - 1 Child (11 and under) |  |  £ 14  |  £ 8  |  Nil  |
| Junior -1 Child (U17) |  |  £ 16  |  £ 9  |  Nil  |
| Junior -2 Child (U17) |  |  £ 25  |  £ 16  |  Nil  |
| Senior - Full Use  | 2,3 | £ 16 |  |  Nil  |
| Senior Road Running  | 2,4 | £ 7 |  | £75  |
| Senior (Concessionary) Road Running | 2,4,5 | £ 5 |  | £50 |
| Family (5 person/max 2 adults) | 6 | £ 28 |  |  Nil  |
| Disability | 9 | £ 8 |  |  Nil  |
| Non-resident Membership | 7 | £ 5 | Nil | Nil |
| Coach Membership |  | Nil | Nil | Nil |
| Volunteer Membership |  | Nil | Nil | Nil |
| Associate/2nd Claim | 8 | Nil |  Nil  |  £ 25  |

**Club membership is managed and administered via www.loveadmin.com:**

**Notes**

1. Cumnock operates on Wednesday only therefore the fees are reduced accordingly. If this increases to two sessions the same fees at Kilmarnock will apply.

2. Senior Membership Category applies to all age groups beyond U17.

3. Senior membership - Full Use - Use of any of the facilities at AAA (outdoor track, indoor track, equipment (including for warm up purposes, changing and showers)) at any Club training time will require membership under for this category.

4. Senior membership - Road Running - Use of the AAA facilities is limited to registration, toilets (not changing or showering) and training group meeting. Membership fees may be paid monthly or annually

5. Concessionary refers to Full Time Students, unemployed and Over 60's. Students must provide current matriculation card as proof of student status.

6. Family Membership - Full Use - Up to a max of 5 persons (Max 2 Adults (18 and over)). This category applies to existing members. All new members added to this category must register and complete current joining procedures before joining the club which may be subject to a Waiting List at that time. It is not possible to co-opt other new members to this category before joining procedures are complete.

7. Non-resident membership applies to 1st claim athletes who train at alternative venues i.e Schools of Sport, Universities or overseas etc. Therefore these athletes do not use the facilities provided by Kilmarnock Harrier & AC but can access the other benefits provided.

8. Associate membership is available for members who wish to maintain an association with the Club, but are not actively training with the Club (participation at social/club events permitted)2nd Claim fee applies to athletes who train at another facility and are 1st Claim members of another club. However, 2nd Claim athletes who train at any of Kilmarnock Harrier & AC facilities during club nights require payment of the monthly fee.

9. For long periods of illness please contact treasurer@kilmarnockharriers.com  for assistance.

In cases of financial hardship please contact treasurer@kilmarnockharriers.com  for assistance.

**Terms and Conditions of Membership Fee payment**

* Monthly fees are payable monthly in advance, by the 5th of the month via LoveAdmin system.
* Fees paid annually must be paid by 31 May, or on joining, if later. The Club membership year is 1st May to 30th April.
* Age group is determined by age as at 1st May in membership year.
* All payments, monthly or annually are non refundable.
* After payment, no concession / discount/ refund in the event of non attendance (eg holiday / injury).
* Non payment of fees will lead to termination of membership (max 28 day payment window for late payment).
* In the event of non payment re-joining of the Club will be subject to the Club joining requirements, which may include a waiting list at that time.
* Any member who ceases to be a member through non payment of fees can only re-join and attend from 1st May (waiting list permitting). If a member wishes to re-join before May they will be subject to payment of all outstanding monthly fees since leaving the club in that calendar year.
* Membership fee includes payment by the Club of entry fees to a range of National / District and County events as specified on the membership fees schedule.
* Payment of fee as a single annual payment is permitted (no discount). Please consult treasurer@kilmarnockharriers.com .

**Competitions included in the Club Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Competition | U11 | U13-U17 | Senior |
| 3 Ayrshire Open Graded T&F Meetings | X | X |  |
| Ayrshire XC Individual | X | X | X |
| Ayrshire XC Relay | X | X | X |
| Kilmarnock XC | X | X | X |
| Indoor League | X | X |  |
| U12 Superteams | X |  |  |
| West District XC Relay |  | X | X |
| West District XC (Individual) |  | X | X |
| National XC Relay |  | X | X |
| National XC (Individual) |  | X | X |
| West District Indoor T&F Championship (1 event) |  | X | X |
| West District Outdoor T&F Championship (1 event) |  | X | X |
| National Indoor T&F Championship (1 event) |  | X | X |
| National Outdoor T&F Championship (1 event) |  | X | X |
| National Track Relays (1 event) |  | X | X |

**Notes**

There are no West District or National competitions for U11’s.

Where you have advised that you wish to participate in any of the events listed above where the Club has paid the entry fee if you do not attend and participate the Club reserves the right to obtain reimbursement for the entry fee paid.

 You must indicate to the club that you wish to enter many of these events as they are pre-entry by the Club. For West and National competitions you must have a valid SA number (<http://www.scottishathletics.org.uk/membership/>).

Track and Field competitions are required to be entered by the individual and one event can then be reclaimed back from the club. Every effort must be made to participate if entered. In the case of repeat offenders your entry fee may not be reimbursed.

**Item 8 – Constitution Amendment**

To accommodate the ability to hold the AGM on a virtual basis it is proposed that Clause 43 of the Constitution is amended as follows (underlined text);

“The gap between one AGM and the next must not be longer than 15 months. Where the national government or local public health authority has imposed restrictions which prevent, or make it undesirable, to hold a meeting within 15 months of its predecessor the Trustees may authorise a suitable longer interval. Such a decision by the Trustees will only apply for one year at a time.

Where a physical meeting cannot be held because of national government or local public health authority have issued guidance or imposed restrictions preventing or making it undesirable to gather members together then it is acceptable to convene a meeting using electronic or other suitable means such as video-conferencing. A meeting so convened must still fulfill the other conditions of an AGM with regard to being quorate, agenda and minutes”

**Item 9 - Member Proposals**

If any member wishes to submit a proposal this would be required to submission 7 days before the meeting in writing to a Trustee or Committee member or by email to agm@kilmarnockharriers.com. Each proposal must have a proposer and seconder and have a clear justification and any approx. potential costs incurred. Any member proposals will be distributed prior to the AGM.

**Item 10 – To Elect Trustees (minimum three)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role | Current Holder | Nominations |
| 1 | Chair |  Kate Todd  | Amanda Bryden |
| 2 | Vice Chair |  Amanda Bryden | Colin Glencorse |
| 3 | Treasurer |  Alasdair Murray  |  |
| 4 | Trustee |  Eddie Tonner  |  |
| 5 | Trustee |  Graham Short 1 |  |
| 6 | Trustee |  Alan McMahon  |  |
| 7 | Trustee | Douglas Dickson |  |
| 8 | Trustee |  Jane Holt  |  |
| 9 | Trustee | John Gebbie |  |
| 10 | Trustee | Laura Haggarty |  |

**Notes**

¹ Standing Down from Trustee role

Trustees are deemed to formally retire at each AGM, but are deemed to be re-elected unless:

* They formally intimate they do not wish to be reappointed.
* There is an election process and they are not re-elected

The constitution permits a maximum of 10 trustees.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Nominations will still be accepted on the evening but again please check with the nominee to ensure they wish to be considered.

**Main Responsibilities of Trustees**

* Maintaining effective club governance
* Formation of the future strategy
* To act on behalf of the club in a fair and unbiased manner
* To continually adapt and deliver the Club Development/Business Plan

**Item 11 - To elect Office Bearers (Management Committee)**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Chair | Chair of the meeting could be trustee chair, one of the trustees or general committee leads. |  |
| Vice Chair | As above |  |
| Minute Secretary | Lynn Smith |  |
| Finance Lead | Alasdair Murray  |  |
| Admin/Comms Lead |  |  |
| Athlete and Welfare Lead |  |  |
| Volunteer Lead |  |  |
| Events Lead |  Ian Gebbie  |  |
| Competition Lead | Suzanne Sharp |  |
| Ayrshire Harriers Rep | Jean Youden |  |

**Notes**

Positions can be held on a joint basis and we would encourage more people to join to assist these roles.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Anyone who has an interest in aiding the Lead person in their role to help carry out development or day to day activities at the club (but does not wish to attend monthly meetings) please contact the Lead person or email volunteering@kilmarnockharriers.com

|  |  |
| --- | --- |
| Part Time Roles (Paid, not elected) |  |
| Club Together Officer | Billy Roberton |
| Athletics Pathways Development Officer | Jim Goldie |

**Item 12 - To elect Club Captains**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Senior Captain - Female |  Jennifer Beattie |  |
| Senior Captain - Male |  Robert Lindsay  |  |

**Notes**

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.