



Ashridge Canicrossers

Minutes of the AGM

19 February 2014

Attendance: George Humphreys
Gemma Bitaraf
Jackie England
Alison Dippenaar
Sarah Humphreys
Vicky Stipetic
James Ewart
Vanessa Jones
Chris Lynn
Matthew Bishop
Hannah Bishop
Claire Twigg
Anne Kruse
Louise Clark
Caroline Allen
Sandra Mullett
Faye Bonnage
Keri Hyde

Apologies: Liz Kirtley
Lizzie Wales
Simon Stevenson
Caroline Luff
Tim Fraser-Hook

1. Welcome **George**

The meeting was opened at 19:50, with George welcoming everyone and thanking them for attending.

2. Apologies of Absence **Jackie**

Apologies of absence were received from those listed above.

3. Minutes of Previous AGM **Jackie**

The minutes of the inaugural meeting were distributed to the meeting and reviewed. They were confirmed as accurate and their acceptance was proposed by George and seconded by Vicky.

4. Chairperson's Report

George

A year ago last February Ashridge became a club. Over the year the club has grown rather more than expected, and as a result a number of changes have been made. A beginners group was added on Saturdays, and a second group added to the Wednesday evening run. More recently an extra Saturday run has been added whenever possible to provide a more targeted session.

Going forward, it would be nice if all runs on a Saturday started at the same time, and further discussion will be held on this.

Club funds should now allow for the purchase of additional equipment for people to try.

With Jackie standing down as Secretary, George thanked her for her time and work over the last year.

5. Treasurer's Report

Gemma

Gemma provided a high level summary of the Club accounts:

- The Club has two sources of income, Membership Subscriptions and Club Kit (clothing). During the year the Club had reached 45 members.
- The main outgoing of the club is Club Kit (clothing). Insurance for the first year was donated by George.
- Profit for the year is £382

George proposed acceptance of the accounts, seconded by Jackie

6. Re-Election and Election of Committee Members

George put himself forward for re-election as Chairperson. This was proposed by Gemma and seconded by Tim. There being no other nominations, George was re-elected Chairperson.

Gemma put herself forward for re-election as Treasurer. This was proposed by George and seconded by Tim. There being no other nominations, Gemma was re-elected Treasurer.

Alison was nominated as Secretary by Gemma and seconded by George. There being no other nominations, Alison was elected Secretary.

7. Special Business

George

- **Expansion of Committee and Function**

It was advised that the Committee will be expanding over the next 12 months. Suggested roles are run co-ordinator, central contact for races, social secretary, new member co-ordinator. Feedback on possible roles and volunteers to be provided to all 3 committee members. This will be discussed further in committee meetings.

- **Committee Meetings to have a Minimum Schedule Set**

George proposed a minimum of bi-monthly (every two months) committee meetings to be added to the constitution, and this was seconded by Alison. It was agreed that these don't necessarily need to be held in person – video conferencing would be sufficient. With no objections noted, this will now be added to the constitution.

- **Amend Constitution to Replace Audit Statement**

George led discussion around amending the constitution so that there is no need for an audit to be undertaken of the club accounts. After considering alternatives and the legal requirements, George proposed to amend the Constitution to state "The accounts shall be reviewed by an appropriate independent person either elected at the AGM or agreed by the Committee." This amendment was seconded by Claire, and there being no objections the amendment will now be made.

The independent reviewer for the 2013 and 2014 accounts was elected as Rory, being a qualified accountant not serving on the committee.

8. AOB

- **Run Leaders and Groups**

Gemma

Currently there are two different runs on a Wednesday night (starting at the same point for safety) and 2/3 runs on a Saturday – beginners, intermediate and advanced, run leaders allowing.

With the growth of the club, there is a requirement for more run leaders. There was discussion as to the responsibility of a run leader, and it was agreed that the Committee would first publish guidelines and would then seek volunteers.

Items to be covered in the Guidelines include an agreed set of principles that all run leaders adhere to, an emergency action plan, a statement on personal responsibility and consideration of First Aiders.

Hannah volunteered to be the club's run co-ordinator – this was proposed by George and seconded by Caroline. There being no other nominations, Hannah was appointed run co-ordinator.

- **Insurance for Canicross Club Runs / Individual Runs**

George

The Club insurance is currently provided by The Kennel Club dog club scheme. Wednesday and Saturday runs are covered by this insurance as “training runs”. The insurance covers the officers of the club and also provides 3rd party insurance to individual members and member to member 3rd party. The current excess is £500, with up to 100 members. Participation in races and social runs are not covered.

When attending races, it is advised to confirm the race provider’s insurance cover.

- **Social Secretary**

Caroline

Caroline volunteered to be Social Secretary. This was proposed by Faye and seconded by Vanessa. There being no other nominations, Caroline was elected as the Club’s Social Secretary

- **Club’s Desire to Host a Race**

James

With Club members having attended races hosted by other Canicross clubs, James asked if there was a desire for the Club to host a race of its own. It was agreed that a sub-committee should be formed to investigate further.

The Constitution needs to be amended to allow the formation of sub-committees – this amendment was proposed by Louise and seconded by Vicky. Appropriate wording will be presented to the Committee for them to approve and add to the Constitution.

- **Pet First Aid Course**

Hannah

It was suggested that a pet first aid course would be welcomed by the Club members, especially if it covered potential sport conditions such as overheating. Louise and Vicky agreed to discuss possible options available from their contacts and propose a course to the Club.

- **Demos & Fetes**

Caroline

Caroline asked if the Club would want to participate in demos, fetes, etc. Whilst it was agreed that this would educate others in the sport, there was concern that the Club might not have capacity for subsequent new recruits. It was agreed that Caroline would investigate further and provide a recommendation to the Committee.

9. Close

The meeting was closed at 21:35

Signed and dated:

George Humphreys **Date:**

Chairperson

Alison Dippenaar **Date:**

Secretary

Gemma Felstead **Date:**

Treasurer