



Extraordinary General Meeting (EGM)

9th November 2016

Venue – Boldmere St Michael's Football Club, Boldmere Sutton Coldfield ... 7.00PM

Attendees

1. Craig Williams - (Chairman and Secretary)
2. Robin Ivison - (Treasurer)
3. Paul Slater
4. Tony Bearcroft
5. Roy Ravenhill
6. Mark Causer
7. Norm Williams
8. Pete Norgrove
9. Mark Dennahay
10. Gary Sadler
11. Alan Sadler
12. Rob Taylor
13. Gavin Young
14. Matt Holloway
15. John Hodson
16. Mick Drew
17. Mick Horton
18. Neil Butterworth

Apologies received

19. Darren Mills
20. Ben Taylor
21. Brian Dennahay
22. Gary Hampshire

No notification received

23. Mick Edwards
24. Carl Harper

1) Overview of the reason for the EGM being called

The Chairman welcomed everyone, and thanked the 18 members present for their attendance and passed on the "Apologies" for those members that had notified him ahead of the EGM.

The Chairman then explained the reason for the EGM, in that he would be standing down as Chairman and Match Secretary (currently a combined role) from the end of December 2016. In order for the club to continue the members needed to address:-

- a) A replacement for the current Chairman and Match Secretary
- b) The duties and roles of the Chairman and Match Secretary going forward
- c) The need for continued and **increased** support from the club members (particularly on match days)
- d) Confirm the tasks and owners required for the day to day running of the club

2) Objective of the EGM

The object of the EGM was to confirm and seek nomination(s) for the role of Chairman and Match Secretary ahead of the Annual General Meeting in Jan/Feb 2017 and to discuss ways in which the club can go forward following the current Chairman's resignation.

The Club members thanked Craig for his efforts over the last couple of years and it was **to be put on record** that without his agreement to step into the role of Chairman and Match Secretary (at that time) the club was in danger of folding. The club membership had increased to a healthier level and is in a far better position with 24 members in the club for 2016, in addition 2 x new members have expressed a wish to join in 2017 this would be voted on at the AGM.

The Chairman requested that all members make every effort to support their club and added that once a leadership solution can be agreed we can then finalise any handover at AGM.

The Chairman thanked Paul Slater, Tony Bearcroft and Robin for their continued support as elected members (Robin) and volunteers (Paul & Tony).

3) Discussion & Proposals for new committee and club structure

A general discussion took place regarding the current structure of the club committee and whether a change was required. The Chairman advised that 2 Individuals have already come forward to express their willingness to help (Alan Sadler & John Hodson), and that if the club were to support these individuals (on a day to day basis) the current committee structure could remain. It was agreed that:-

- Alan Sadler would be proposed as the new Club Chairman and Match Secretary from 2017 (this would need ratification at the AGM)

And

- John Hodson would co-ordinate and organise the match day activities in support of the Chairman/Match Secretary going forward acting as **VICE CHAIRMAN**

With this proposal agreed no change to the committee structure was required.

4) Debate on the way the club can continue to improve

A general discussion took place regarding what was working well within the club and what needs improving. It was felt that the main area for improvement would be in the sharing of some of the day to day responsibilities of running the club; this was addressed as set out within section 5 below.

5) Confirmation of club day to day tasks

Tony Bearcroft had prepared a document listing the club day to day tasks and activities into six distinct areas covering 31 individual tasks. The six distinct activity areas are summarised below:-

- 1) AGM preparation and Chairmanship of the AGM (tasks 1-7)
- 2) Post AGM activities (tasks 8-10)
- 3) Pre-match day activities (tasks 11- 16)
- 4) Match day activities (tasks 17- 27)
- 5) Post-match activities (tasks 28 & 29)
- 6) Other club activities (tasks 30 & 31)

A discussion on the individual tasks took place and the subsequent allocation of responsibilities amongst club members (elected or volunteers) is shown as Appendix One these EGM minutes:-

6) AGM and split of responsibilities

It was agreed that Craig and Alan would liaise on the split of responsibilities at the next AGM, in essence (subject to the vote on the new Chairman/match Secretary at the AGM) which is taken as read, Craig would summarise and report on the Club activities up to the end of 2016 and Alan would deal with all issues from 2017 on.

7) Transition plan

Alan and Craig would develop a transition plan for dealing with the venues already booked in 2017 and contacting fishery owners, confirming venues, times and monies to be paid previously co-ordinated by Craig.

8) A.O.B

The Chairman reminded everyone of the forthcoming XMAS Batch in Sutton.....

End.....

Anthony Bearcroft

Jan 16th 2016

Important Chairman Roles/Oversees:

Notes

- The Chairman and Match Secretary is a combined role (C)
- No change to the role of Treasurer (T)
- Delegated to are “Club Volunteers” supporting the Chairman/Match Secretary and Treasurer in running the club these volunteers are acting on behalf of the Chairman/Match Secretary/Treasurer

Number	Task Description	Chairman & Match Secretary	Treasurer	Delegated to
AGM				
1	Organise with Treasurer AGM Date & Provide Agenda	C	T	
2	Prepare for the AGM previous season summary etc..	C		Tony Bearcroft to support the Chairman
3	Chair AGM meeting for ALL club members	C		
4	Oversee the draws for following season + issue Club rules to new members	C		Tony Bearcroft
5	Propose annual subscription values	C	T	
6	Record AGM minutes and update Adroit Club Rules			Tony Bearcroft
7	Finalise Minutes/Actions of AGM to be distributed to all members	C		Tony Bearcroft

Number	Task Description	Chairman & Match Secretary	Treasurer	Delegated to
Post AGM				
8	Update Club contact list			Tony Bearcroft
9	Issue AGM minutes once ratified	C		
10	Build excel spreadsheets for the coming season			Tony Bearcroft

Number	Task Description	Chairman & Match Secretary	Treasurer	Delegated to
Pre Match Day Activities				
11	Book 10 x venues in January for the following year (2 years ahead) March – Dec trying to avoid the Bank Holidays and busiest holiday period July – August (I give wide berth 10 th July to 12 th August)	C		
12	Sort Deposits/Balances in conjunction with Robin for current years match balances + following year deposits	C	T	
13	Liase with Match venue owners 4-6 weeks before match to ensure no changes/double booking!	C		
14	Inform Club members in advance via E mail of forthcoming VENUE Rules/Bait bans for the day plus give Postcodes and directions to venue	C		
15	Make a note of anglers that inform via E mail or state verbally they cannot fish next match	C		
16	Liase with Tony who kindly offers to provide completed Excel spread sheets before next match occurs	C		Tony Bearcroft

Number	Task Description	Chairman & Match Secretary	Treasurer	Delegated to
Match Day Activities				
17	Sort actual pegs out to be used for day once numbers finally confirmed – by Paid On anglers			John Hodson (Match Secretary on the day)
18	Ensure any Pairs or individual rounds are drawn fairly on the day and recorded			Paul Slater & Tony Bearcroft
19	Count and double check actual pegs to be used into the drawbag			John Hodson & Tony Bearcroft
20	Collect pools money			Paul Slater
21	Confirm payout values by 1-4 and sections			Paul Slater
22	Announce Club/Venue Rules for day prior to actual Draw + Start Time + Payouts + Section numbers plus who will be on scales duty for the day (usually first 3 x pegs)	C		
23	Once people have drawn pegs, each peg is recorded			Tony Bearcroft & John Hodson
24	11/ 2 x Sections are finalised onto day sheet			Tony Bearcroft & John Hodson
25	Ensure both Club/Venue rules are adhered to and make final call on any disputes	C		
26	Record match results			Match Committee drawn on the day
27	Pay out pools			Paul Slater

Number	Task Description	Chairman & Match Secretary	Treasurer	Delegated to
Post-Match Activities				
28	Produce Chairman's Match Report – Non essential			Craig Williams
29	Update excel spread sheets and Circulate Match results			Tony Bearcroft

Number	Task Description	Chairman & Match Secretary	Treasurer	Delegated to
Other Activities				
30	Organise Annual Xmas bash			Matt Holloway
31	Engraving of Club Trophies			Paul Slater