



## TEES ROWING CLUB

### Minutes of Virtual 74<sup>th</sup> Annual General Meeting held on Sunday, 21st March 2021

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**Present:** Bob Holdsworth (Chair), Greg Beswick, Stephen Heath, Steve Leigh, Tom Hillier, Fiona Mortimer, Lucy Radley, Louise Summers (LS), Fiona Ventress, Angela Warburton, Ann-Marie Coulton, Len Small, John Green, Sarah Lowry, Dick Marlow, Mrs Heal, Isabel Heal, Jill Patterson, Wendy Good, Bob Bainbridge, Kate O'Sullivan, Ralph Pickles, Stuart & Fiona Barlow, Ben Summers, Alan Puddick, Liz Puddick, Michele Holdsworth, Dilwyn Jones, David Warburton, Becky Graham.

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## AGENDA

### 1. Introduction and Welcome by the Chair (Bob Holdsworth)

Bob opened by explaining that the meeting will be recorded for the purpose of minute taking and will be deleted once this has been completed.

He welcomed everyone to the 74<sup>th</sup> AGM and explained the protocols for the purpose of the meeting. Everyone was asked to turn off cameras, mute themselves and turn on the microphone when wishing to speak. Members were asked to use the chat function where possible when wanting to make a comment or ask a question. This function was also to be used for the purpose of proposing and seconding. He also explained the anonymous process for voting via the poll function and the outcome would be shared immediately following voting.

On behalf of the club and himself, he thanked all the committee for being outstanding during this year. He stated that 'everyone had pulled together and done their bit, and as a club, you should be enormously proud of your committee because they've done a fantastic piece of work'.

Bob gave a special mention to Tom Hillier (Captain). He said Tom has really gone the extra mile during this year and his commitment to the club is unflinching, and even sometimes to his own personal cost. He hoped all members agreed with him in that we are privileged to have Tom as a Captain.

Bob thanked all the membership, for their support through the pandemic. He said that we are in a relatively good state of health, which is due to the membership doing everything they have been asked to do. He emphasised that it is testament to the strength of the club that it is still in a relatively good robust state.

In accordance with the constitution for general meetings, he explained that we need to have at least 10 voting members present and we had exceeded that (30 members/28 devices), so he confirmed the meeting quorate.

2. **Apologies for Absence:** Nick Boyne-Cross, Roger Brisley, Julian Bunn, Karami Ure, Alan Ure.
3. **Minutes of the 73<sup>rd</sup> Annual General Meeting held on 15<sup>th</sup> March 2020:** Agreed as an accurate record. Proposed by Lucy Radley and seconded by Becky Graham.
4. **Matters Arising:** The Chair brought members attention to the discussion held at the last AGM, regarding the charging of Minihead fees. Due to covid restrictions, he explained the committee had purposefully delayed discussion until Miniheads return on a more normal basis.
5. **The Reports from Officers, Competitions Secretary and TRUT representative,** having been published prior to the meeting and presumed read, were presented for approval.

**a) The Captain's Report (Tom Hillier)**

Tom said originally, he had the mindset that COVID would only be around for a short period of time, after which time, he could lead the club into battle at racing events across the country. His mindset needed to change to e.g. How can we get through this? What do we need to do? Am I right for this position? How long will this last? Because of Covid, the committee have had more time to create the 5-year development plan which as set a solid grounding for us going forward and gives us aims for the coming years no matter who is sitting at the helm.

Tom continued to say, for all this year has not been as initially expected, the club has supported one another in a fantastic manner and speaking on behalf of all members of the committee, we would like to thank you all for the support. He thanked the committee for helping him make some difficult decisions, as well as listening to him moan even more than normal!

Tom apologised if anyone had been missed from his and Angela Warburton's thankyou list. He gave special thanks to Karami Ure, who is stepping down from committee after 7 years of giving her services, and to Fiona Mortimer who is stepping down after what can only be described as an unlikely year. A personal thanks was given to Angela (Secretary) and Louise (Treasurer) who had not only played a blinder getting our club documents and accounts in order but had also tolerated his moaning. And to Kate O'Sullivan, whose services to British Rowing whilst working, keeping our juniors training, and keeping the club together are nothing short of remarkable.

Despite it being a tough year, Tom said it had been an honour to be Captain of Tees RC for a second year and gave a massive thank you to all of you for your support. Onwards and upwards from here!

Both Dilwyn Jones and the Chair commended Tom and with no further matters arising in relation to the Captain's report, on a proposal by Fiona Ventress, seconded by David Warburton, the report was accepted and approved by the meeting.

**b) The Honorary Secretary's Report (Angela Warburton)**

Angela explained that when she took on the Secretary's role, she asked herself questions such as, "Are we running the club effectively and efficiently?" "Are we being fair, transparent, and responsive?" "And what could she do to build on this"!

She said most of her time (*and the committees!!!*) has been spent on reviewing policies and procedures in response to British Rowing updates. Both Constitution which looks at the process of setting things up, setting laws, principles, regulations and guidelines and Club Rules which tends to look at how we operate have both been reviewed.

The Club code of conduct has been created (*in partnership with the membership, volunteers, parents, and coaches*) and this now provides accountability for everyone.

Angela thanked Tom, the committee and members who contributed to the production of the 5-year plan. This has created a great foundation for going forward.

Other than the list of thanks stated in Angela's previously circulated report, she gave special thanks to Chris Kenyon, Dilwyn Jones, Karami Ure and Ralph Pickles for their knowledge and constructive feedback and to Louise Summers for her overhaul of the accounting systems. Lastly, she gave special thanks to Tom.

With no further matters arising in relation to the Secretary's report, on a proposal by Fiona Mortimer, seconded by Michele Holdsworth, the report was accepted and approved by the meeting.



**c) The Honorary Treasurer's Report (Louise Summers)**

Louise informed membership of the following amendment to her previously circulated report. Of the 26 life members stated there are 14 non-paying and 12 paying members, the latter of which is included in the total membership of 194 as of 30<sup>th</sup> November 2020.

Louise was pleased to report that it had been a productive year, lots of investigative work had taken place and she thanked members for their support.

She gave thanks to Kate O'Sullivan for organising a British Rowing Coaching Course, to be held on 16<sup>th</sup> and 17<sup>th</sup> April and run externally by Rachel Cooper.

She thanked Fiona Ventress for her assistance and members for their support throughout the year. Louise stated that our membership remains at 193 and after such an extraordinary year, she thought this was remarkable.

Personal thanks were also given to Tom and Angela. Meetings have all been on zoom, but she is looking forward to face-to-face interaction.

Dilwyn Jones asked that Mike Fallaize be acknowledged for his contribution and if there are any other significant donations could these also be recorded.

Angela responded by informing Dilwyn that thanks had been given to Mike in her report and Louise also formally thanked Mike and said £985 had been raised.

The Chair added his thanks to Mike and thanked Dilwyn for raising the awareness of reporting contributions.

Dilwyn said it would also be helpful to record Grants that we have achieved as well.

Louise replied by acknowledging that we have received Covid and First Aid grants from Northern Rowing.

The Chair said due to the overwhelming majority of people continuing to pay their subscriptions, albeit at a reduced rate, this is one of the reasons why the club is in a good state.

With no further matters arising in relation to the Treasurer's report, on a proposal by David Warburton, seconded by Fiona Mortimer, the report was accepted and approved by the meeting.

**d) The Regatta (Events) Report (Stephen Heath)**

Stephen said although we were not able to hold 2 Regattas, the SBH and LDS last year, we should plan for success in the LDS and SBH scheduled to be held on 9<sup>th</sup> October. He gave thanks to Dilwyn Jones and Alan Puddick who have organised these events in the past and was hopeful for their support going forward. He continued to explain that we would need to fill key roles and would require support in running these events, following a 2/3-year gap.

No questions were raised. The Chair cordially thanked Stephen and the report was accepted by the meeting.

**e) Tees River Users Trust (TRUT) update (Ralph Pickles)**

The Chair said the committee are pleased that the communication and partnership between Tees RC and TRUT had strengthened and welcomed Ralph to the meeting.

Ralph referred to March 29<sup>th</sup> when we should be allowed back on the river. He said that he was waiting for the Government to confirm this date and will look to reissue the document that we are familiar with, outlining protocols and slot procedure. Supplies such as detergents and sanitiser will continue to be provided by TRUT ensuring the building is fit for purpose. His information will include a note on lateral flow testing.



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Ralph explained that TRUT had, in effect, been closed for a full year due to Covid. Staff had been furloughed for most of the time and after commending their work he added how important it was to retain the employees. Ralph made the following comments:

- Maintenance had been ongoing and the showers e.g., have been refurbished.
- Due to a lot of effort, management and structure, fixed costs have been reduced from £59,000 in the previous year to £44,000 this year.
- Income in 2019/20 was £154,000 of which members paid £59,000. £94,000 raised assisted in defraying the charge to membership.
- Membership income and boat storage roughly pays the fixed costs of running the club, excluding all staff costs. So, all the costs of managing all of that and keeping the RTWC clean and arranging everything is covered by income that TRUT makes on our behalf.
- We look forward to holding profitable functions, e.g., a wedding with about 120 people or more.
- Due to the success of furlough applications and the access to grants, TRUT are in a strong position, yet future income is an unknown.
- Normally membership fees would be reviewed for the start of TRUT's financial year in April. This has been deferred until the summer. TRUT are in a stronger financial position than thought and it is unlikely that membership will be raised in the forthcoming year.

The Chair thanked Ralph for his informative and helpful comments.

Kate O'Sullivan thanked Ralph and everyone else for doing a great job. She said that there was going to be a British Rowing meeting on Tuesday, in which they are hoping to have clarification from the Government on several points. The aspiration is to get the next iteration of full guidance out by Wednesday and Thursday. Guidance with what British Rowing know will go out. Sport England and DCMS are still to confirm several points as of 9am this morning.

The Chair thanked Kate for her elaboration on the note provided above.

#### **6. To confirm the Appointment of the Tees Rowing Club representative to the Board of the TRUT**

The Chair was pleased to confirm the appointment of Dick Marlow, who does a lot of work for TRUT, saving money for TRUT and consequently, Tees RC. As well as being a voice on the committee, he has had a hands-on approach, repairing, planning of refurbishments e.g., upgrade of the kitchen. Angela thanked Dick and no objections or comments were received.

#### **7. To approve the Annual Accounts for the year ending 30 November 2020 (Louise Summers)**

The annual accounts to the financial year ending 30<sup>th</sup> November 2020 having been published prior to the meeting were presumed read.

Louise had also sent out further information relating to fixed assets and presumed this had been generally read. Louise said that no questions had been raised prior to the AGM except for the question on Life members that was answered under her Treasurer's report.

Members present were given the opportunity to raise questions.

On a proposal by Greg Beswick, seconded by Lucy Radley, the accounts were accepted and approved by the meeting.

#### **8. To appoint Azets (Baldwins), Accountants, for 2020 -2021**

The meeting confirmed the appointment of Azets (formerly Baldwins) accountants to continue to act for Tees RC as the Club's Auditors, at a charge of £600 which is the same as fees in 2019/2020.

Proposed by Tom Hillier, seconded by Fiona Ventress.



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#### 9. To confirm the proposed fee structure for 2021-2022

Following unanimous approval via the previously circulated online vote, the Chair asked if there were any further questions or comments with regards to the fee structure for 2021-2022. This was then proposed by Louise Summers and seconded by Steve Leigh, accepted, and approved by the meeting.

SUBSCRIPTION FEES - 2021 - 2022 - AGREED		
Membership Category	Amount	% of full
Adult members	£30	
J18 Members	£22	73%
J13 Members	£15	50%
Distant Student	£13	43%
Off Peak	£18.50	62%
Social/coxing and coaching	£5	17%
As above, plus gym membership	£15	50%
Teesside University student	£22	73%
Yarm School Student	£18	60%
Rehabilitation membership (to include the use of the gym)	£15	50%

#### 10. To confirm approval of the proposed changes in Constitution

The Chair explained, as a lead up to the AGM eligible members were asked to electronically vote on proposed changes to constitution. The Chair shared the results, highlighting the number and % of votes for all proposed changes. He said all requests had been passed, the majority of which were unanimous or close to unanimous (*75% being the pass mark*). Despite Articles 7 and 24, being passed, they generated more No and Abstain votes including further comments. The committee had taken these into consideration, restructured the Articles and shared the amended proposal with members in the meeting and this had also been circulated to all members prior to the meeting.

Eligible members present voted anonymously via the poll function on the minor changes to Article 7 (relating to subscriptions) and this was approved unanimously.

Louise mentioned that those people who had paid annually and therefore in advance last year, will receive a reduction in the 2021-2022 fees.

Eligible members present voted via the poll function on Article 24 (relating to the swimming declaration), and this was also approved.

Dilwyn Jones pointed out that 100 meters is in line with British Rowing if local conditions suggest, it would be better.

The Chair thanked Dilwyn for his comment and explained that the vote of a minimum of 50 metres was accepted, but if the British Rowing minimum requirement changes, this will be reviewed.

#### 11. To Elect the Officers and other Committee Members

The Chair thanked retiring committee members, Karami Ure and Fiona Mortimer. Karami has been on the committee for seven years and made an enormous contribution to the club and Fiona has done a sterling job in what has been an unprecedented year.



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The Election of officers and committee then followed by using the online polling function for each role. The following table highlighting the only candidates, were re-elected, and elected without opposition by almost unanimous votes (*taking into consideration those that were being voted in, abstained*). Becky Graham and Jill Patterson, both in attendance, were welcomed onto the committee.

Sadly, there had been no requests to become Equipment Manager. This, therefore, remains vacant.

ROLE	MEMBER	Proposed	Seconded
PRESIDENT	Neil Dunning	Tom Hillier	Bob Holdsworth
CHAIR	Bob Holdsworth	Louise Summers	Tom Hillier
CAPTAIN	Tom Hillier	Angela Warburton	Louise Summers
HONORARY TREASURER	Louise Summers	Fiona Ventress	Angela Warburton
HONORARY SECRETARY	Angela Warburton	Steve Leigh	Fiona Ventress
MEMBERSHIP SECRETARY	Fiona Ventress	Lucy Radley	Fiona Mortimer
SAFETY ADVISER	Steve Leigh	Lucy Radley	Greg Beswick
VICE CAPTAIN	Lucy Radley	Greg Beswick	Richard Olver
PUBLICITY OFFICER	Lucy Radley	Greg Beswick	Louise Summers
VICE CAPTAIN	Greg Beswick	Richard Olver	Tom Hillier
ORDINARY MEMBER	Richard Olver	Fiona Mortimer	Angela Warburton
NEW COMMITTEE MEMBERS:			
ASSISTANT SECRETARY	Becky Graham	Becky Graham	Tom Hillier
ORDINARY MEMBER	Jill Patterson	Jill Patterson	Helen Wescott
EQUIPMENT MANAGER	VACANT		

The Chair thanked Dionne Dunning for her time as acting Entries Secretary. Although, this is not a position on the committee, it is an important role and Tom and Louise have agreed to do this together going forward.

#### 12. Any Other Business

- Dilwyn Jones mentioned that there was a free online Umpire Training Course taking place at 7.30pm if anyone was interested. The course comprises of 3 sessions, theory test and practice at Regattas in May/June.
- Kate O'Sullivan thanked everyone who had helped with our charity fund raiser. £850 had been raised for White Angel Spinal Injury Research and £650 for Mind Middlesbrough/Stockton. Great item contributions were also made to Refugee Action York, Peaced Together and Darlington Women's Refuge.
- On behalf of the committee, Tom Hillier expressed his thanks to Bob Holdsworth for his guidance and the Chairing of committee meetings. KOS thanked all committee and TRUT members.
- Steve Leigh ended the meeting by thanking Liz Puddick for showing us how to make a crumble!

**The meeting closed at 11:35pm.**