

BSSC AGM 2018 Minutes

Basingstoke Synchronised Skating Club

Agenda

1. Welcome and Introductions
2. Chair's Report
3. Financial Report
4. Creation of Direct Funding Sub-Committee
5. Election of Committee
6. AoB

The meeting was held on the 19th April 2018 at Planet Ice, Basingstoke.

1. Welcome and Introductions

The current committee was introduced to the meeting;

Chair	Chris Fenlon	(CF)
Treasurer	Sharon Digweed	(SD)
Team Manager	June Piper	(JP)
Safeguarding/Corporate Fundraising	Ailsa Wiggans	(AW)
Web and Media	Paul McNeil	(PM)

The club coaches were also present;

Fiona Harris	(FH)
Nadia Smith	(NS)

3. Chair's Report

Chris Fenlon delivered the chair's report.

Over the past year the Synchronized Skating club has attended competitions in Lea Valley, Cardiff, and Nottingham.

In Lea Valley we achieved rankings of:

Snowstorm	Elementary	14.68	5 th from 5
Ice Sensation	Mixed Age	22.36	4 th from 5
Ice Age	Adult	14.06	4 th from 4

In Cardiff we achieved rankings of:

Snowstorm	Elementary	15.77	3 rd from 5
Ice Sensation	Mixed Age	22.67	2 nd from 2
Ice Age	Adult	14.33	4 th from 4

At the British Championships in Nottingham we achieved:

Snowstorm	Elementary	18.83	5 th from 12
Ice Sensation	Mixed Age	24.53	8 th from 11
Ice Age	Adult	13.24	13 th from 13

The club has bought new club practice fleeces and T-shirts. The fleeces have already been distributed to club members and the T-shirt have just been delivered. Thanks to Clare James for the Logo design.

4. Financial Report

Sharon Digweed gave an overview of the club's financial activities over the year. A summary financial statement was distributed to attendees.

The club is "holding its own" financially with a small loss of £300 for the year. The club has lost 9 skaters with 37 skaters currently paying subscriptions. The Club needs to recruit more skaters to ensure future income. Thanks to Ashley Lowin for her Facebook recruitment drive.

The following items accounted for the majority of expenditure:

- Coaching costs, including meetings and seminars
- Club affiliations, subscriptions and insurance (NISA etc)
- Ice time
- Competition costumes
- Off-Ice venue rental

Ice Costs have increased by 5%, but there are no plans to increase Club subscription fees this year. However, a further reduction in skater numbers may require an increase in subscriptions.

The Club has cut its bank charges this year by converting the Club's account type. This has saved approximately £100.

We received £750 from the Persimmon Homes Healthy Community Fund. Thanks to Ailsa Wiggins for her efforts.

Based on comments at last last year's AGM about the breakdown of fundraising costs and returns, the Club finances are now managed using Sage's online entry-level accounting package. While the package is basic, it is a significant improvement of the spreadsheet-based approach used previously and ensures that the club is able to meet any future auditing requirements. The cost of the package subscription is approximately £7 per month.

There was a question from the floor about the suitability of the Sage package for the limited requirements of the Club. SD indicated that this was Sage's basic package and its cost and capabilities were similar to other entry-level packages.

6. Election of Committee

CF stood down the serving committee and conducted the election of a new committee by show of hands.

CF was elected unopposed as club chairman.

Julie Hammett has stood down as Kit Manager, leaving the post vacant. Ali Clark was elected unopposed.

The committee is being expanded to include representatives for each team. Chris Fenlon will no longer act as the Ice Age representative.

Ali Clark was elected as team rep for Ice Age, Paul McNeil for Mixed Age and Emma Huskisson for Snowstorm. However, PM indicated that this would be the last year that he felt able to serve as team rep, so future potential candidates will need to be identified.

All other serving committee members were re-elected unopposed.

7. AoB

Ice Time

With the closure of the figure-skating club, more ice time is available. However, this may be difficult for the Club to exploit as there are not the skaters available with the required levels to create a Junior B team.

Ice Age might have interest in more ice time, but the twice-a-week sessions are unpopular as it's difficult for many members to attend both sessions due to work and other commitments. Ice Age practice times will be discussed directly between Fi and the team. It was noted that a change to practice times might have an impact on fees. The committee will support any decision.

Fi will also look at using the ice to run a starter session for future Snowstorm skaters.

Mixed Age Team Name

Names are traditionally picked by the team, but Fi has not had any feedback from the current mixed age team. The team need to be encouraged to pick a name for next season.

Fundraising Committee

The fundraising committee will be reconstituted with Ailsa Wiggans as chair. Ashley Lowin and Clare James agreed to join.

Web and Social Media Presence

Paul McNeil described some recent changes and additions to the club website. In particular, most club documentation, including the club handbook, forms and constitution are now available without a login. The site now includes a gallery for photos and videos.

There was a recognition that the website needs current content and better links to other social media channels to attract more traffic. Clare James agreed to help PM to generate content. PM will investigate mechanisms for linking to Twitter and Instagram in the first instance. The club will not develop an 'official' Facebook page.

Data Protection

New Data Protection rules come into force this year that may affect the Club. Paul McNeil will review the new legislation, determine its impact on how the Club manages members' personal data and amend the Club handbook if required.

June Piper holds current skater personal information, including medical forms for competitions. PM will liaise with June to ensure current practices meet data protection requirements.

Club Noticeboard

Planet Ice has agreed that the Club have a noticeboard in the rink. Clare James will manage this.

Kit Storage, Cleaning and Management

As Julie Hammett is no longer able to store the team kits, Chris Fenlon has agreed to provide storage.

Ali Clark will not have the facilities to wash full team kits, so it was agreed that kit cleaning will be allocated by rota to team members. New kit will be identified by sewn-in numbers, with numbers allocated to skaters.

A. Actions

1	Clare James/Paul Mc-Neil	Liaise on content for website and other social media channels.
2	Paul McNeil	Review new data protection regulations (GDPR), amend club handbook as required and liaise with June to ensure compliance.
3	June Piper	Amend any procedures in line with PM's guidance on GDPR.