

Agreed Minutes DTC Annual General Meeting
6th December 2012
Frank Wickham Hall, Etwall.

Attendees/Apologies

See attached sheet

Agenda

1. Apologies
2. Chairmans Report
3. Treasurers Report
4. Resignation of Committee
5. Appointment of new committee
6. Allocation of club roles
7. AOB

Chairmans Report

Simon gave an overview of the season from his perspective as chairman.

Club finances were sorted out, more coaching sessions were implemented with the club now having 1 level 1 coach and 4 level 2 coaches. Circuits sessions have started, Darley Moor bike sessions took place for the first time. The club spent money on turbo trainers, a compui trainer - subsequently sold onto Andy Thornton (given that it couldn't be practically used in club sessions it has been sold on). We invested in a new storage unit for all of the club gear on Osmaston Park Road, Derby. We had 3 main club races, all of which involved a club trip, Barcelona, Castle Howard, and Bala, all of which were enjoyed immensely by everyone who went. We have spent money this year on improving the website. We held successful summer series and aquathlons, and open water at Barton was also another great success in 2012.

Membership rose from 150 to over 260 members, mainly on the back of this year's London Olympics.

At the request of Simon, Hilary Johnson gave a short update on the Juniors :

The junior section continues to expand. We have been running 2 sessions per week and have had to refuse juniors due to the high numbers wanting to take part compared to volunteers helping to run the section. If we can get more coaches the section could expand further. Derby Junior Tri next year is to be held at Woodlands School on 23rd June 2013. Sessions will restart again in April 2013. Juniors have had some excellent results this year. East Midlands finished 2nd overall in the country with notable performances from Barclay Izzard, Rebecca and Hannah Brayer all winning their age group races

Mark Gardner then provided an update on the status of the website

The high amount of new members has massively increased the amount of communication required between the committee and members. We needed a new website to be able to field a lot of these issues/queries. We also needed to handle the finances better. The new site will give us a credit system where members pay a lump sum into the site then net off costs of sessions they book onto. This will massively reduce cash handling and the financial headaches we have seen for the last few years. Website is 85% complete and will hopefully be up and running in January at the latest. Testing will start shortly, taking 4-5 weeks.

Club constitution

The club needed to vote on two changes to the constitution :

At present it states :

1. The membership year shall run from January to December.
2. The first coaching session is free, with the next two at members rates then can continue attending sessions if you join the club.
 - During 2012 we changed the membership year to become a rolling 12 month membership
 - Request from Simon that we state that newcomers now get the first session free but any thereafter are at the discretion of the committee subject to available slots at the coached sessions ahead of joining the club.

Both changes were voted and all members were in favour of the changes.

Treasurers report

Although we had a firm footing at the start of 2012 with a good bank balance, we were not controlling our finances well. This was due to a number of reasons including problems with tracking transactions thru the website, work commitments, lack of visibility of our bank account, and large amount of cash transactions not being controlled well.

It has taken a great deal of time and effort to get the books straight again. We have hired an accountant to help us resolve these issues and we have almost completed the reconciliation. 2010/2011 now complete. 2012 provisional numbers available with a few minor issues still to be resolved.

We will need to consider our tax position next year with HMRC as we could be in the region of £30K turnover in which case we have to register this fact with HMRC.

We have finally managed to open up an on line banking account which has taken 9 months to sort out. We can pay both in and out of the club account now.

The balance has reduced this year due to high spends on coaching, coaching equipment and the website.

Query raised as to whether the figures presented by Paul include the cost of the website. The £900 deposit is included, but the balance of £7-9K is not.

The club needs to ensure it puts a budget together going forward. Amanda Larkin will be helping us set up a budget going forward.

Proposal was put fwd to the members that we withdraw the facility for members to be able to tick payment as 'cheque' on line. This has caused problems in the past as members haven't always sent the cheques in, also it has caused major problems trying to reconcile the physical cheques to the on line payments. Members all agreed to this proposal. This block will only happen on the existing website as the function will not be available on the new site anyway.

Money is still owed by members to the club for this years open water sessions. Paul will continue to chase until the debts are cleared. Open water has been very profitable this year again with approx £6k income – good income from non members and very low cost to run the sessions..

So far we have not received payment from Punishing Events so a further £1500 will be added to the balance.

We now have a 1 year lease on the storage unit in Derby.

There was a discussion about how we continue to pay for OW swimming. The new credit system will cover this for next year but we will still have to continue taking cash from non members at OW sessions.

Indoor swim sessions make a loss and the committee have previously discussed whether we should put up the price of the sessions. It costs more than £3 to go to a local pool without coaching. So far we have decided not to increase the cost due to a good bank balance position.

A query was raised on how/why we were doing the credit system. Members will be asked to pay a sum into the website (however much they want). Each time they book onto a session the cost will be debited from their balance. This system will make it easier to manage financial transactions and will reduce the amount of cash handling. Each session could have been paid for individually in advance on the site but members would have been forced to pay a credit card handling fee so overall it would have cost members more money. The credit system was seen as the best way around this.

[Resignation of committee](#)

All committee members resigned.

[Appointment of new committee](#)

Co -Chairmanship – **Clive Holland**, proposed by Hilary Johnson, seconded by Simon Rolfs. **Emma Blount** – proposed by Simon Rolfs, seconded by Lorna Magowan

Treasurer – **Paul Wilson**. Proposed by Simon Rolfs, seconded by Lisa Tatem.

Secretary – **Grace Neal** . Nominated by Simon Rolfs, seconded by Lorna Magowan

Ladies Captain/ 5th committee member– **Laura Hunt**. Nominated by Simon Rolfs, seconded by Lisa Tatem

Coaching Co-ordinator/6th Committee member – **Simon Rolfs**. Proposed by Paul Wilson, seconded by Steve Tatem

Membership secretary/7th committee member – **Lindsey Appleby**. To be supported by Maedhbh Chlieirigh. Nominated by Simon Rolfs, seconded by Lisa Tatem

Allocation of other club roles

Mens Captain – not filled.

Juniors Co-ordinator + Junior Tri Directors – Bill Speake/Hilary Johnson/Sam Read/Jason Jones – support will be required from Adrian Howlett (webmaster) for Junior Tri.

Equipment Co-ordinator – Jonathan Barron

Time Trial Co-ordinator – Rob Osborne, Rob to ask around for another helper to support him

Summer Series Co-ordinator - Rod Zala/Paul Stewart

Winter Series Co-ordinator – Steve Tatem/Rod Zala

Open Water Co-ordinators – Steve Tatem/Nicky Warren/James Brady

TFN/PE Liaison – Mark Gardner

Kit Officer – Andy Townsend

Leisurewear co-ordinator – Lindsey Appleby

Webmaster – Adrian Howlett

Social Secretary – Nikki Warren/Lindsey Appleby/Kathy Carmichael/Lorna Magowan

Swim Money – Kathy Carmichael/Paul + Nicole Stewart/Andy Thornton/Paul Wilson

Press/PR/Social Media/Sponsorship – Mark Gardner, Rob Cogings. (Hilary to provide contact at Derby Evening Telegraph

AOB

The role of marshalling co-ordinator was not filled. This is due to a discussion at the AGM about whether we should continue to support Punishing Events with marshals. It is a thankless task every season to try to drum up marshals for the 3 events. Concern was raised by a number of members as to the workload and responsibility of co-ordinating marshals for Punishing Events versus remuneration.

What do we get from marshalling the races? - £1500 plus the use of PE's equipment for the Junior Tri. We have to provide 25 marshals for Ashbourne, 90 for Derby Tri and 20 for Carsington.

Mark Gardner volunteered to discuss the raised points with Jim Cresswell and report back to the committee.

There was also a discussion on the use of safety marshals at Open Water. We struggled to fulfil the roles this year on occasions. Most of the time we paid some external volunteers to cover most of the sessions but this then caused some issues in the club as members would not support the role unless they too were paid.

Andy Thornton suggested putting an external advert out to advertise for regular safety marshals. It was also suggested we could contact Staffs or Derbyshire Council development dept to look to use development youngsters.

Andy Thornton requested that the committee instigates contact with members to get them to arrive at swim sessions on time. Members should arrive 10/15 mins before the start of the session. Sessions have been starting late, and money collectors are also being forced to be late for the session collecting money from late arrivals.

Swim wait list – Kathy Carmichael raised concerns over people not turning up for swimming even though they were booked onto it, which meant that those on the wait list missed out on the opportunity to swim. The credit system should force this behaviour to stop next year as members will not receive a refund if they do not turn up to a session they have paid for. There may be a grace period to cancel your slot and

not be charged which will allow wait list members to get a slot. Although we will not need anyone to collect money at swim sessions once the credit system is up and running, we will still need volunteers to check names off a list to ensure that everyone attending swimming is on the paid list.

Two events were advertised –

Weds 19th Dec is the first winter series event at Allestree park and members can now sign up for it on the website.

Sunday 16th Dec – the next cross country event, also at Allestree Park – this was subsequently cancelled due to safety concerns.

Hilary Johnson advised that Derby Mercury are interested in having joint sessions with the club at Darley Moor in 2013. This should be followed up.

Simon Rolfs advised that if any members are interested in going on one of the coaching sessions they should advise the committee. There is still a sum of money available from the BTF to cover the costs.

Bill Speake requested a round of applause from club members for the outgoing committee to thank them for all their hard work in 2012.

And finally, the club place at the London Marathon 2013 has been awarded to Andy Thornton due to his gran's wish that he run the streets of London (sob, sob) and in recognition of Andy's hard work and dedication to the club over the last few years. .

[Meeting closed at 9.45pm](#)