



TVOC 2016 AGM: Minutes

Held on Saturday December 3rd 2016 at 6:00pm at Brill Memorial Hall, Church Street, Brill, HP18 9RT

Apologies for absence

None

1. Present

Alun Jones (Chair)	Pauline Sinclair
Neville Baker (Vice Chair)	Geoff and Audrey Geere
Martin Ricketts (Treasurer)	John and Mary Spence
Carol Edwards (Membership Secretary)	John Thompson
John Dalton (Secretary, Minutes)	Ian Buxton
Alison Smith	Sue Jones
Nigel Bunn	Yvonne Hodson
Fiona Bunn	Colin Duckworth
Bob and Pattie Beresford	Roger and Ruth Baker
John Farren	Brian Watkins
Heather Walton	Jim Prowting
Marie-Anne Fischer	Robin Bishop
Jon and Glynis Wheatcroft	Roger and Ruth Baker
Tom Venn	Ben and Yvonne Green
Shirlaine Fasanya	Nat and Clare Skidmore

2. Approval of Minutes of Previous AGM

Proposer that the previous Minutes be accepted:

Ian Buxton

Seconded:

Pattie Beresford

3. Officers reports

See bottom of these Minutes for full details of all Officer's Reports.

Chairman

- The Chairman's report is recorded at the bottom of this document

On behalf of the club, John Dalton thanked Alun Jones for everything he has done for the club as Chair over the preceding years.

Treasurer

- Report
 - The Treasurer handed out copies of the TVOC Balance Sheet and Income and Expenditure statements for the year ending 31st August 2016
 - The accounts have been independently reviewed and recorded as giving a true record of the TVOC finances on 18th November 2016 by G Spalton.
 - A copy of the approved accounts are attached to this document
 - The Treasurer's comments are recorded at the bottom of this document
- To consider and (if approved) to adopt a statement of the Club's accounts for the year ending on the previous 31st August

Proposer that Accounts be accepted as presented:

Jon Wheatcroft

Seconded:

Alison Smith

- To approve arrangements for auditing the Club's accounts for the current year by G Spalton

Proposer to approve arrangements for auditing:
Seconder:

Alun Jones
Glynis Wheatcroft

Membership Secretary

- The Membership Secretary's report is recorded at the bottom of this document

4. Election of officers for 2016-17

Role	Nominations	Proposer	Seconder	Elected
Chair	Carol Edwards	John Thompson	Geoff Geere	Carol Edwards
Vice Chair	Neville Baker	Yvonne Hodson	Bob Beresford	Neville Baker
Treasurer	Martin Ricketts	John Farren	John Spence	Martin Ricketts
Secretary	John Dalton	Glynis Wheatcroft	Roger Baker	John Dalton

5. Proposed change to TVOC Club Constitution in support of British Orienteering

It is proposed that the following additional clauses be added to the TVOC Constitution as requested and agreed by British Orienteering:

1. TVOC agrees to adopt the up to date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
2. All individuals involved in orienteering through TVOC, in any capacity, are deemed to have assented to and abide by and adhere to the British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
3. Both TVOC and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.

Proposer: **John Dalton**
Seconder: **Alun Jones**

A vote was taken. **The Proposal was carried UNANIMOUSLY.**

6. Proposal that TVOC pays for specific relay and CompassSport Cup entries

It is proposed that, assuming club funds are available to do so, that TVOC pays for entries for the following TVOC team events:

- CompassSport Cup
- JK Relays
- British Relays
- Harvester
- Yvette Baker Trophy

This would represent an additional cost of approximately £1,000 per year to the club.

Proposer: **John Thompson**

This proposal was discussed at length. The following comments were made:

- It was suggested that such a proposal be for one year only
- Such a decision should not set a precedent for all years
- A suggestion was made that this be reviewed on an annual basis

- Such a proposal would benefit only a small percentage of the club's membership (perhaps 10-15%). This could be interpreted as the majority of the club subsidising only a small proportion of members
- The 2016 Surplus was £1,900. Without the donation from the WOC, the Surplus would have been only £900. Subsidising entries in this way would have resulted in zero surplus had it been implemented last year
- Such a proposal, if agreed, might serve to increase the participation in such team and club events
- It is common for athletics clubs to subsidise entries of their members.
- It can be difficult to get people from the Saturday Series to enter other events such as the CompassSport Cup. Could this approach (along with publicity) help to address that problem?

As a result of this discussion, the following two separate proposals were tabled and voted on:

Proposal 1

That, for one year only, TVOC pays all entry fees to the CompassSport Cup (only)

A vote was taken. **The Proposal was carried UNANIMOUSLY.**

Proposal 2

That, for one year only, TVOC pays all entry fees to:

- JK Relay
- British Championships
- The Harvester Relay

A vote was taken:

- Those in favour of the proposal: 13
- Those against the proposal: 16

The proposal was therefore REJECTED.

7. Proposed Fixed Term for Chair

It is proposed to introduce a maximum term for the Chair of 3 years.

It is also proposed that the following be added to the Club Constitution:

The maximum term for the Chair is 3 years. The Chair may stand for further term(s), but only with a different Chair elected in between.

Proposer: Alun Jones

A vote was taken. **The Proposal was carried UNANIMOUSLY.**

8. Any other business

None

At 6:51pm the meeting was closed.

Chairman's Report for 2016: Alun Jones

Let me start by emphasising that this is my final annual report as Chairman.

I believe the club has had another successful year.

Normally I start by talking about events, but this time I have something else to mention first. We are Club of the Year! I claim absolutely no credit for this feat. Indeed, I even missed the prize-giving. But big thanks to Mike Shires for his social media campaigns, and other means of promoting our events and our sport. To all those who have put on all our events. And to Carol who went and collected our award.

In the last twelve months, we have put on:

- The Chiltern Challenge
- Five level C events, including two Urban events. Our Urban event on the New Year Bank Holiday was our biggest ever, nearly 350 took part.
- A full set of 12 Saturday Series events, which attract great numbers of attendees. So much so that we are really disappointed if we do not get 100 runners at an event. Saturday Series is really important in driving our flow of new members. You will see in the Membership Secretary's report how successful this has been this year. Nat Skidmore has taken over coordinating this series, really good to see newer members taking on major roles in the club.
- We had eleven Summer Series events this year, with a variety of different formats. Thanks to Chris Poole for continuing to coordinate this series.
- Finally there were seven Oxford Street-O events. Thanks to Robin Bishop for coordinating those.

That is a pretty impressive list of events. So a big thank you to all those who contributed to them, especially the planners and organisers.

Martin will run through the financials in a few minutes, but I think the club is in a pretty good financial state.

And as hinted just now, our membership numbers also look pretty good.

I cannot NOT mention Fiona's performances this year. After a really successful year, of which we will hear more later, she has been selected for British Orienteering's 2016/17 Talent Programme. This programme aims to support athletes in fulfilling their junior potential, before transitioning on to senior success.

Overall I believe the club remains in good health. So let me finish by again thanking you all for what you have contributed to the club over the past twelve months, and in particular those who have organised, planned, mapped or controlled events over the past year.

Finally, thanks to Sue Jones (and others) for organising the AGM again this year.

Treasurer's Report to 31st August 2016: Martin Ricketts

The Treasurer provided copies of the Income and Expenditure, and the Balance Sheet for the year ending 31st August 2016.

Initial comments:

- Again, the membership fees to TVOC were not increased over the previous year
- TVOC has moved to be able to make payments electronically through Barclays Bank. This is much easier for all concerned, and for auditing purposes.

Key comments on the Income and Expenditure:

- Total Income was £32,849.25
- Total Expenditure was £30,908.41
- Overall Surplus was £1,940.84 (compared to £1,781.05 during the previous year)
 - This Surplus included a donation of £1,000 for the development of orienteering in recognition of the help TVOC provided to the WOC Championships in Scotland in 2015

- The Newsletter expenses have risen to £1,556.34 (up from £1,328.59 in the previous year)
- Approximately £2,500 was been spent on new equipment during the year
- Club kit (TVOC Jackets) was subsidised by the club to the tune of approximately £1,000. This was as planned
- Insurance costs have risen to £363.96 (up from £284.14 in the previous year)
 - This is partly due to the need to insure toilets brought into events
 - Can Organisers make sure our insurers know how many toilets are hired, and when they are on site?
- Events
 - Event income was up approximately £5,000 over the previous year
 - Event expenses were up approximately £3,500 over the previous year
 - Martin has been working to **improve the allocation of both costs and expenses to specific events whenever possible**. Doing so is giving a more accurate picture of event income and expenditure
 - All events made a good surplus (normally somewhere between £500 and £1,000)

Key Comments on the Balance Sheet:

- The Balance Sheet figures are up-to-date other than for one landowner deposit held by Oxford City Council
- TVOC currently has £16,600 in the bank
- Kit (including software licenses) have been re-valued
 - Software licenses (such as OCAD) have been depreciated by 20%
 - The nominal total value of TVOC assets is currently £26,700

The following questions were asked:

- Q: Should we be depreciating our EMIT and other kit, too?
- A: We have actually been buying replacement EMIT and other kit through the year. As a result of these new purchases, we have valued that kit to be approximately the same as in the previous year.
- Q: Do we consider we are likely to get more kit failures (for example, EMIT kit)?
- A: Yes, this is expected and planned for. There may come a time when we decide all our EMIT equipment needs replacement. This will incur a substantial cost to the club, and is one reason that the club must hold sufficient cash reserves to cater for that eventuality.

The accounts have been independently reviewed and recorded as giving a true record of the TVOC finances on 18NOV16 by G Spalton.

A copy of the approved and signed accounts is attached with this document.

Summary of Membership Secretary's Report for 2016: Carol Edwards

Membership Secretary handed out a summary Review of Membership 2015-16

Key comments:

- Total membership has gone up again, from 244 last year to 275 during 2016
- This represents continued growth of membership since 2011, when we had 191 members
- This growth has occurred despite losing 30 members over the previous year
 - Approximately 60 new members joined during the year
- Carol does try to contact as many people as possible who choose not to renew membership. For this year she found:
 - A number of families have emigrated from the UK
 - Some people are too busy to orienteer for the moment, so have not renewed
 - Some family members have lost some interested in orienteering
- Most member of the club lie in the 45-64 age ranges

- There are many more men as members than women.
 - This is especially true in the 45-64 age ranges
- The average age of our senior members is currently 53, with the average age of new senior members tending to be younger: 45 in 2014, and 42 in 2015 and 2016.

The Membership Secretary was asked whether we have information about changes to our junior membership numbers. Carol answered that we didn't have a lot of detail, but we do have lots of under-10s in the club now.

The Membership Secretary's Review of Membership is attached with this document
